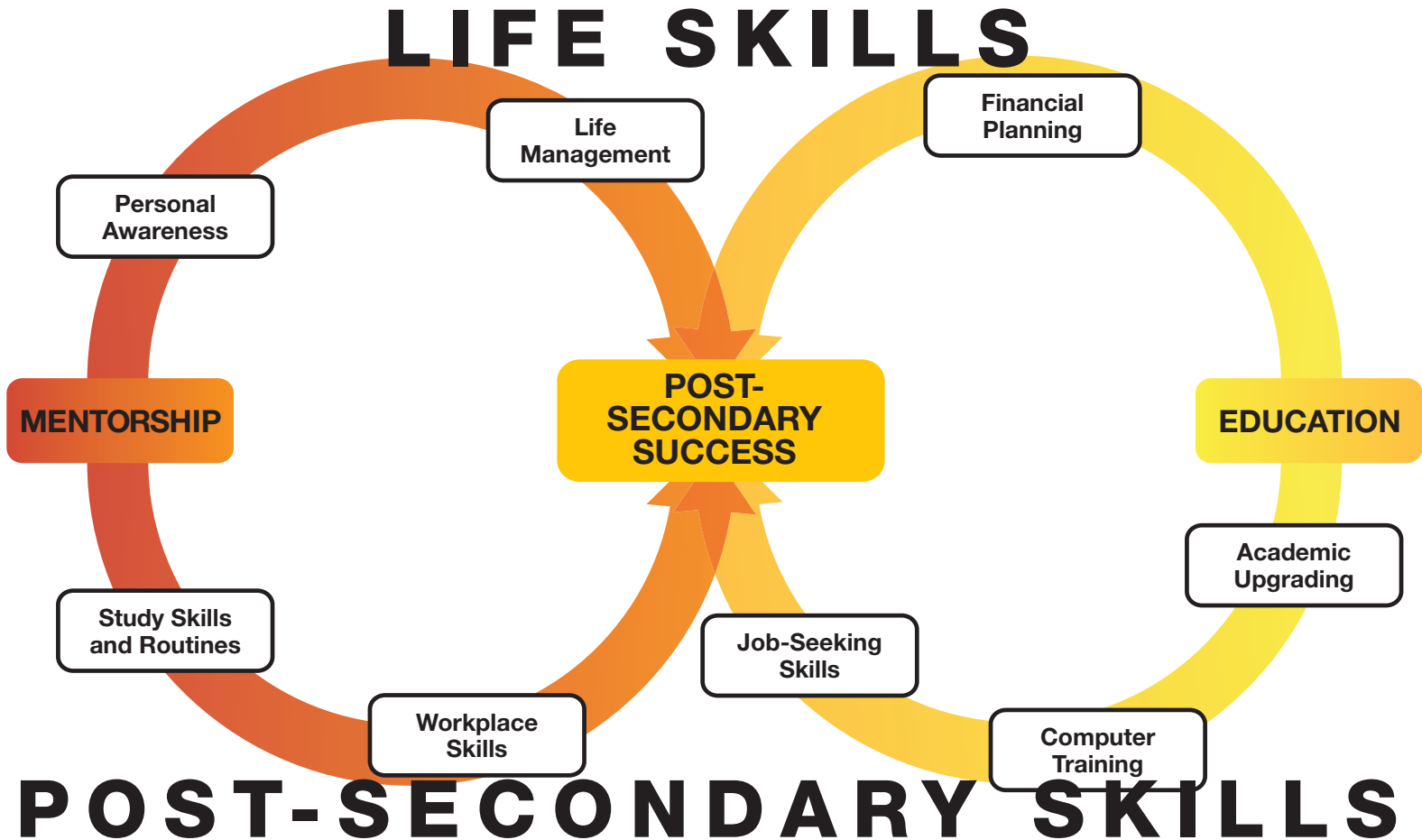


# **TOWN OF BIGGAR, SASKATCHEWAN**





<b>MENTORSHIP-EDUCATION MODEL</b>	
<b>Life Skills Development</b>	<b>Post-Secondary Support &amp; Information</b>
Life Management <b>Personal Awareness</b> <b>Goal Development</b> Workplace Professionalism	Employability Skills <b>Academic Upgrading</b> Work Experience/Job Shadowing Career Opportunities Financial Planning Computer Training Academic Supports

