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| **Regional Site Agenda [Detailed]****May 31, 2017** |  |

**Thank you for your willingness to participate on your regional site team for this exciting Summit!**

This document is for use by site managers, group facilitators and technology coordinators to outline the day’s activities and provides you with the details for a successful event. Locally determine how to divide up the roles for the day. Another version of the agenda will be provided for participants.

The major challenges for the day are to **encourage audience participation** and **stick to the time schedule**. Because the agenda includes a webinar with the summit site at Microsoft, timing is very important. Optional resources have been provided and although listed at certain times on this agenda, use as you like or provide them as a takeaway resource.

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| **TIME** |  | **SESSION** |  |  |
| **9:00 AM** (60)**10:00 AM** (10) |  |  | **Connect to our technology partner** Resources:* Computer
* Hardwire internet connection
* Projector
* Speakers

To ensure technology is working on the day of the Summit, the webinar connection will be open at 9:00 am.Log onto your computer; connect to your projector and speakers.Connect to this link to join the webinar: <https://zoom.us/j/990770366> After connecting, you should see a slide welcoming you and hear music. Use projector to check visual and speakers for sound.**Set computer to “never sleep”**Chat is available for trouble troubleshooting until the presentation starts at 11:00 am.If you experience difficulties with your device’s audio, a telephone connection is also available:iPhone one-tap (US Toll): +14086380968,990770366# or +16465588656,990770366#Telephone: 1 408 638 0968 (US Toll) or 1 646 558 8656 (US Toll) Webinar ID: 990 770 366*Note: You will need a speakerphone in the room if you need to use this option.*Plan B: If you are unable to connect to the webinar, a live YouTube stream is available:<https://www.youtube.com/channel/UCTOsqXw4ywLKtla7iRcC_bA/live> **Check in, networking and learn about Career Connected Learning*** Morning refreshments (if available)
* Staffed check in table
* Supplies: Sign in sheet Name tags

 Sharpies/markers, pens Handouts  1. Agenda 2. K-12 CCL Framework 3. Two-page CCL Pathways  4. Washington Policy Framework and CCL Technical Support 5. Making Career Connected Learning Locally Strong This is the document for you to return from each participant. 6. Pathways to Prosperity 2017 7. What helped you find your job (Optional exercise)* During networking time, encourage people to review the ***K-12 CCL Framework****,* ***CCL Pathways***graphics and other handouts to understand the variety of CCL options.
* You will determine if/how to take walk-ins based on catering, room size, etc.

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| **10:10 AM** (20) |  |  | **Welcome and Introductions** Resources: ***Agenda******What helped you find your job*** *(Optional ice breaker activity – if time allows)*Welcome speaking points:* Thank you for joining us today.
* Thank the facility host, lunch sponsor, etc.
* Note any housekeeping items (restrooms, emergency exits, etc.)
* Quickly review agenda
* The summit is part of an 18-month National Governors Association policy academy which included two dozen learning lab pilot projects and policy recommendation development. Washington is one of 6 states participating in this pilot.
* Today at Microsoft in Redmond, 375 folks are participating in a full-day summit on Career Connected Learning (CCL). We are part of over 650 people at 2 dozen sites across the state who will connect with the Microsoft site at 11 am but as you can see on the agenda, we will spend the rest of our time together focused on local CCL interests.
* We also have an opportunity to provide the Governor and the over 70 organizations working on this project with feedback about CCL.

