

# SAMPLE AGENDA – REGIONAL EMPLOYER MEETING

AGENDA ITEM	SUGGESTED TALKING POINTS
<p><b>WELCOME AND INTRODUCTIONS</b></p>	<p>Introduce yourself with your interest in the sector partnership workforce plan and thank everyone for coming. Make sure all attendees know each other—if not, ask them to introduce themselves and their companies.</p>
<p><b>RECAP OF REGIONAL INFORMATION SESSIONS</b></p>	<p>For some attendees, this will be their first time attending a meeting about sector partnerships. Provide a brief overview of the OMA-facilitated regional information session and some of the key takeaways from that session. [OMA will provide a short written summary of the meeting for you to distribute and use as talking points.] Use this opportunity to engage attendees by asking them for their reactions to the recap.</p>
<p><b>FACILITATED DISCUSSION OF SELF-ASSESSMENT</b></p>	<p><b>PART1:</b> Individual Reflection – Ideally, attendees have completed the Self-Assessment Part 1 and have determined that they are interested in serving as an industry champion. Take a few minutes to talk about why you have decided to fill that role and invite others to weigh in on why they have. Allow those who are unsure to ask questions.</p> <p><b>PART2:</b> Group Reflection – Depending on the size of the group, you may want to split into smaller groups to be sure everyone has a chance to weigh in. Be sure each group has a flip chart and/or a scribe to capture their answers.</p> <p>It will be easy for attendees to slip into complaints and claims that they've already tried to solve these problems to no avail. Reassert that you are using a model that has proven to be successful in other regions and encourage them to focus on creating positive energy and forward momentum. Remember that you must focus on action.</p> <p>On a flip chart or post-it notes, capture the specific challenges identified, potential solutions and resources necessary, and who will be responsible for the next step.</p>
<p><b>CALL TO ACTION</b></p>	<p>Before you adjourn the meeting, every attendee needs to know:</p> <ul style="list-style-type: none"> <li>• His or her level of commitment to the partnership</li> <li>• At least one specific next step and at least one person to invite to the next meeting – focus on partner/stakeholder recruitment</li> <li>• When and where the next meeting will be held</li> </ul>