**Biggar Family Centre Members**

**Alternative Education High  
School Students**

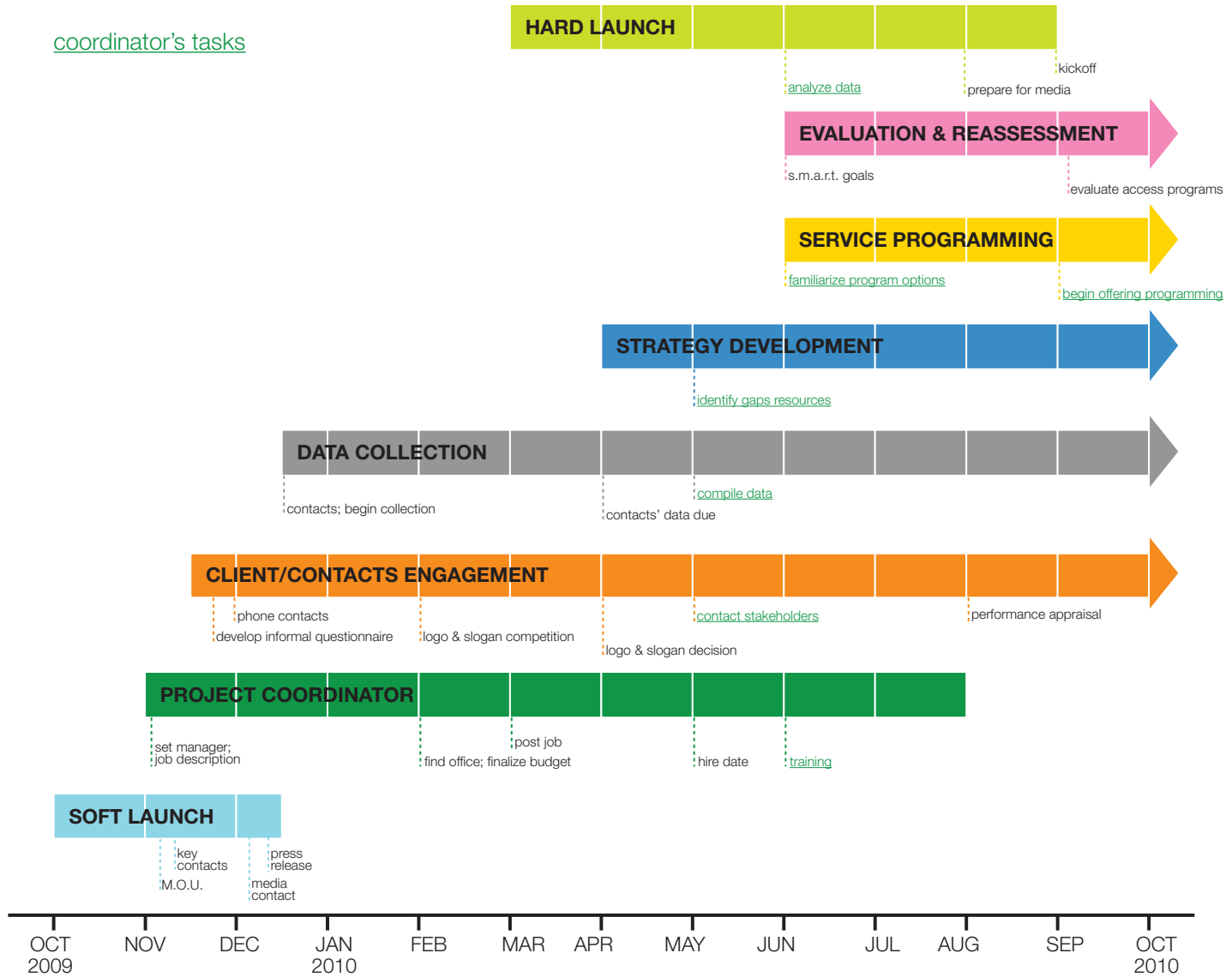
**Adult Basic Education Students**

**Recent Immigrants**

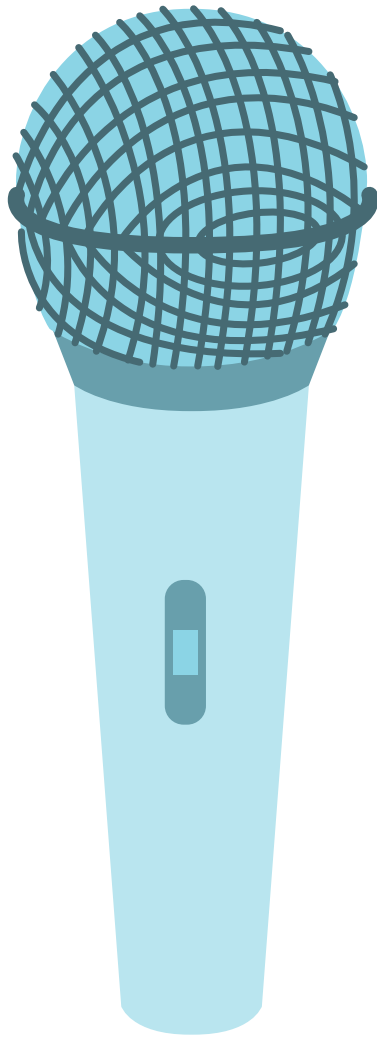
**AND THEN...  
THE CHARRETTE.**

# ACTION PLAN: TIMELINE

## coordinator's tasks



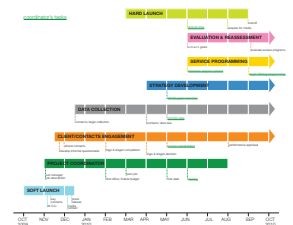
