**Work-Based Learning & Job Placement**

**Community of Practice**

**Monthly Meeting Agenda**

Wednesday, March 20, 2019

2:30-3:30 PM PST

1. Welcome New Members!
2. Activities & Discussion
   1. What are my college’s goals for WBL and Job Placement?
      1. Review goals/activities matrix
      2. What goals/activities jump out at you and why?
   2. Where should I start?
      1. Based upon conversations with management and colleagues, what are the institutional priorities?
      2. Based upon time of year, what is doable?
      3. Select top priorities
   3. How can I collaborate with those already doing the work?
      1. How will you identify stakeholders
      2. How will you spread the message?
   4. What will I do to help the college obtain results?
      1. What needs to be measured?
      2. What are the results you are responsible for?
   5. How will I track results?
      1. Through technology
      2. Through inventory