

Grantee Team Meeting #2 – Wednesday, May 16, 11:15-11:40 am

Instructions for Grantee Teams

Meeting Goal: Plan the team's follow up steps resulting from the Roundtable Workshop.

Suggested Meeting Format

1. Briefly share individual key takeaways in summary form – Use your Roundtable Key-Takeaways Note-Taking Tool. Use these takeaways to spur a team conversation.
 - Focus the conversation on overall team takeaways and action steps – *What did you learn at the Roundtable that can help you sharpen your project's employer engagement and employment plans?*
 - From this conversation, get an overall sense of the team's perspective on ways to enhance your HPOG project. *Do you have an initial consensus on a few areas of improvement or enhancement that are most essential to generate rising outcomes over the coming several months?*
2. From the previous discussion, choose something your team learned at this VLC Roundtable workshop to announce at the closing session. In other words, what is your team's top learning takeaway from this Roundtable workshop to keep in mind as you move forward with plans to generate stronger employment results?
 - No description needed; just a statement about one key learning takeaway from the Roundtable and how it can help you moving forward.
 - Closing session announcement of your learning takeaway should be 30 seconds or less.
3. Plan a follow-up meeting with your VLC team by May 25 to revise plans so that you can send your final plan to the VLC coach prior to the final coaching call (Date TBD, likely sometime between May 28 - June 8)