

KWD 2015-16 Action Plan

Goal 1. Enhance and build regional industry/education/community collaboration

1. Objective 1: Expand 'Project Heavy Duty' to the West Kootenay-Boundary sub-region

Priority: **High**

Activity	By Whom	When	Resources required
Form working group and develop description of desired project <ul style="list-style-type: none"> Participants Industry focus Identify Potential partners Metrics Date of delivery 	Carol, Gregg, Murray? (possibly Allan from BCCAS – Istep Program)	August to September 2015	Brian's experience/expertise Meeting space/time
Develop promotional materials to use when finding partners, and participants	Carol	September	Marketing Dept.
Work with School Districts to ensure buy-in, and that the program will meet criteria for graduation credits	Carol	Sept, Oct 2015	Murray's expertise Marlin's expertise School superintendents School champions School counsellors
Secure project supporters/ partners: <ul style="list-style-type: none"> Employers Regional Districts/communities WorksafeBC Trades specialist – BCCA Jason at Selkirk (3D printing) ITA 	Carol, Murray? Allan?	Oct 2015 – Feb 2016	A worksite Tour location (s) Classroom for safety training Commitments to supply operators Commitment to supply equipment Commitment to supply meals Commitment to provide safety gear Transportation
Participant selection	Carol, Murray, School Districts	March 2016	Application form Parental permission form School counsellor referrals Agreement forms for long term outcomes tracking
Parent information meeting	Carol	March or April 2016	Meeting space Parent information package/presentation
Project HD event – 2 to 3 days including safety training, site tour, work readiness training, hands on	Carol	April or May 2016	Site plan Transportation Worksafe BC safety gear

equipment operation; evaluation <ul style="list-style-type: none"> • Final organization of event • Invite media, funders, parents, community partners • Provide recognition for partners/supporters 			Tent or shelter Tables, chairs Food, water First aid attendant/kits Thank you gifts for industry partners Access to washrooms Certificates for students
Project Evaluation	Carol, Terri?	May, June 2016 and ongoing (1 year, 5 years?)	Evaluation forms for students, partners, etc
Create a Planning Template/ Kit for Future Events	Carol, Brian	June- July 2016	Information from the event (dates, contact info, templates, funding options,)

Objective 2: Pilot a new Project Heavy Duty in the East Kootenay sub-region with a different sectoral focus

Priority: Medium High

Activity	By Whom	When	Resources required
Form working group	Brian, Leah, Susan	September 2016	Meeting space / time
Determine sector to focus on: <ul style="list-style-type: none"> • Review LMI • Look at high demand occupations • Info on Okanagan Project 		September 2016	Information
Determine goal date for delivery and scope of project		Mid October	
Develop promotional materials	Brian, Carol	Oct - Nov	Marketing Dept.
Secure partners <ul style="list-style-type: none"> • Employers • Schools • WorksafeBC • Schools • Related college programs • Go2 HR (possibly) 		(dates will depend on project delivery date)	Commitments to provide: space, tools/equipment, training, gear, meals, transportation, etc School champions and counsellors
Determine selection process	Brian		School counsellors
Participant selection	Brian		Application forms Referral forms Waivers



			Agreement forms
Host event	Brian		
Evaluations	Brian, Carol		
Outcome measurements (short and long term)	Brian, Carol, Terri ?		

Objective 3: Produce an inventory of existing industry / education / community collaboration and track the impact of these and future efforts.

Priority: Medium High

Activity	By Whom	When	Resources required
Gather info on other projects: <ul style="list-style-type: none"> • COTR Project HD • Heavy Metal Rocks • GEMS • SD#51 Project HD • SD#21 Pathways • Okanagan Worksafe Cooking focus Project HD • COTR/Teck Haul Truck simulator • Skills Centre Women in Trades • TRU HD Equipment operator • Selkirk College SIRi – forestry 	Carol	August 15, 2015 Information collection throughout Aug, Sept, with a summary prepared by Oct 15/15	Data collection template: <ul style="list-style-type: none"> • Contact info • Project description • Funding model • Results Brian / Leah for info on COTR projects WorksafeBC for info on Okanagan Initiatives SD51 for info on GrandForks/Boundary initiatives

Objective 4: Revisit labour market data in an effort to inform the sectoral focus of future industry / education / community collaborations.