# SOFT LAUNCH



Talk to town council  
and mayors

Announce MOU  
and funding

Press release





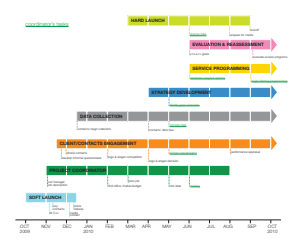
# PROJECT COORDINATOR PREPARATION



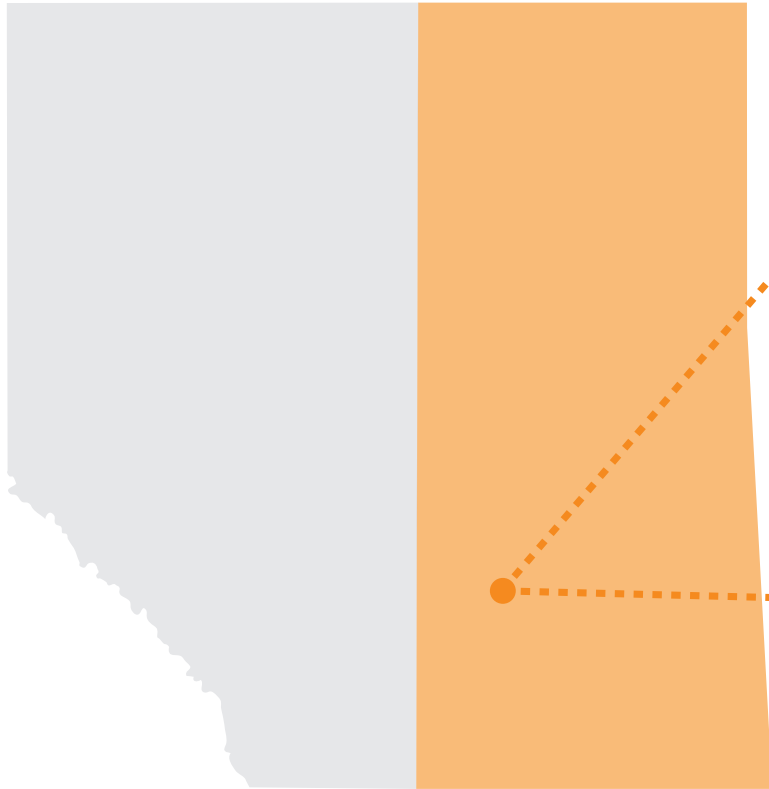
Set manager

Hire coordinator

Finalize budget

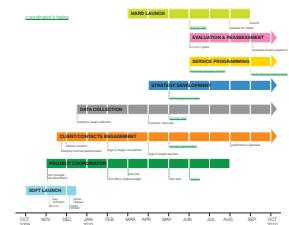


# CLIENT/CONTACTS ENGAGEMENT



Create a branding competition  
(logo & slogan)

