



Voices from the Field...

Building A Legacy that Helps Assure Bright Futures for Our Youth
June 16th & 17th - Washington, DC

AGENDA

All meetings will be taking place at the *Renaissance Washington, DC Hotel*

Day 1-Tuesday, June 16, 2009

9:00 – 9:15am {Welcome & Introduction}

Opening remarks; introduction of DOL staff, Coaches, FPOs, WEST staff and Day 1 presenters; participant introductions, “housekeeping” information, etc.

Gregg Weltz, Employment and Training Administration, Division of Youth Services Director
Richard Morris, Employment and Training Administration, Division of Youth Services
Marilyn West, M. H. West & Co., Inc. (WEST)

9:15 – 9:30am {Agenda Overview & Meeting Purpose}

The training’s purpose is to continue building cross-site relationships and to learn from the experiences and information of the sites, Coaches, M H West and the National Office from implementing the School District Initiative to transform at risk youth.

Marilyn West, WEST

Where Are We?

9:30 – 10:00am {Leveraging Experiences To Reach Next Steps}

Using various brainstorming, decision making and consensus building techniques, participants critically assess each site’s Promising Practice and then use outcomes as a means of identifying forces or factors that must be in place to sustain the Promising Practice and promote overall performance excellence in the 3rd program year. The participants also will learn how to use some of the tools that are available to assist them resolve issues and challenges, identify strategies, and make decisions. Below are five key steps and an overview of techniques to be used to promote discussion and interaction by meeting participants:

Step 1: Site introduces Promising Practice to the entire team using whatever venue the site chooses. Presentation should take at least 7 minutes but no more than 12 minutes.

Step 2: The participants including the site presenting the Promise Practice count off by threes or fours depending on the number of attendees to form groups. This will be repeated for each Promising Practice presentation to help participants to get to know one another better.

Step 3: WEST staff will serve as facilitators and lead the participants through a discussion around the Promising Practice Model presentation for each site. Participants next identify five key elements that must be present in order to sustain the model using one of three techniques (tools) as shown below to reach the conclusions (Note: Training Materials will include several more techniques)

Leveraging Experiences To Reach Next Steps *(continued)*

1. The Six Thinking Hats Tool: Six Thinking Hats is a good technique for looking at the effects of a decision to take an action, implement a program or take on a challenge or issue from a number of different points of view. It allows necessary emotion and skepticism to be brought into consideration and opens up the opportunity for creativity in a deliberation. It also helps, for example, persistently pessimistic people to be positive and creative. Plans, services or products developed using the '6 Thinking Hats' technique are sounder and more resilient. This technique may also help to avoid public relations mistakes, and spot good reasons not to follow a course of action, before you have committed to it.

2. Force Field Analysis Tool: Force Field Analysis is a useful technique for looking at all the forces for and against a plan, program or action. It helps to weigh the importance of these factors and decide whether a plan, program or action is worth implementing. If a plan or program has been implemented, Force Field Analysis helps you identify changes that you could make to improve it.

3. Critical Success Factors Tool: Critical Success Factors represent the areas of a business or project that are absolutely essential to be in place to assure success. Identifying and communicating CSFs helps ensure the business or project is well-focused and avoids wasting effort and resources on less important areas. By making CSFs explicit, and communicating them with stakeholders helps keep the business and project on track towards common aims and goals.

Participants and facilitators will be sent the techniques to be used in advance of the training, but will not know which one will be applied to any Promising Practice until the presentation has been introduced (See Attachment A for more detail on the techniques to be used)

Step 4: Outcomes from applying the tools to all of the Promising Practices will then be incorporated into an Affinity Diagram to bring all common themes together to determine where the sites, Coaches, WEST and the National Office are with their current performance in implementing the school district initiative. The affinity diagram will be used to assimilate information generated from Day 1 and 2 of the meeting. The diagram helps to understand the relationship and commonalities between programs and issues and what is needed to promote success. **(See Attachment A)**

Step 5: The participants then will apply the McKinsey 7S tool to information generated through Steps 1 through 4 to establish a plan of action for the upcoming year. The McKinsey 7Ss model is one that can be applied to almost any organization or organizational issue as it identifies the elements that are contributors needed to reach shared goals and values. **(See Attachment A)**

*Gregory Willis, DOL-DYS
Marilyn West, WEST*

Summary of Steps that will be taken:

1. Site presents Promising Practice
2. Facilitator works with groups using one of three tools to identify factors/forces/actions/decisions etc. to sustain Promising Practice and promote performance excellence in 3rd Program Year
3. Group pulls together outcomes into an Affinity Diagram to determine current program performance status
4. Group then develops information from above step to develop plan of action through the McKinsey 7S Tool to promote performance excellence for 3rd program year