Priority: Medium Low

Activity	By Whom	When	Resources required
Research potential of other sectors <ul style="list-style-type: none"> • Healthcare? • Hospitality? • Social services? • Retail? • Adventure tourism? 	Carol, Brian	Aug, Sept and ongoing	Current , local Labour Market Information, BC Labour market information, Blueprint for Jobs, Kootenay Region Skills Plan



Goal 2. Enhance training related to small & medium sized enterprises (SME's)

Objective 1: Produce an inventory of workforce development specific training supports and increase awareness of existing supports.

Priority: Low

Activity	By Whom	When	Resources required
Compile existing information about: <ul style="list-style-type: none"> • Entrepreneurial training • Wage subsidies • Training supports • Recruitment supports 	Carol		Basin Business Advisors LCIC WorkBC centres Community Futures Grassroot business support groups KAST Canada Job Grant Colleges & other training providers
Increase awareness of available supports <ul style="list-style-type: none"> • Website • Social media • News letters • Group presentations • Other? 	Carol		IT personnel to set up web site and e-newsletter Facebook page

Objective 2: Encourage the expansion of the Business Exchange program across the region

Priority: Low

Activity	By Whom	When	Resources required
Obtain information about exchange program Research similar programs Determine resources needed to reproduce the model	Carol		Get details from Andy
Encourage other business groups to consider the model	Carol		Access to other business groups

Goal 3. Help lower skilled people upgrade and upskill

Objective 1: Pilot a 'Reverse Trade Fair' where major employers interview underemployed individuals and conduct a skills assessment – assessment could lead to individualized training plans and inform future regional efforts targeted at the underemployed population.

Priority: High

Activity	By Whom	When	Resources required
Form working group	Terri Carol, Jaquie, Mary Sikes, Susan,	August - September 2015	Meeting space Possible teleconference Information about target group
Draft potential project <ul style="list-style-type: none"> Where/ when? Who are participants? What would deliverables be? What outcomes would be measured? What resources/partners are needed? 			
Project planning <ul style="list-style-type: none"> Contact potential partners Secure space Promotional campaign Develop materials 			
Project delivery			secure commitment of project partners (space, interviewers, training, etc)
Evaluation	Carol, Terri		secure participants

Objective 2: Conduct research focused on better understanding the needs and service gaps of the underemployed and best practice service provision examples from other jurisdictions.

Priority: Medium Low

Activity	By Whom	When	Resources required
Focus groups with WorkBC centres	Carol, Terri	Fall/winter 2015	access to WorkBC staff at regional meetings
research other examples	Carol, Terri		possible access to a research student?

Goal 4: Continue to ensure that local training is aligned to workforce needs

Objective 1: Develop an inventory of key employers in order to better understand their in-house training needs (including train the trainer and preferred delivery models); ways in which they are willing to support workforce development efforts; and preferred methods of accessing workforce development information.

Priority: High

Activity	By Whom	When	Resources required
Initiate a working group	Carol Wendy, Terri, Gregg	September 2015	Time, space, and our networks
<ul style="list-style-type: none"> identify key employers Identify best way to leverage e-pulse, CRM and EDP network 			
Create an interview template Compile a resource package for employers	Carol		Interview template Customer management software Inventory of business services from goal 2
contact employers and conduct interviews	Carol, (Brian?)	Sept to?	
follow up with businesses on identified needs and provide resources.	Carol, Brian	on-going	employer resources – ie, funding, Train-the-trainer, colleges, business supports etc)
track business needs where no resources exist to inform possible future projects	Carol Brian	on-going	tracking system

Objective 2: Host a series of awareness raising events across the region focused on the Canada Jobs Grant and the utility of individualized training strategies for businesses.

Priority: Medium High

Activity	By Whom	When	Resources required
Form a working group	Carol, Gregg, Leah, Susan	October 2015	space, time, contact information for businesses
Develop a work plan <ul style="list-style-type: none"> Timelines Goals Costs Resources locations 			information on Canada Job Grant
Organization of events			
Delivery of events			
Evaluation of events			



Objective 3: Ensure there is active industry involvement on college program advisory committees.

Priority: Low

Activity	By Whom	When	Resources required
Include question on employer inventory about interest in being on advisory committees. If employer expresses interest, contact respective college and let them know	Carol, Brian.	ongoing	Inventory template, Contact information for appropriate person at colleges