

Workplace Education Partner Checklist

Getting Started

- Establish WEI Project Team.
- Conduct OTNA (if applicable).
- Identify community need for training and gauge interest in WEI programs (*i.e. survey membership, reach out to networks by email/social media*).
- Meet with WEI Coordinator (WEC) and Project Team to create a training plan - prioritize WEI training.
- Set up LaMPSS account.

Before Program

- Consult with WEC regarding the interview process for hiring an instructor.
- Hire a WEI Instructor, with recommendation from WEC, to design and deliver WEI program(s).
- Provide Instructor Contract and Confidentiality Agreement.
- Confirm program dates and times.
- Arrange for training space and materials/resources if in person.
- Market and promote the WEI program(s) to recruit potential participants. (*4-6 weeks before program opens*).
- Register participants for program(s).
- Collect Service Registration Form - as per Government of Canada reporting requirements.
- Provide the list of participants to instructors 2-4 weeks prior to program start for INAs to be completed.
- Complete application for WEI funding in LaMPSS.

During Program

- Update WEC of changes to program schedule, participant numbers, attendance issues, or other concerns.
- Attend opening of program.
- Enter participant Service Registration Forms in LaMPSS (*by week 3 of program*).
- Ensure availability during the program for a mid-point check in with WEC and/or Project Team.
- Pay instructor invoice(s), inform WEC if amount does not match the budgeted amount.
- Assist in the coordination and facilitation of closing celebrations.
- Ensure LSI's online survey is completed by participants.

After Program

- Complete Financial and Activity Reports in LaMPSS.
- Assess whether WEI training met the learning and business outcomes.
- Make recommendations for further workplace training.

Notes:

- If you are experiencing challenges, please reach out to the WEC for support.
- Program dates and milestones:
 - The WEC will attend the opening and closing whenever possible and may join in at other times.
- Participant number changes:
 - The WEC must be notified of participant number changes and the reasons why as soon as possible.