

# Workplace Education Partner Checklist

## Before Program begins:

- Establish WEI Project Team
- Conduct ONA (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 - scheduling and prioritization of WEI training.
- Consult with WEC regarding the interview process for hiring an instructor (e.g. need, participation, etc.)
- Hire a WEI Instructor, with recommendation from Coordinator to design and deliver WEI training. Provide Instructor Contract and coordinate times for program start/end dates. Note: *only one contract required per instructor to be kept on file*
- Market and promote the chosen WEI program(s) to recruit potential participants.
- Register participants for program(s)
- Collect participant data – Intake Form- as per Government of Canada reporting requirements.
- Provide list of participants to instructors at least 2 weeks prior to program start in order for INAs to be completed.
- Arrange for training space and materials/resources if in person.
- Apply for WEI training funds from LSI through LaMPSS.

## During Program:

- Update the WEC if there are any changes to the scheduled program dates, if any participants leave the program, or if there is a challenge with attendance etc.
- Ensure availability during the program for a mid point check in with Coordinator and/or Project Team.
- Attend opening of program.
- Complete Service Registration in LaMPSS.
- Pay out instructor based on indicated budget amount.

## Program Closing:

- Assist in the coordination and facilitation of closing celebrations.
- Ensure LSI's online survey is completed by participants.
- Complete Financial and Activity Reports in LaMPSS.
- Assess whether WEI training met the learning and business outcomes.
- Make recommendations for further workplace training.

**The following is a list of communication points and deliverables that are expected to be submitted or communicated to the WEC:**

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