

Getting our Ducks in a Row

CETABC Summer Forum Series 2021

Workshop Outline

In this workshop we'll dive into the following questions:

- ▶ How can we best use a digital and collaborative tool for CETABC members to support our work?
- ▶ What kinds of collaborative projects are we typically involved in?
- ▶ What resources do we need / want at our disposal to be ready for upcoming opportunities?

We'll cover these in three parts:

- ▶ Part 1: Context and Background
- ▶ Part 2: Digital and Collaborative Tools
- ▶ Part 3: Collaborative Projects

Part 1: Context

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Context

October 2019 Strategic Planning Session

- ▶ Icebreaker: revisiting some of the questions from 2019
- ▶ Menti: <https://www.menti.com/qf2xrv6agx>
- ▶ Code: 2291 1173



Why CETABC? Who are we?



What is our unique value proposition?



Context

October 2019 Strategic Planning Session

- ▶ Top Five Actionable Ideas:
 1. Start using a digital and collaborative communication tool between CETA BC members
 2. Research project/white paper to show value of CE/CT
 3. Create common CETA BC collateral to educate/advocate/represent ourselves
 4. Work together to present CETA BC as a provincial network of training providers to meet the workforce training needs of a low carbon economy (Clean BC)
 5. Cooperative program development and/or exchange
- ▶ 2020-21 has been a little different than we expected...
 - ▶ ... and we've still made progress on most of these initiatives



Context

October 2019 Strategic Planning Session

- ▶ Digital Communication
 - ▶ MS Teams channel: CETABC set up; not (really) in use yet
- ▶ Research project/white paper to show value of CE/CT
 - ▶ Some work started - survey created in February 2020
- ▶ CETA BC collateral
 - ▶ Logo redesign project wrapping up
- ▶ Clean BC provincial training network
 - ▶ Stalled due to COVID
- ▶ Cooperative program development and/or exchange
 - ▶ Two collaborative microcredentials, ESDC funding application, Leadership in Change Certificate