Introduction ideas:* Smaller sites: Lightning introductions to everyone in the room
* Larger sites: Lightning introductions at your table
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| **10:30 AM** (30) |  |  | **Highlight local examples Career Connected Learning**Resources:***Ground Rules****: If you think it would be helpful, share this information. (Optional)****Making Career Connected Learning Locally Strong*** *handout Q.1*[***Wenatchee Learns National Governors Assoc. Learning Lab***](https://www.youtube.com/watch?v=f27cTdt2r7k) *(Optional video, 6 mins.)****Washington Career Connection Learning*** *(Optional video, 5 mins)*Speaking points:Showcase any examples in your community. As the local Governor Summit team, you may know which participants may have CCL programs – encourage two or three to briefly share them.If needed, share a few examples from other sites (or show one of the videos): * Inviting a few local individuals who have been successful in their careers to share their stories/pathways who have gone the non-traditional/non 4-year degree path and have been trained in high demand jobs.
* A partner gives a short presentation about high demand/high wage local jobs available and local statistics that would be relevant to our audience.
* A high school robotics club demonstration and short talk
* A presentation from fish hatchery a public/private partnership for high school classes

Exercise:* Using the ***Making Career Connected Learning Locally Strong*** handout, ask participants to right down thoughts on *Q1. What CCL projects do you want to share?* Remind them we will collect these at the end of the day so we can prepare a report for the site and provide input to the Governor’s office and the policy academy team.
* Ask a few people to share examples.

**IMPORTANT: Watch for and display on your screen the countdown to the General Session. CONNECT VIA WEBINAR FOR THIS PORTION** |  |  |
| **11:00 AM** (45) |  |  | **General Session**Resources:*Technology for connection to Microsoft site****Washington Policy Framework*** *handout****CCL Technical Support*** *handout*Panelists:* Welcome/introduction: Eleni Papadakis, Workforce Board
* Superintendent Chris Reykdal, Office of Superintendent of Public Instruction
* Martin Simon, National Governors Association
* David D. Etzwiler, Siemens Foundation
* Eleni Papadakis, Workforce Board
* Chauncy Lennon, JPMorgan Chase
* Maud Daudon, Seattle Metropolitan Chamber of Commerce
* Governor Jay Inslee
* Brad Smith Microsoft
* Perry England Workforce Board Chair
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| **11:45 AM** (20) |  |  | **Transition to Lunch/Break** |  |  |
| **12:05 PM** (15) |  |  | **Lunch Activity**Resources:***Washington Policy Framework*** *and* ***CCL Technical Support*** *handout****Making Career Connected Learning Locally Strong*** *handout Q.2**Depending on the size of the group, you may want discussions to take place at lunch tables or with the whole group.*Exercise:Facilitate a discussion about the career-connected policy recommendations and the panel discussion. * Request participants record thoughts on the ***Making Career Connected Learning Locally Strong*** handout Q.2 *Do you have any thoughts or reactions to the speakers, policy framework or technical support document?*
* Ask: What thoughts or reactions are there to the policy framework, speakers or announcements?
* Remind participants this is their opportunity to provide initial reactions to the Governor and policy academy team. Our next activity will provide an opportunity to discuss local needs and opportunities.
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| **12:20 PM** (60) |  |  | **Afternoon Activity** Resources:***Making Career Connected Learning Locally Strong*** *handout Qs.3-5*Notes: There is only an hour for this discussion so you may want to have a timekeeper.Again, depending on the size of the group, you may want discussions to take place tables or with the whole group.Exercise:* Request participants record thoughts on the ***Making Career Connected Learning Locally Strong*** *handout Qs.3-5*
* Facilitate a discussion about these three questions:
* What pressing employer and community needs can be addressed with CCL?
* What do you need to start or expand your local CCL efforts?
* What actions can we take to start this work?
* During the last 5-10 mins of the session ask individuals/groups to share a few highpoints from their discussions.
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| **1:20 PM** (10) |  |  | **Wrap up**Resource:***Pathways to Prosperity 2017 flyer***Close with a short discussion about possible next steps.* Do we want to pursue any ideas or actions identified today?

If yes, what, when, who, and how?* Distribute the Pathways to Prosperity flyer (October 12th). Discuss hosting.
* Remind participants that an email evaluation will be sent post-conference
* Thank participants, hosts, sponsors, etc.

**Please collect or scan all paperwork and any pictures you take and send to:****Janine Koffel at** **janine.koffel@wsu.edu****WSU Stevens County Extension, 986 S. Main****Colville, WA 99114** |  |  |