

Grantee Team Meeting #1 – Tuesday May 15, 11:30-12:00 Noon

Instructions for Grantee Teams

Meeting Goal: Final preparations for your team's two presentations later today.

Plan Your Paired Team Presentation - Tuesday, May 15 @ 1:00 pm

Presentation Format: You will have 10 minutes suggested presentation time, followed by a discussion with the grantee team at your table.

Presentation Planning Tasks:

- ✓ Assign presenter roles for each of the 3-4 action plans that highlight the significant strength to build on or gaps from the “Foundation-Building Plans” document. Use your team’s plan as a guide – Be concrete about goals and actions!
- ✓ What questions can peers help you answer about your plans?
- ✓ Designate note-taker(s) to capture peer consulting suggestions/questions

Plan Your Focus Project Presentation – Tuesday, May 15 @ 2:30 pm

Presentation Format: You will 5 minutes total presentation time – Presentations will be timed!

Presentation Planning Tasks:

- ✓ Write out project title and your grantee name at top of flipchart paper
- ✓ Use the “Focus Project” section of the “Employer Engagement and Employment Services” planning worksheet you completed at home to guide your presentation
- ✓ During this meeting, make “Challenge-Action-Results” outline notes on flipchart as visual guide (see the example on reverse of this page)
- ✓ Assign presenter role(s) (and individual time allotments if more than one presenter)
- ✓ Follow the “Challenge-Action-Results” presentation format. Make your plan come alive for the group! (see the example on reverse of this page)

Example of Focus Project Flipchart Visual Outline

Project Title: Develop New Training Futures-Inova Internship Program

Grantee Name: Training Futures

Challenges

- Internships are top driver of our employment outcomes (20%)
- Inova our biggest employer – dozens of admin openings!
- Inova “doesn’t do internships” – many open jobs, slow hiring process, and turnover point to internships as solution

Action Steps – Complete in 4-6 months

1. Identify Inova internal “champion” and executive sponsor
2. Advocate to approve pilot – equip champion with business case
3. Pilot-test new internship process with influential intern supervisors
4. Assess pilot results, make changes, then expand for next cohort

Results

- Generate 6 or more Inova internship requests each cohort
- Success indicators – trainees motivated & complete Inova process; Inova supervisors respond with internship requests
- Convert 50%-75% of successful internships into job offers – “win-win”

Challenge – Action – Results Presentation Format

Challenges

- Frame the challenge you are addressing: What exactly are trying to achieve and why does this matter to the success of your HPOG project?
- Use data when possible to highlight your challenge/why it matters.

Actions

- What 3-4 significant action steps do you need to execute?
- What’s the timeframe for these actions?

Results

- What does success look like? (specific employment goals are best)
- What indicators along the way will show you how it’s working?
- How might you scale/expand your plans if they are successful?