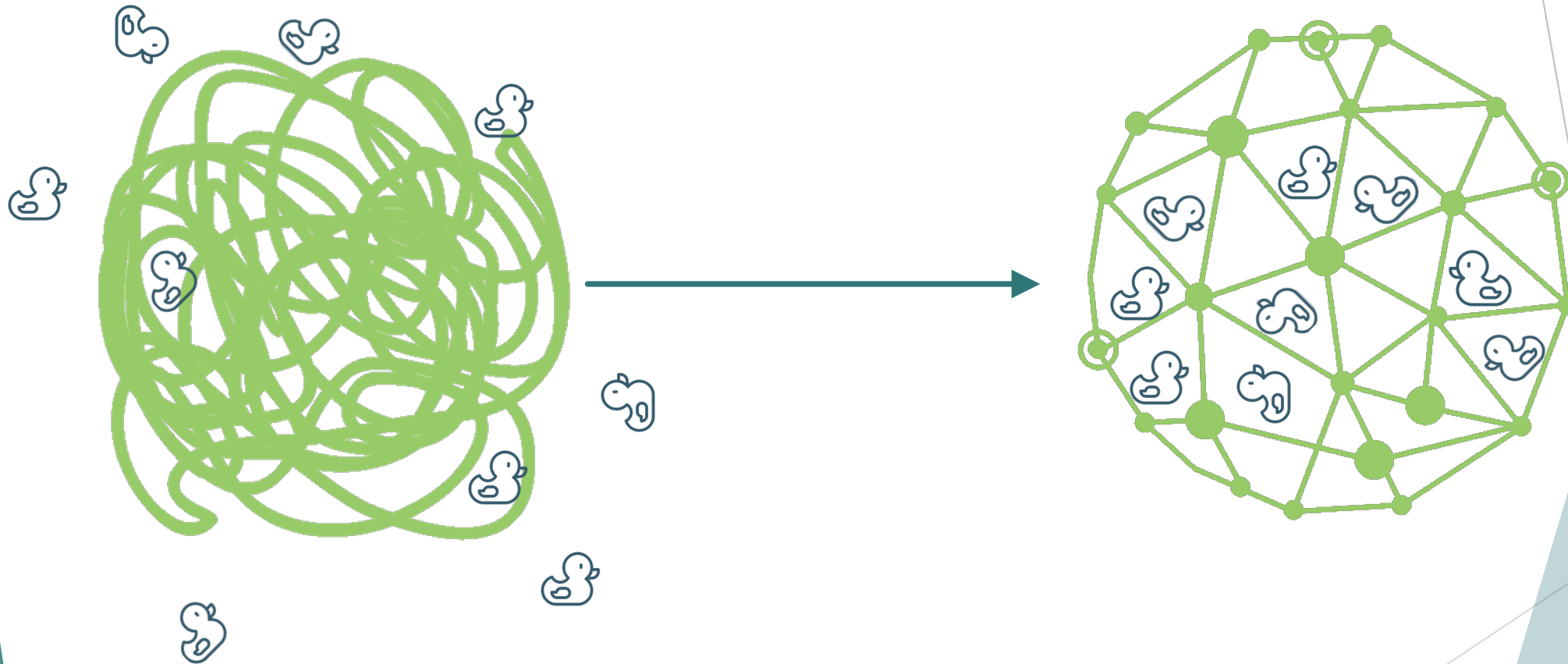


Part 2: Digital and Collaborative Communication Tool

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Digital and Collaborative Communication

MS Teams



connections by Olena Panasovska scribble by Zach Bogart from the Noun Project



Digital and Collaborative Communication

MS Teams

- ▶ Questions to ask ourselves:
 - ▶ What do we want to a collaboration tool for?
 - ▶ How do we want to use it?
 - ▶ What should the channels / topics be?
 - ▶ When should we start using it? Now!



Digital and Collaborative Communication

MS Teams

- ▶ Focus on the first question: What do we want to use MS Teams for?
- ▶ Breakout exercise (modified 1-2-4-all)
 - ▶ Consider these questions in silent reflection. 1 min.
 - ▶ Share and develop ideas in groups of four (capture ideas on jamboard). 8 min.
 - ▶ Report back: What is one idea that stood out in your conversations?
 - ▶ Prioritize and categorize
- ▶ Jamboard link:
 - ▶ <https://jamboard.google.com/d/1Nbag80NFdX-xWXHnW1NTOguBXR1Y3TgFntnWtXOfexI/edit?usp=sharing>



Digital Collaborative Tool: MS Teams

Su

Sharepoint as well - working on the same version of a document

st resource

Collaborative projects (e.g., using Planner as a tabbed app within Teams)

Quick group calls, meetings

Quick questions

Quick means of connecting with others

Centralized repository for files, ideas, conversations

Share documents

ability to add OneNote into meeting for tracking information

Can tie in online apps for live, online, synchronous collaboration on documents

Quick questions

Shared storage for meeting minutes, Innovation fund reports etc

sharing tools and templates

agreement templates

record and share meetings

record chat during meetings

Channels for groups, with focused file organization

funding proposals

Curriculum Shari

keep all documents that we are collaborating on in one place so that the information is the most up to date

Sharing research/resource links

File storage CETABC m (common forms, templates, etc.)

Collaborating on a course being tested

Project groups

Start simmering ideas

Micro-credentialing resources

Curriculum design

new sharing ideas for courses

Leverage each other's industry connections

professional development

Question: when is the best time to use MS Teams email, meetings etc.

What do we use for?
Training / learning in using the application

Digital and Collaborative Communication

MS Teams

- ▶ Questions to ask ourselves:
 - ▶ What do we want to use a collaboration tool for?
 - ▶ **How do we want to use it?**
 - ▶ What should the channels / topics be?
 - ▶ When should we start using it? Now!