Site Promising Practices And Facilitated Discussion

10:00 – 11:00am *{Orlando- Partnership with Workforce Central Florida and the Metro Orlando Urban League provides workforce opportunities for youth}*

1. Presentation
Site leadership: Margaret Gentile
Coach: Ann Higdon
2. Facilitated Discussion, WEST

11:00 – 11:15am **Break**

Day 1-Tuesday, June 16, 2009 *(continued)*

Site Promising Practices And Facilitated Discussion *(continued)*

11:15pm – 12:15pm {Chicago - *Data Driven Approaches to Serving High Risk Youth*}

1. Presentation
Site leadership: Molly Burke
Coach: Amy Elliott
2. Facilitated Participant Discussion, WEST

12:15 – 1:30pm Lunch (On Your Own)

1:30 – 2:30pm {Baltimore - *FUTURES Works A Dropout Prevention and Retention Strategy for Middle and High students.*}

{Community Collaboration - Addressing the Gang and Youth Violence Issue}

1. Presentation
Site leadership: Alice Cole
Coach: Bill Morrison
2. Facilitated Participant Discussion, WEST

2:30 pm – 3:30pm {Philadelphia - *The School District of Philadelphia's Re-Engagement Center*}

1. Presentation
Site leadership: Mikisha Morris, Nihessah Almond
Coach: Bill Morrison
2. Facilitated Participant Discussion, WEST

3:30-3:45pm Break

3:45 – 4:45pm {Milwaukee - *Milwaukee's Transition High School: intensive supports, e-learning, and academic coaching provide a high-quality experience to adjudicated youth returning to high school*}

1. Presentation
Site leadership: James Koleas
Coach: Erik Butler
2. Facilitated Participant Discussion, WEST

4:45-5:30pm {Daily Reflections and Wrap Up}

Gregory Willis, DOL-DYS
Marilyn West, WEST

5:30 – 6:30pm {Happy Hour Networking} (Hotel: Cash Bar and Cash Hors D'oeuvres)

Day 2-Wednesday, June 17, 2009

9:00 – 9:15am {Morning Overview}

Participants will be exposed to additional resources and other information for use in closing gaps in combating challenges working with at risk youth for gangs and violence in the schools and communities and then using deliverables from Day 1 and Day 2 to chart a course of action for the 3rd Program Year.

Gregory Willis, DOL-DYS

Marilyn West, WEST

9:15 – 10.30am {Promising Tools and How They Work }

Guidance Counselor Tutorial

Classroom Management Techniques

Partnership Innovations Model

Building a New Case Management Paradigm

M. H. West & Co., Inc.

(Notes: The Guidance Counselor Tutorial is web-based and will be illustrated by using several participants. One will serve as a guidance counselor and the other a student to learn how the model works and its value. In the case of the Partnership Innovations Model and the Case Management Paradigm, WEST will engage the participants in an exercise using hand-held computers to obtain their opinions on a series of questions, statements and comments unique to the models. WEST will show the responses in real time and use these to finalize the models.)

ETA Scorecard

Sarah Sunderlin, DOL-DYS

Gregory Willis, DOL-DYS

(Notes: Using the ETA Scorecard, sites share progress made in implementing gang prevention plans with peers and then identify additional key learnings from the reports highlighting how the peer to peer exchange serves as a useful tool for obtaining TA and expanding the network of resources to support the gang prevention plans. The following questions will be shared in advance with the sites to help focus reporting out at the June meeting.)

Discussion Questions for Sites

Did you and your team meet when you returned?

What was discussed?

Were strategies incorporated?

Did you modify strategies?

Did you use the Score Card to help identify progress and gaps in plans?

What will you do next?

A Guide To Building A Positive Student Culture

Ann Higdon, President of ISUS

10:30 -10:45am **Break**

Where Do We Go Next Using What We Know?

10:45 – 12:30pm {DOL-DYS Expectations for Upcoming Year}

Richard Morris, Gregory Willis – DOL-DYS

Participants develop plan for upcoming program year using the McKinsey 7S Tool

Facilitated Discussion

Richard Morris, Gregory Willis – DOL-DYS

Marilyn West, WEST

Adjourn

THANK YOU FOR YOUR PARTICIPATION!

Note: WEST, Coaches And DOL-DYS Representatives Continue From 1:30pm - 4:00pm To Develop TA Plan Framework For 3rd Program Year.