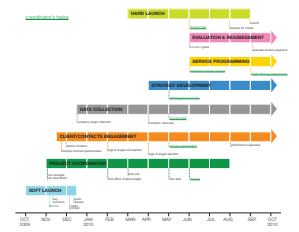
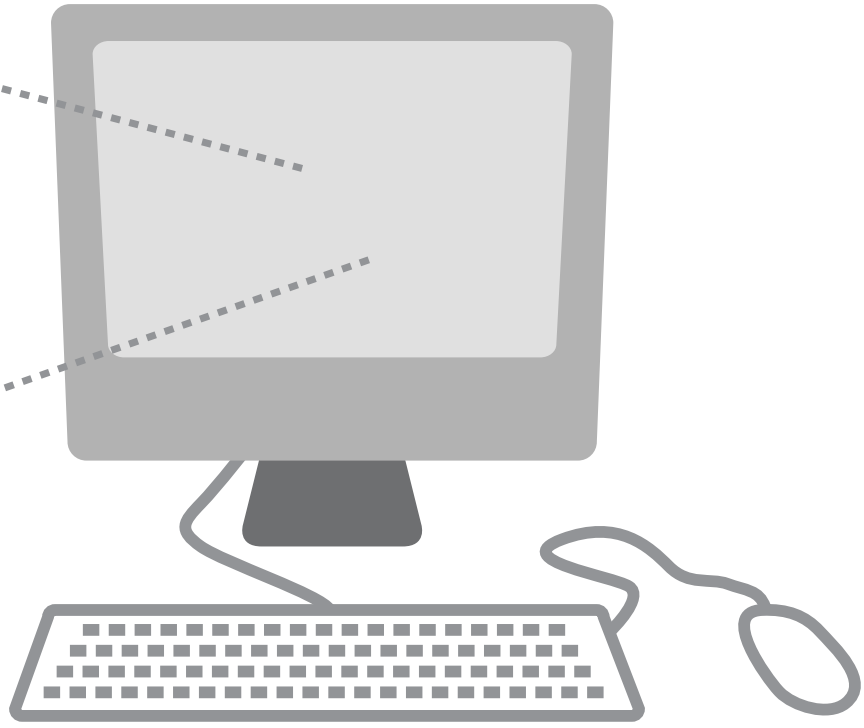
Meet with client contacts



# DATA COLLECTION

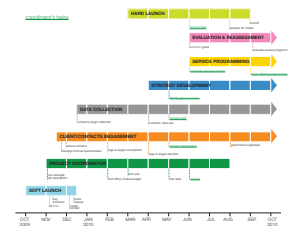
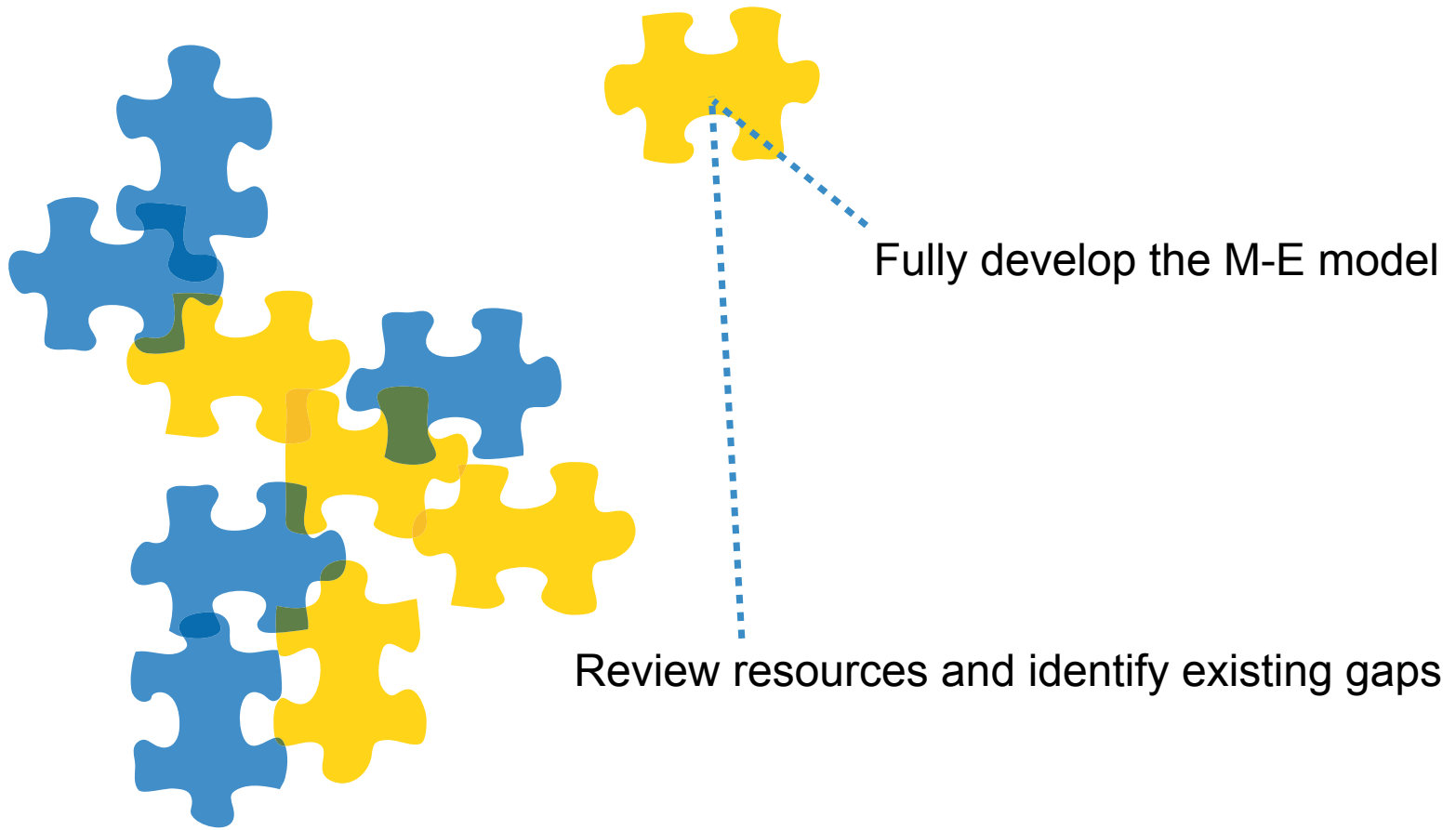
Informal questionnaire  
& client contact