Digital and Collaborative Communication

MS Teams

- ▶ How do we want to use MS Teams?
 - ▶ Norms / guidelines (type them in the chat)
 - ▶ We'll collect the ideas and form them into norms for our Team



Channels:

- Maintain a common / general channel
- Create project based groups / team channel
- Stakeholder group channels (i.e. Dean/Director one, Manager/Coordinator, CT...)
- Create a thread for templates
- Separate thread for each project

Other elements to include:

- List of online resources
- An alert system when new funding opportunities become available
- A project lead at each institution to be part of the thread
- Each project develops group guidelines as required
- A sandbox
- Let it evolve naturally and test what we come up with

Digital and Collaborative Communication

MS Teams

- ▶ Questions to ask ourselves:
 - ▶ What do we want to use a collaboration tool for?
 - ▶ How do we want to use it?
 - ▶ What should the channels / topics be?
 - ▶ When should we start using it? Now!

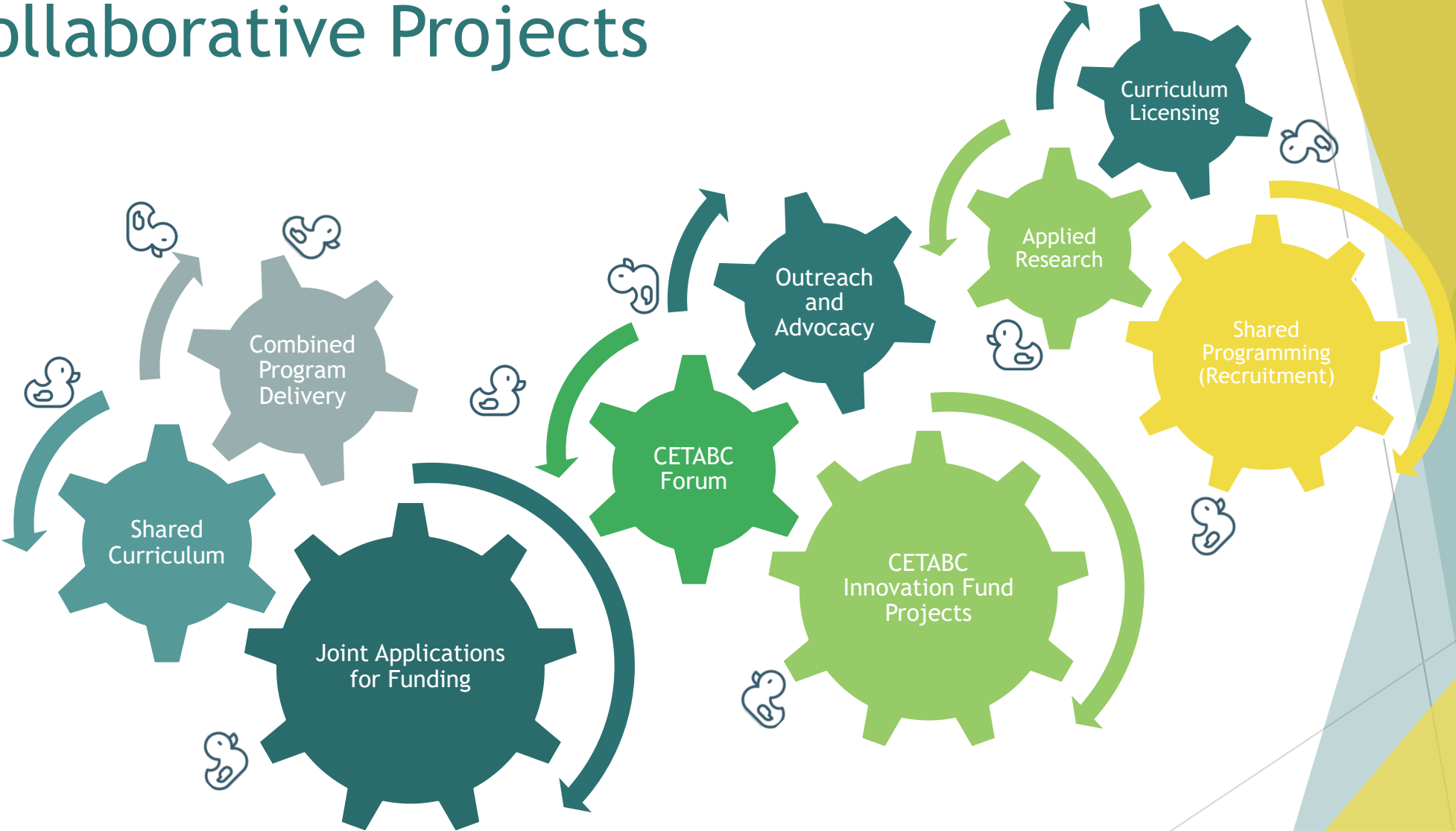
- ▶ This brings us to the next section...



