

ANNEX I – Work Plan and Evaluation Plan

<p>Project Goal: To create a comprehensive regional program in collaboration with The Greater Trail Community Skills Centre, Kootenay Career Development Society and Selkirk College, that enables and fosters the positive experience of women integrating into technical training and work, leads to greater economic security for the women involved, and contributes to solutions for the Kootenay district and Canada's skills shortage crisis.</p> <p>Objective: A) Women who enter programs such as Selkirk College's STEP Program and other technical training will be more effectively prepared for success in technical training/work through elemental personal/professional skill development, occupational assessment/fitness training, and career planning.</p> <p>Expected Outcome for this objective: Two sets of 12 women will take part in a preparatory training course, 3-days a week, for 12 weeks to prepare themselves to go on to technical training and/or work. They will all be prepared to make informed career decisions in terms of direction at the end of the course.</p> <p>Fill out the template sheet for <u>each</u> project objective. Please consult the Glossary of Terms for a definition of key elements.</p>					
Activities (specific actions to be taken)	Timelines (include dates)	Inputs (human and financial resources)	Outputs (tools, reports or products resulting from the activity)	Indicators (evidence showing progress towards outcome)	Measurement Method(s) or Tool(s) (quantitative or qualitative)
Set up office and initial meetings with partners and advisory committee members. Feedback loops are established.	Project start date: April 15	Coordinator, partner representative, advisory committee members; Office Equipment costs, travel costs, meeting rooms	Agreements regarding work responsibilities, scope, directions etc.	People respond to our phone calls and emails.	Office, phone, Internet in situ. Meetings attended by full complement of partners. Good decisions are made in a timely fashion.
Coordinate classroom and trainer timeframes, Determine which agencies will provide which training and work with them on content. Insurance, work with potential referring bodies	April 18-May 15	Coordinators and training partners, local agencies cooperation	Logistics will operate effectively, scheduling has coherence.	Clear schedules emerge. Logistics are dealt with easily	Course material is available to market to potential participants
Develop and implement recruitment advertising. Interview and select trainees Coordinate between partners; Respond to participants needs as effectively as possible	April 20-May 19	Hiring graphics on short term contract, Coordinator oversees, Advisory Committee affirms final design. Coordinator and trainers. Publicity and Promotion line item.	Good print and radio advertising	Women will come to interview for program	Training programs will be full

<p>Organize and implement 2 12-week 3-days/wk 6 hours/day training sessions (See Project Activities list attached). Formative evaluation at end of first set to determine necessary changes for next program,</p>	<p>Course start date: May 19- August 8 Sept. 29-Dec. 19</p>	<p>Full time for Coordinator til course starts then approx 1 day/wk. Trainers, 3 weeks prep, then with participants 3 days/wk 6-7hrs/day: Training Facilities: regular classroom; Trail Comm. Skills Centre & Kootenay Career Dev. Society resources/contributions; Selkirk College contributions; Materials and Supplies \$, Travel\$, Office Equipment\$, Childcare\$</p>	<p>Courses delivered for 24 women. Partners report on evaluation of practice and suggestions for future.</p>	<p>Women feel confident in moving forward with their career decisions, and that they are prepared to enter trades and technical work if that is their choice.</p>	<p>Questionnaire/written evaluation of program by participants</p> <p>One-on-one exit interviews and follow-up discussions regarding next moves.</p> <p>Partners also evaluate their participation and the course in general</p>
<p>Participants using newly learned media production skills practice making videos of their processes of learning.</p>	<p>June 2- August 8</p>	<p>Coordinator; Trainer; 1 day a week, Participants active throughout course. Publicity & Promotion \$; Training facilities; Materials & Supplies\$</p>	<p>Video of the workings of the course and participants, WKWA interviews, etc</p>	<p>Women will demonstrate video production skills and talk about the progress they are making in their personal/professional and career development thinking and practice.</p>	<p>Participant observation, self-evaluation</p>
<p>Work experience, shadowing, volunteer placements. Negotiate placements with employers. Follow-up on career decision making and training/work experiences over life of course and beyond, through observation, interviews, counselling sessions.</p>	<p>August 8, 2008-October 15, 2009 and beyond</p>	<p>Coordinator with Kootenay Career Dev. Society and Greater Trail Community Skills Centre. Travel \$, Facilities/services\$, Materials\$, Office Equip\$.</p>		<p>Work experience placements are obtained, School applications are attended to for further training, Childcare is functional</p>	<p>Observation, interviews, counselling sessions. Counting how many women sign up for the STEP program, other technical training options, or other training or employment situations.</p>