



Minnesota's Career Resource



CareerForce Standardized Workshop Pilot

January 27, 2021



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CAREER EXPLORATION

NETWORKING

RESUME WRITING

ADVANCED RESUME

INTERVIEWING

Standardized Workshops

Standardized Workshops Timeline Review

Action	September	October	November	December	January	February	March	April
Complete Courses	Update JSS 9/23/20 Update Directors 9/24/20	All Courses complete Share with Pilot Facilitators						
Pilot		Facilitator Course Training 10/20 & 21	Begin Pilot		Receive Preliminary Feedback & Summarize		Complete Pilot Receive last 2 mos. Feedback	
Facilitator Training		Develop Core Facilitator Training				Facilitator Training complete	Train Facilitators	Begin regular use of 5 core Standardized Workshops
Advisory Team*					Review Preliminary Feedback	Modify Courses as necessary	Share updated materials with Facilitators	
Community of Practice**	Identified first co-chairs Diane and Cindy	Kickoff/1st meeting	Newsletter	Newsletter	Meeting	Newsletter	Newsletter	Meeting

Pilot Workshop Sites and Facilitators

Region	Site contact	Facilitator
North CareerForce- Duluth	Julie Sachs Julie.sachs@state.mn.us Direct: 218-396-0523 Elena Foshay efoshay@duluthmn.gov	Glory L. Mitchell glory.mitchell@state.mn.us 218-302-8409
South CareerForce- Rochester Workforce Development, Inc.	Jakki Trihey JTRIHEY@wdimn.org 507.529.2701	Tracey Braaten tbraaten@wdimn.org 507.292.5188
East CareerForce- St. Paul	Cindy Larson cynthia.larson@state.mn.us 651-539-4111	Ben Andrews benjamin.andrews@state.mn.us 651-539-4105
West CareerForce-Fergus Falls Rural Minnesota CEP, Inc.	Vicki Leaderbrand VickiL@rmcep.com 218-847-0718 Arlyce Cucich < ArlyceC@rmcep.com >	David Smith DavidS@rmcep.com 218-739-7675
Central CareerForce- Anoka	Shym Cook shym.cook@state.mn.us 763-279-4448 Bridgett Backman Bridgett.Backman@co.anoka.mn.us 763-324-2319	Roxane Herdt roxane.herdt@state.mn.us 763-324-2288 Diane Daleiden Diane.Daleiden@co.anoka.mn.us 763-324-2326

Community of Practice

- is a community for all workshop facilitators within DEED and all partners across the State.
- The goal is to increase communication, share ideas and learn from one another. This group will meet quarterly.
- In between meetings communication will be done via a newsletter, sharing various topics based on need and interest.



Community of Practice Newsletter

November 9, 2020 Vol. 1

Purpose

Purpose of this newsletter is continuing education and sharing of ideas and best practices, ideas for new standardized classes, and other topics the facilitator community of practice members have requested information on. All members are encouraged to contribute to the newsletter. Please share your ideas with the co-chairs.

Schedule

The Community of Practice will meet quarterly and there will be monthly newsletters on the months when the group does not meet. Mark your calendars for our next quarterly virtual meeting which will take place on January 13, 2021 from 10:00am to 11:00am. A meeting invite will be sent. Please share with the Co-chairs training topics you are interested in learning more about.

Leadership

Diane Daleiden and Cindy Larson are the current Co-chairs of the community of practice and will lead the meetings at this time. As we move forward, there will be rotating leadership each year, with an overlap of one meeting to ensure continuity and a seamless transfer of leadership. Oversight for the community of practice is provided by the Jobseeker Services Committee, which is a committee of the Minnesota Association of Workforce Boards.

General Tips for Hosting a Virtual Training

1. Prior to the training, send out any handouts that will be used for the training to the attendees so they can reference them during the training.
2. Encourage attendees to join 10 minutes ahead of time so they can check their audio and video.
3. Acknowledge people as they join the call.
4. Do not assume they are experts in using the platform
 - a. Point out the chat and how to use it
 - b. Advise them to be in a quiet space without noise
 - c. Advise them to make sure their video background is appropriate.
 - d. Let them know it is up to them as far as sharing their video.
5. Inform the group that lines are muted and if they need to speak, they will need to unmute, make their comments and then mute their equipment again.

6. Create a slide that highlights any expectations and instructions.
7. Do a quick "icebreaker" such as having each person type in the chat in 3 words what they hope to learn, or even how their day is going, or what comes to mind right away when you think of job interviews?
8. Use "pass the microphone" to get input from all the attendees. After each person gives their input to the question you are asking, have them select someone else on the meeting and say, "I am passing the microphone to XXX now," etc.
9. Stop periodically and ask for questions and comments
10. Conserve Bandwidth: If your audio/video performance is choppy, be aware of what else might be going on in your home. Is someone streaming a movie, downloading files, using FaceTime, etc.? If your audio/video performance remains choppy, stop broadcasting your video feed. That will cut down on your bandwidth requirements.

Art Larsen and Luis Brown-Pena

We have two very talented people who are joining this pilot project, Art Larsen and Luis Brown-Pena. Art Larsen is the new Job Service Program Coordinator. In his role Art will be the statewide lead for Job Service staff delivering workshop services. Art will be working closely with the co-chairs and the community of practice as we move forward with the Standardized Workshop Curriculum pilot. Luis Brown-Pena will be joining the pilot to assist with Facilitator Training, which will take place in March 2021. Luis is a widely recognized trainer of facilitators and facilitation skills. He has trained on these topics nationwide, including some credentialed training opportunities like Offender Workforce Development Specialist (OWDS) training.

Registration and Attendance within minnesotaworks.net

Reminder to have your workshops scheduled and activated within Minnesotaworks.net as online workshops using the specific workshops titles sent out that start with CareerForce. When leading the workshop, it is suggested that you ask the attendees to put their name in the chat box in order to register their attendance in minnesotaworks.net. It is recommended that you have someone assist you with moderating the chat as you lead the workshop. After the workshop, send out the PowerPoint along with the survey monkey to the workshop attendees.

Advisory Team

- Will review pilot feedback and ensure any necessary changes are made.
- Will provide a continual review of standardized curriculum for consistency across the State in terms of workshop content and delivery.
- Will meet quarterly its first year and as needed in the future.

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Questions?