

# SESSION 1: WELCOME FACILITATOR GUIDE

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## SESSION GOALS

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The Welcoming Session is the participants' general welcome and orientation to the workshop, and is a chance to review workshop timelines, expectations, attendance policies, and facilitator expectations. Participants meet and mingle with each other and have the chance to discuss their career and life goals. There is also a review of the industries, core skills, and hands-on skills that will be covered in the program.

Goals for the session include:

1. Begin building a culture of motivation, accountability, and support
2. Make sure participants are absolutely clear about
  - a. What WISE Pathways entails
  - b. What comes after, including tangible goals for the remainder of the workshop
  - c. Reasonable expectations
  - d. The responsibilities of participation in the workshop
3. Start building group dynamics, make sure participants are comfortable with each other and the staff
4. Have participants know staff's roles for reference
5. Understand topics to be covered in the program
6. Begin to understand their strengths and how they prepare the participants for the workforce
7. Understand an overview of the industries stressed in this program and the types of jobs employed in the industries
8. Recognize the significance of WorkKeys and the National Career Readiness Certification

## PREPARATION

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Before this session, the facilitators should refer to the Welcome PowerPoint presentation for the session, adapt and shift it as desired, and determine who will cover each section of the presentation.

In addition, follow the preparation directions in the *Ice Breaker* activity sheet.

A greeter should take position half an hour before the program starts at the entrance to the building, and another staff person should take position at the sign-in sheet to answer questions as needed. The session should begin promptly at the time planned, to model the no-lateness policy.

Print, prepare and gather all materials in the Materials section.

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## MATERIALS

Sign-in sheet for the program (need to create)  
 Pens and Name Tags  
 Markers and Flip Chart  
 Refreshments (pretzels, juice, coffee and tea)  
*Participant Guide* containing all items with an \* below  
*Ice Breaker Activity* (prepare in advance—do not place in participant guides)  
*Welcome to Wise Pathways/Industries Overview PowerPoint*  
*Thumbnails of Welcome to Wise Pathways/Industries Overview PowerPoint\**  
*WISE Pathways Action Plan for Session 1\**  
*WISE Pathways Participant Evaluation for Session 1\**

## SCHEDULE

Before Class	<p><b>Refreshments, Sign-In, Mingling</b></p> <p>Make sure everyone signs in and has a binder and a name tag. Facilitator should personally welcome everyone who enters the room, creating an atmosphere of excitement, energy, and interest.</p> <p><i>Please Note: Offering refreshments, dinner or lunch, snacks, and/or childcare for <u>every</u> session has been found to greatly increase the level of participation and success.</i></p>
10 -20 minutes	<p><b>Facilitator and Staff Introduction and Welcome</b></p> <p>Facilitator and other staff, as appropriate, introduce what they do for the sponsoring organization, some basic background, and their roles in the program. This should both serve to build relationships and also create clarity around process, so women know who to go to for different requests and interests.</p>
0 - 10 minutes	<p><b>(optional) Introduction to Supportive Services</b></p> <p>If the organization is providing support services and career coaches (or alumni facilitators/mentors, if career coaches are not available), have them introduce themselves, the role of supportive services, and the supportive service process through the WISE Pathways program.</p>

<p>30 minutes</p>	<p><b>Icebreaker Activity plus Group Contract Activity</b></p> <p><i>Getting to Know You:</i> Use the ice breaker activity (advance preparation needed). See “Preparation.”</p> <p><i>Group Contract Activity:</i> All that is needed for this exercise is a white board, easel, or dry erase board. Facilitator should remind everyone that in order to have sessions that are fulfilling to all participants the group needs certain rules. Note that instead of the facilitator making up rules and the group passively agreeing, it would be better for everyone if the class and facilitator collaborate to brainstorm some things to keep in mind for all sessions. These norms will keep the group accountable to each other and make sure that the group has decided for itself how it wants to work. <i>Make sure to create a norm for what the response is when norms are broken, otherwise breaking norms becomes the norm.</i></p> <p>The facilitator should then begin to field suggestions and writing them on the board. Remember to write down everyone’s suggestion, if someone’s comment is confused or unclear guide them to develop a more concise or clearer version of their thoughts. If conversation dies down and comments seem to lessen, give examples of group contract items, like “don’t talk while others are speaking” or “share responsibilities in keeping the space clean.” When everyone has finished discussing group contract items, translate all the suggestions into a contract all participants can sign during the following session. It may be necessary to compile or compress certain comments into one overarching concept like “respect.”</p>
<p>10 minutes</p>	<p><b>Overview of WISE Pathways</b></p> <p>Go over the topics for each session.</p> <p>Introduce the WorkKeys Assessments and WISE Pathways Action Plan, emphasizing these are working documents that will be completed as the program unfolds.</p>
<p>15 minutes</p>	<p><b>Break</b></p>
	<p><b>Continued on next page</b></p>

<p>30 minutes</p>	<p><b>Core Skills: Strengths, Values and Interests</b></p> <p>This session introduces participants to the concept of core skills as those skills that will carry into any industry and career field, and also gets participants to begin thinking about their strengths, values and interests. The purpose of this is two-fold: 1) to begin identifying the elements that will form the foundation of their career plans and 2) to re-emphasize the partnership model of drawing out women’s existing strengths and helping them better articulate and frame themselves to gain employment (as opposed to HHW getting them a job).</p> <p>Over the course of the exercise, participants answer the following questions in pairs, small groups, or whole-group sharing:</p> <p style="padding-left: 40px;">         What I like best about myself is...          I am helpful to others when I...          People respect me when I...          I feel proud when...          What are your three greatest strengths?          I like to spend my time...          I am happiest when...          Describe your ideal job...       </p> <p>It is recommended that, following a couple minutes’ reflection, this exercise feature small group discussion (groups of 3-4) to make sure that everyone is engaged.</p>
<p>10 minutes</p>	<p><b>COPS Interest Inventory</b></p> <p>Have the participants complete either the COPS Interest Inventory at <a href="https://psychology.iresearchnet.com/counseling-psychology/career-assessment/career-occupational-preference-system/">https://psychology.iresearchnet.com/counseling-psychology/career-assessment/career-occupational-preference-system/</a>.</p>
<p>25 minutes</p>	<p><b>Industry Overviews Presentation</b></p> <p>Go through the <i>Industries Overview</i> presentation, and ensure this part of the presentation is in Slide Show view to see the videos.</p>
<p>30 minutes</p>	<p><b>WorkKeys National Career Readiness Certification</b></p> <p>Go through the <i>WorkKeys General Overview</i> presentation. Stress the usefulness of this certification.</p>
<p>10 minutes</p>	<p><b>Wrap-Up, Action Plan and Evaluation</b></p> <p>Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.</p>