

VLC Roundtable Workshop – May 15-16

Key Takeaways Note-Taking Tool

For each of the workshop sessions, you can use this note-taking tool to jot down your key takeaways from the session. Key takeaways could be a specific practice/method to consider, a resource of interest to review, or peers you meet at the Roundtable who can help you. Some takeaways may be useful for you to consider in your individual HPOG role; others for your team to consider in sharpening your *Employer Engagement and Employment Support* plan.

Be sure to bring these notes with you to discuss at your team meeting at the end of Wednesday morning!

TUESDAY, MAY 15

9:00-9:45	Introductory Remarks and Activity: <i>Who do you want to get to know better?</i>
9:45-11:30	Building Trust with Employers – <i>What should you and your team keep in mind to build trust or recover trust with employers or other key partners? Any interesting resources to check out?</i>
11:30-12:00	Grantee Team Meeting #1
1:00-2:15	Peer Consulting - Paired Grantee Team Presentations: <i>What did you hear from the other team's plans that you are interested in trying out or learning more about? What suggestions rang true for you to help enhance your team's plans and work?</i>
2:30-4:15	Grantees' Focus Project Presentations & Discussion: <i>What did you hear from the other team's plans that you are interested in trying out or learning more about? What suggestions rang true for you to help enhance your work?</i>

WEDNESDAY, MAY 16

9:00-10:00	Working Effectively with Employers – Paired Grantee Team Discussions: <i>What did you hear from the other team’s plans that you are interested in trying out or learning more about? What suggestions rang true for you to help enhance your team’s work with employers? Any resources of interest or peers that can help you?</i>
10:15-11:15	Strengthening Participant Employment Support Services: <i>What did you learn from the discussion that can help strengthen you and your team’s practices in supporting participants to achieve high employment outcomes? Any resources of interest or peers that can help you?</i>
11:15-11:40	Grantee Team Meeting #2: <i>What are my key follow up assignments?</i>
11:40-12:00	Overall Roundtable Takeaways: Reflect on and answer these questions during your trip back home, before the memories fade. Make these responses promises to yourself to keep moving forward with your learning and to put ideas into action! <ol style="list-style-type: none">1. <i>What have I learned at this Roundtable that I don’t want to forget?</i> 2. <i>What are the top 1-2 new practices I came away with that I want to put into action immediately?</i> 3. <i>Who did I meet that I want to be sure to follow up with and stay connected to?</i> 4. <i>What are my most important follow up assignments for finalizing our team’s plans?</i>