**Illinois Works Sample Orientation Agenda** 

**Template 16: Illinois Works Sample Orientation Agenda**

**Instructions:**

The orientation should be facilitated by a program manager/director or an Academic Success Specialist, someone that will be working with students on a daily basis.

* **Introductions (30 minutes)**
  + The staff and instructors who will be working with the participants introduce themselves
  + Ask the cohort members to introduce themselves to their fellow classmates
  + [Sample Icebreakers & Introductions](#Icebreakers)
* **Introduction to [Provider Name] (15 minutes)**
  + Provide a short history of the organization and program
  + State the mission, vision, and goals of the organization
  + What is the organizations “why”? Why apprenticeship programs are important? How do they benefit participants?

* **Introduction to Illinois Works (1 hour)**
  + Illinois Works Job Act History / Rebuild Illinois
  + Historic barriers for target populations
  + DCEO and the Office of Illinois Works
  + Goals of the Illinois Works program and support network
    - Apprenticeship Initiative compliance credit
    - Bid Credit Program eligibility
    - Career Services
  + Pre-Apprenticeship Program
  + What is a pre-apprenticeship?
  + What happens after a pre-apprenticeship program?
  + What career options are available to apprentices?
* **10-minute break**
* **Program Requirements and Expectations (1.5 hours)**
  + Expectations of the program
  + Time commitment
  + Dress code
  + Attendance
  + Participant demeanor
  + Wrap-around services
  + Student support services
  + Classroom training and certifications (requirements for each)
  + Construction lab training
  + Worksite training
  + Current worksite partners/sites
  + Transition services
  + Current transition partners
  + Stipends
  + Stipend amount
  + When will these be paid out?
  + How will these be paid out?
* **Program Culture (15 minutes)**
  + ILW Core Values
  + Diversity, Belonging, Inclusion, Equity
* **Question & Answer (15 minutes)**

**Sample Icebreakers and Introductions**

There are many icebreakers to help groups get to know each other. These help to get participants laughing and connecting with one another from the first day. Feel free to use one below, find more online, or create one that is unique to your organization!

* **Speed networking**

Have individuals sit across from one another and set a timer for 1 minute. During that one minute have participants introduce themselves (i.e., name, interest in construction, interest in program etc.). When that minute is up have one of the partners shift to the person next to them (left or right of them) and start the minute over. At the end of the five minutes individuals will have met at least 5 new people!

* **Most Unique**

Go around the room and ask each participant to introduce themselves and then to share something about themselves that they believe makes them different from everyone else in the room. This can be anything from “I’ve traveled to all 50 states” to “I eat pickles with peanut butter.” These unique facts can help participants remember each other and can encourage openness and individuality in the group.

* **Marshmallow Challenge**

Divide participants into groups of three or four and give each group 20 sticks of dry spaghetti, a long piece of string, some tape, and a marshmallow. The goal is to see which team can build the tallest structure with the marshmallow on top of the finished product. The icebreaker allows for collaboration and collective brainstorming which will serve them well in the program!

*This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.*