**SWP - Implementation**

**EMPLOYMENT READINESS WORKGROUP #3**

 AGENDA

Wednesday, June 20, 2018

10:00 a.m. - 12:00 p.m.

San Diego Mesa College MS-201

**INTRODUCTION AND STATUS (approx. 30 minutes)**

1. Agenda Overview
2. Introductions (Name, college, interest in the work)
3. Context, Purpose, and Status of the Employment Readiness Workgroup (WG#3)
	1. Context:
		1. Employment Readiness Workgroup is one of 7 Workgroups to implement the full set of recommendations over time (monthly meetings and ongoing collaboration to share learning and coordinate)
		2. Key recommendations addressed by this workgroup
	2. Purpose:
		1. Make the recommendations real (e.g., implement)
		2. Champion of work across the region
		3. Build/maintain momentum
		4. Collaborate with other workgroups to coordinate and leverage efforts
	3. Status:
		1. Work plan development (2 plans for this group)
		2. Membership
4. Roles
	1. Committee Leads
	2. Task leads (if distinct) and participants
	3. Staff
	4. WestEd

**DIGGING INTO THE WORK (approx. 1 hr. 30 minutes)**

1. Work Plan—review and input
	1. Content
	2. Timeline
2. Work Plan Implementation: Getting started (by task group)
	1. Research:
		* Survey on Core Competencies (21st Century Skills)
		* Survey and/or interview staff on current intake, orientation, and career/education planning
	2. Development:
* Core Competencies (21st Century Skills)
* Develop or adapt existing intake form to better refer students to appropriate orientations or services.
1. Meeting Frequency and Dates