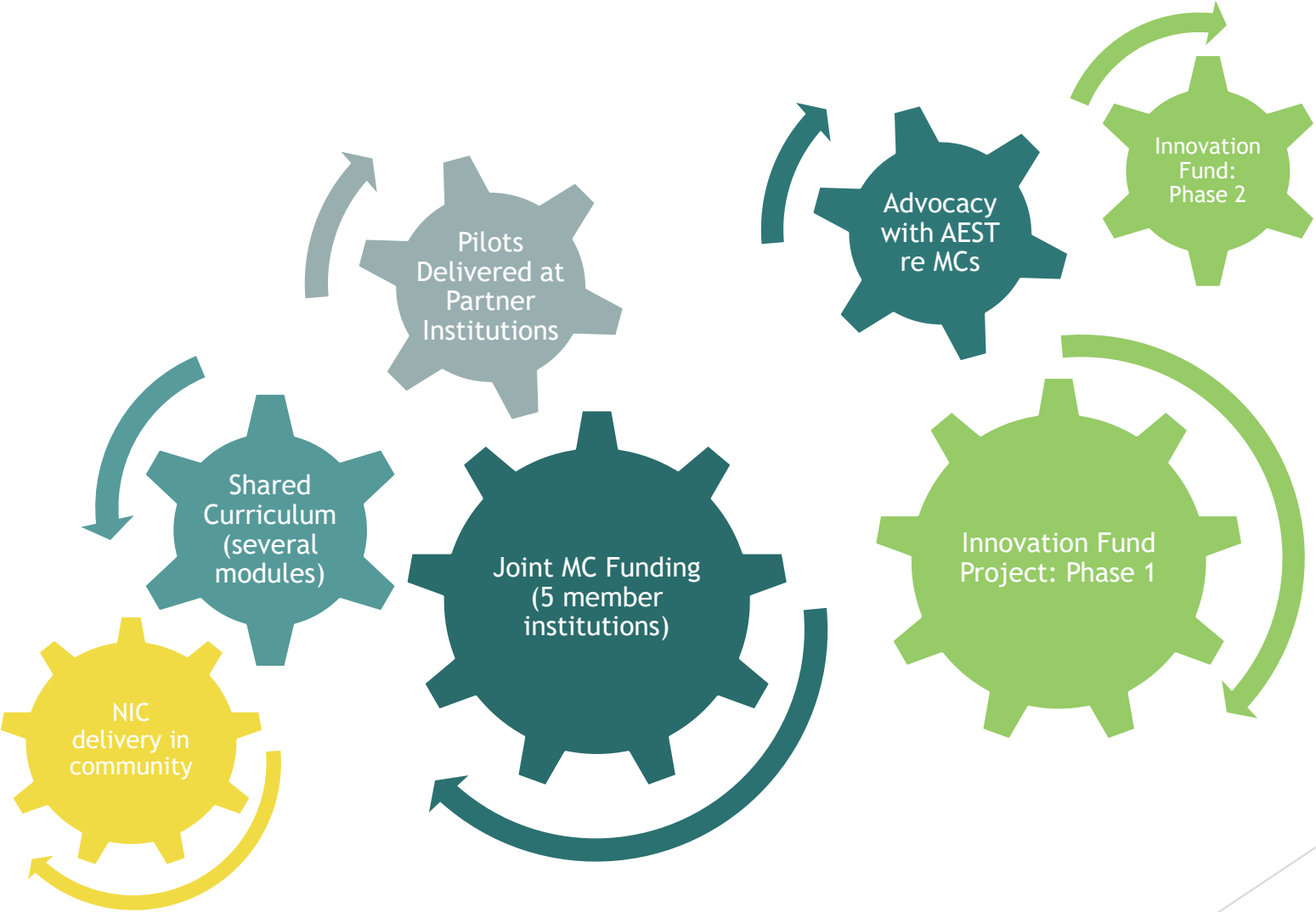
Part 3: Collaborative Projects

