**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