

CCW Local Workforce Development Pathway Information Session: RUN SHEET TEMPLATE

Intended objectives:

Overall, residents from the community will:

- Gain a clearer understanding of the local CCW employment pathway opportunity and the supports along the way, and who is providing them
- Gain a clearer understanding of the CCW training program and the steps needed to qualify, and what it’s like to work in the specified sector and in a unionized environment (if applicable)
- Gain a clearer understanding of the next steps they need to take to begin to pursue this pathway opportunity

Residents will also:

- Feel welcomed and valued
- Have their questions answered
- Increase their knowledge of major developments coming to (insert local community name) and what it means for future job opportunities for people in (insert local community name)
- Meet and begin to build relationships with people who represent organizations that can support them along the employment pathway

Who will be there:

- Residents: 40 - 60 (recommended)
- Outreach ambassadors (this is only effective if outreach ambassadors have been deeply involved in planning & executing local outreach strategy for the pathway/the event): 5 (recommended)
- Workforce Integrator staff names:
- Partners: Skills training organization, relevant union and or contractor, employer, collaborative employment networks
- Other guests: Local politicians, strategic advisors of the pathway, Workforce Integrator staff & Steering Committee members
- Venue (local faith-based organization, community hub, employer space) staff: 1 custodian, 1 A/V technician
- Make sure you check in with participants about their barrier reduction needs and plan accordingly. e.g. do participants need childminding to attend? Have a childminder present

Start time (example)	Duration	Content	Materials	Who is responsible
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4:30	1 hour	Set up: <ul style="list-style-type: none"> - Set up tables in lobby/meeting room - Set up childminding space - Prepare & cover snacks in kitchen - Arrange tables/chairs as needed - Set up registration table - Set up materials table - Set up / test A/V - Put up wayfinding signage inside & outside the building 		<ul style="list-style-type: none"> - Workforce Integrator staff
5:30	30 minutes	People arrive and settle in LOBBY <ul style="list-style-type: none"> - People arrive - Direct people to registration table(s) to sign in, get nametag and paper/pen to take notes - At registration, direct people to the meeting space for presentation. - Provide information on: transit reimbursement after, snacks after, where childminding is MEETING SPACE <ul style="list-style-type: none"> - Greet people at materials table, chat with them if they want or let them browse the materials - Play music as people settle in and/or a simple and fun ice breaker as people wait for the event to start - Have slide of pathway projected - Any other Workforce Integrator staff and partners who don't have duties can be in the main space (with nametags) to greet folks, mingle 	LOBBY <ul style="list-style-type: none"> - Wayfinding signage (including parking sign to put in grass outside) - registration sheet - Whiteboard sign - CCW flyers/posters - Nametags for participants - Identifying nametags for staff/partners/outreach ambassadors - Markers - Large post-it notes & pens MEETING SPACE <ul style="list-style-type: none"> - Custom pathway graphic - printed - Info sheet - printed - Union/Contractor materials - Workforce Integrator brochures - Community-wide communications/newsletters sign-up sheet 	LOBBY <ul style="list-style-type: none"> - 1 floater to direct people - 1-2 people at registration table(s) <ul style="list-style-type: none"> - These roles are particularly effective when played by the Resident Outreach Ambassadors MEETING SPACE <ul style="list-style-type: none"> - 1 person at materials table - 1 point person for partners/guests - 1 photographer - Any additional staff/partners: floating and mingling with residents

			<ul style="list-style-type: none"> - Large CCW pathway displayed on wall - Music playlist to play 	
6:00	60 minutes	<p>Presentation</p> <ul style="list-style-type: none"> - Introduction (Senior Systems Integrator and the Coach, 15 minutes) <ul style="list-style-type: none"> - Welcome - Land acknowledgement - Housekeeping: exits/washrooms/food rules - Acknowledge outreach ambassadors - Overview of CCW - Explanation of this employment pathway (give every pathway representative an introduction / chance to say a word) - Prep participants for Q&A later (and additional option to write down questions) - Union/Contractor overview (representatives, 30 minutes) <ul style="list-style-type: none"> - What's a union / who is the union/contractor - Overview of CCW training program - Sector specific realities and expectations → Call to action (Workforce Integrator Coach) <ul style="list-style-type: none"> - Interested? The Coach is ready for you. Contact them to get started on next steps (cards available, contact info of skills training organization) - Not interested? Our coach can still help you connect to other options. - FULL GROUP Q&A (moderated by the Coach 20 	<ul style="list-style-type: none"> - Powerpoint presentation for introduction - Post-its, pens on chairs & bag to collect any written questions 	<ul style="list-style-type: none"> - Leading presentation: Senior Systems Integrator and the Coach - Moderating q&a: Coach - Collecting written questions/circulating mic - 1 photographer - Tech support

		minutes) <ul style="list-style-type: none"> - Additional: circulate with box to collect any written questions - Have handheld mic available to circulate if necessary 		
7:05	5 minutes	Repeat call to action / feedback form / wrap up <ul style="list-style-type: none"> - Repeat call to action - Feedback: resident outreach ambassadors will be circulating with a few questions to ask you your feedback on this event. What did you think? Your opinion matters as we plan future info sessions. <p>Wrap up: (Workforce Integrator)</p> <ul style="list-style-type: none"> - Distribute transit reimbursement - Head out to the lobby/meeting room for refreshments - Pathway representatives remain present for chatting and questions 	<ul style="list-style-type: none"> - Feedback forms & clipboards - Envelope to collect feedback forms 	
7:10	20 minutes	Snacks / mingling / people leave <p>THE MEETING ROOM</p> <ul style="list-style-type: none"> - Tokens available at materials table <p>LOBBY</p> <ul style="list-style-type: none"> - Two snack stations in lobby & meeting room - Meeting room already set up with chairs & tables <p>Staged photos to get:</p> <ul style="list-style-type: none"> - All partners - All resident outreach ambassadors 	<ul style="list-style-type: none"> - Transit reimbursement - Refreshments 	<ul style="list-style-type: none"> - All other staff/partners available to answer questions & mingle - Senior Systems Integrator point person for partners post-presentation

Materials to print/prepare

- Workforce Integrator brochures
- Info session flyer
- Brochure with custom pathway graphic
- Feedback form
- Community wide communications sign up sheet
- Wayfinding signage
- Staff name tags
- Introduction Powerpoint
- Event registration spreadsheet

Materials to purchase

- Nametag stickers
- Big post-its & small post-its
- Pens
- Refreshments:
- Disposable plates, napkins, cups, forks

Other materials to gather

- pens/markers
- Masking tape
- Clipboards
- Staff cards
- Box/container for written questions
- Water pitchers
- Fully charged camera
- Fully charged laptop
- Music playlist
- Folding whiteboard sign