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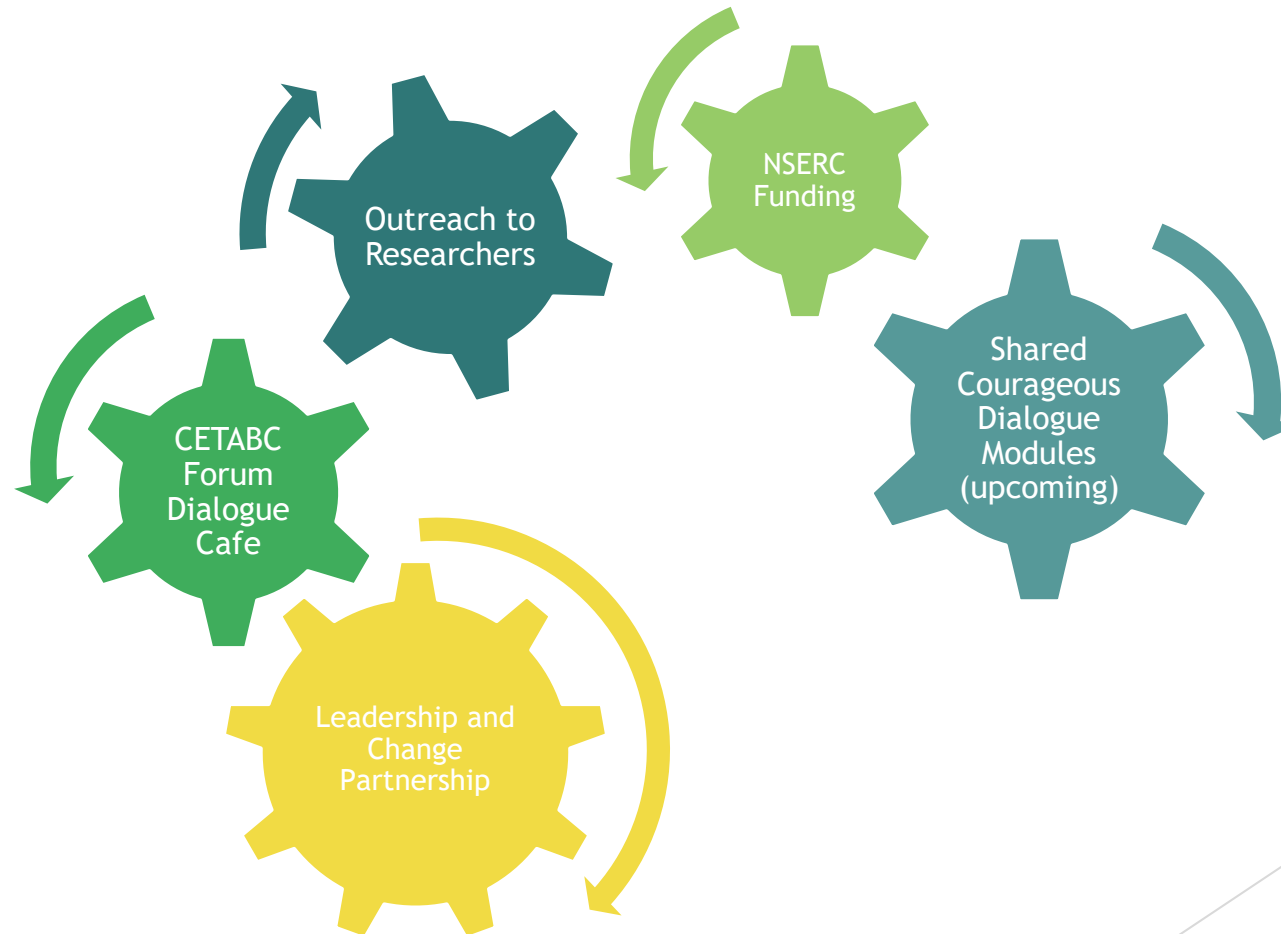
Collaborative Projects