Compile responses  
& analyze data



# STRATEGY DEVELOPMENT

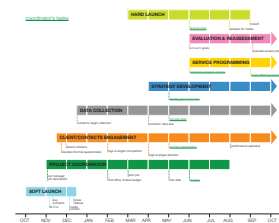
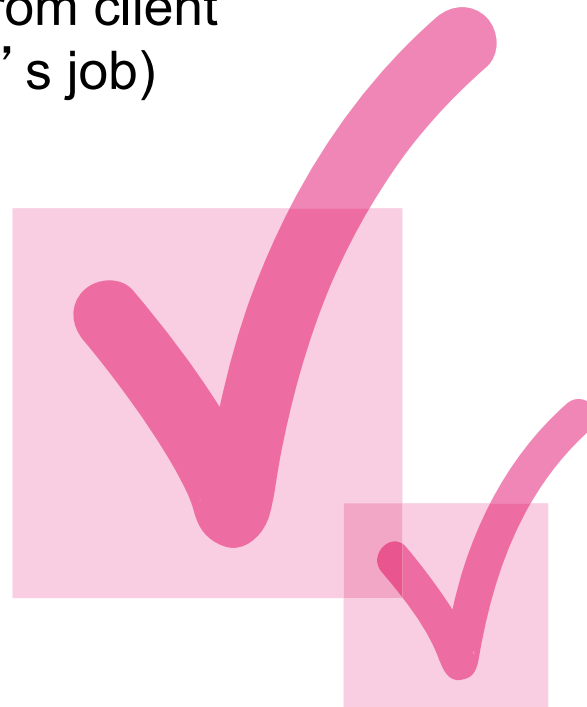
# SERVICE PROGRAMMING

