

This tool could be used at a 1st or 2nd steering committee meeting to help members share their personal motivations, identify key challenges and opportunities in the local environment, and envision long-term initiative goals.

**Introductions**

##### Self Introduction

Please introduce yourself by name and organization.

##### Why Is It Important for Me to Be Here?

Given *<Insert Initiative Name>*’s purpose (see below), what excites you about *<Insert Initiative Name>* and motivates you to join the Steering Committee? How does our work relate to your values and core professional motivations*?*

*<Insert Information on Initiative Goal>*

E.g., the overarching goal is to connect English-Learner adults to high-need regional career pathways through a structured and coordinated multi-sector network across workforce development, education, business and labor, community-based organizations and support services.

It is important for me to be here today because:

# Scanning the Environment

### Current Assets

What current strengths, assets and innovations should we build on?

* Other initiatives
* Best practices (contextualization, acceleration)
* Existing partnerships
* Sector Strategies

### Challenges and Opportunities

What are the major trends, challenges and opportunities in the political, economic, social and technological context? This is a crucial foundation for our crafting a shared vision and strategy.

***Prompt categories:***

* Needs and experiences of target population
* Policy opportunities and constraints – regional collaboration, funding and performance incentives
* Workforce needs and economic trends
* Institutional connectivity
* Social services (transportation, child care)
* Policy barriers and opportunities
* Funding
* Demographics
* Technology
* Service innovations and best practices
* Data systems

Please jot down a few key ideas:

# Envisioning the future

It is January 2023, and you have been asked to speak at a press conference about the success of the *<Insert Initiative Name>* initiative and how it *<insert note on progress towards overarching goal>*.

What does success look like and feel like for our region? What are the major outcomes and results we’ve achieved?

***Consider outcomes and success for***

* Target population group
* Receiving community members
* Businesses
* The provider system
* Community vitality
* Public support
* Economic health

What were some of the key improvements we made to achieve this success?

***Consider strategies/priorities related to***

* Program design and innovation
* Collaboration and system alignment
* Funding
* Technology
* Policy change
* Human resources and development
* Outreach and awareness
* Support services

***Consider areas such as***

* Innovation
* Communication and awareness
* Sustainability
* Implementation
* Advocacy

What was our role as the leaders of *<Insert Name of Initiative>* in creating or inspiring these outcomes and changes?