Example 1: Facilities Maintenance



Example 2: Courageous Dialogues



Collaborative Projects: Other Recent Examples

- ▶ Jointly funded projects
 - ▶ Facilities Maintenance Microcredential (AEST)
 - ▶ BSW Microcredential (AEST)
 - ▶ Forestry (several projects, funding through PBLMT and AEST)
- ▶ CETABC Innovation Funds
 - ▶ Cannabis Education Project (in progress)
 - ▶ Enrollment Management System (complete)
 - ▶ Facilities Maintenance (Phase 1 complete, Phase 2 proposed)
 - ▶ Agriculture, Processing and Food (Proposed)
- ▶ Shared programming (recruitment)
 - ▶ Leadership in Change
 - ▶ Addictions Counselling
 - ▶ Health Care Assistant / Activity Assistant
- ▶ Applied Research
 - ▶ NSERC-funded Courageous Dialogues



Collaborative Projects: Upcoming Opportunities

- ▶ Shared Curriculum
 - ▶ Facilities Maintenance 6 modules
 - ▶ BSW Microcredential Foundations + Antiviral
 - ▶ Forestry: Entry-level Forestry Worker; Wildfire Fighter (DACUM draft); Silviculture Supervisor (DACUM)
- ▶ CETABC-sponsored events and funding
 - ▶ Innovation Funds
 - ▶ CETABC forum series (2021), forum (2022)
- ▶ Shared programming (recruitment)
 - ▶ Leadership in Change
 - ▶ Addictions Counselling
- ▶ Upcoming Federal and Provincial Funding
 - ▶ Microcredential round 2 (\$5M, proposals late summer)
 - ▶ CWRG - Skills Training for Economic Recovery Stream
 - ▶ Energy advisor training and recruitment (CICan)
 - ▶ Others...



Collaborative Projects

- ▶ For our collaborative communication tool to help us...
- ▶ What should the channels / topics be?
 - ▶ How should they be categorized and what should they hold?
- ▶ What upcoming collaborative (or otherwise) opportunities do we need to be ready for / have space for on the Team channels?
- ▶ Whiteboard
 - ▶ Shout out suggestions or add them yourselves



Channels / Topics

General

- Quick questions
- All "Team" members
- how to navigate this channel (training)

Emerging Opportunities

- whispers in the wind
- gov't presentations, industry
- upcoming funding opportunities

Offshoot networking groups

- Contract training working group
- Forum planning cttee
- Microcredential
- CETABC Exec

Resources

- Templates
- Links
- Curriculum agreements / samples

Advocacy

- craft shared messages
- contact list for "lobbying"
 - who do we know and when do we need to reach out to them
- FAQ

Project channels:

- BSW
- Facilities Maintenance
- others as they arise

- current collaborations
- Project Groups - ad hoc

- Microcredential funding group

Strategic planning

- emerging trends in CE/CT
- SEM / digital adds, SEO
- value / contribution of CE/CT within institutions

Next Steps:

- ▶ Questions still to consider
 - ▶ Where does CETABC.ORG fit in?
 - ▶ Who should have access to Teams?
- ▶ For now:
 - ▶ VCC hosts the Team
 - ▶ Email to Claire (csauve@vcc.ca) or Erin (elenz@vcc.ca) for access
 - ▶ We will organize the channels according to today's responses
- ▶ What else do we need to consider?



Thank you!

AGM: 11:00 am | <https://vcc.zoom.us/j/69191912620>

Meeting ID: 691 9191 2620 Passcode: 758284

Please fill out the CETABC Forum Survey to help us inform our decisions about upcoming events:

<https://www.surveymonkey.ca/r/XS3NMDX>