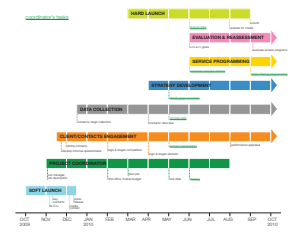
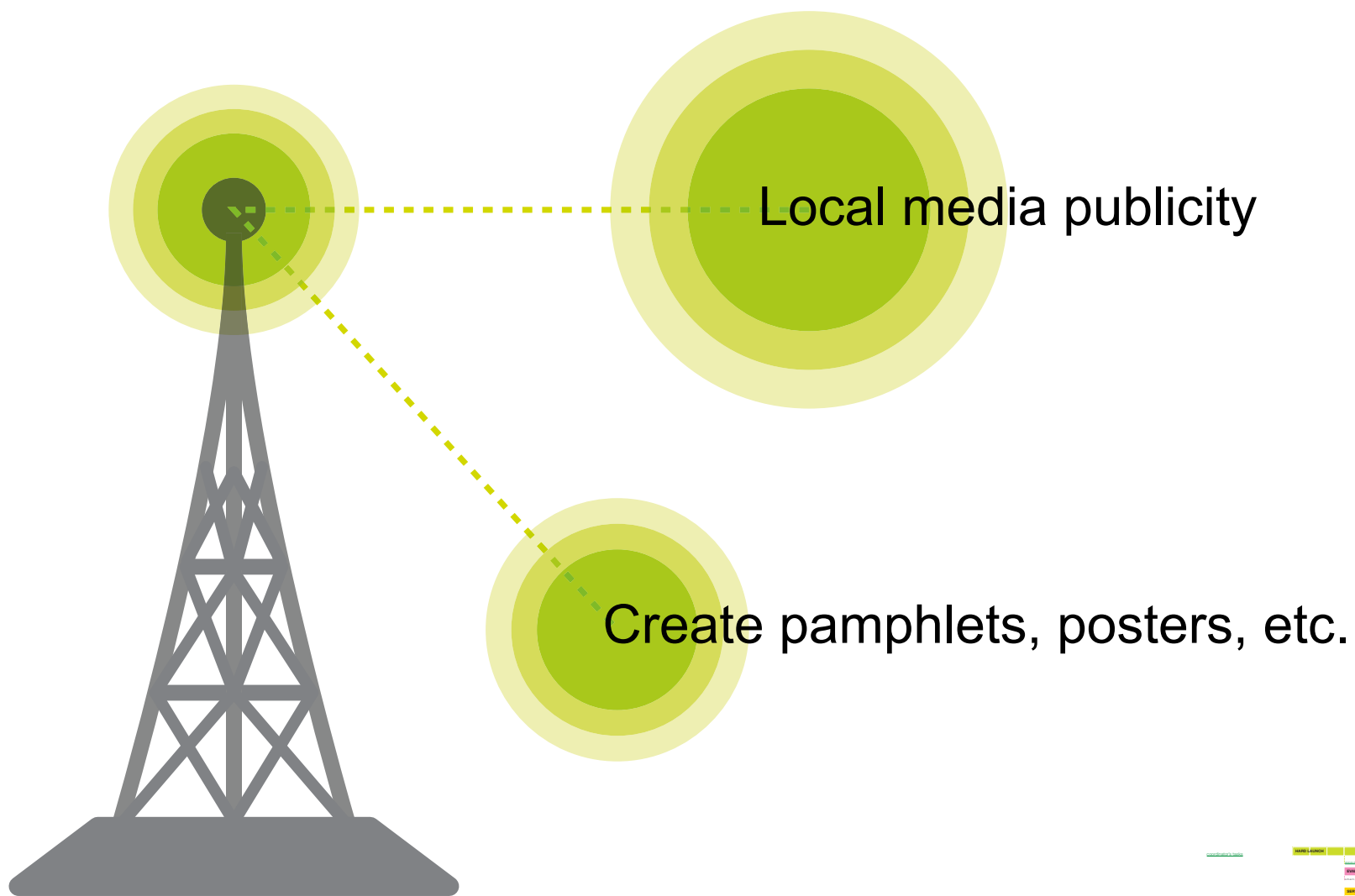


Continual feedback from client contacts (coordinator's job)

Use SMART goals

Use WEST to track progress and reports





# PROJECT COORDINATOR



MAY
JUN
JUL
AUG
SEP

- hired
  - compile data
  - identify gaps (ongoing until launch)
  - begin grant application papers (ongoing)
  - office setup
  - meet with target groups and their contacts (ongoing)
  - begin budget adherence
  - familiarize self with existing community programs
- Develop promotional material (Ongoing until launch)
  - Develop service plan (Ongoing until launch)
  - Training
  - Develop SMART goals in conjunction with board
  - WEST
  - Begin discussing with target group contacts what we can offer
- Begin prep for kickoff
    - Media
    - Brochures
    - Posters
    - Invitations...
- Final prep for launch
  - Preparing for programming
    - Find speakers
- Begin running program
  - Ongoing contacts with target groups, contacts and stakeholders

## IDEAL COORDINATOR



- People skills
- Computer literate—web skills and data entry
- Independent, self motivated, problem solver
  - Writing and grant writing skill
- Communication skills, networking
  - Compassionate
  - Energetic
- Post-secondary education
  - Experience in facilitation
- Mentorship & personal experience
- Access worked who can manage
  - Connects with all target groups
  - Ideally a community member
  - Evaluation and reassessment
    - WEST trained
- Connect with Access partners for training and resources
- In May/June, identify gaps, compile data, contact stakeholders
  - Familiarizing with programs (PC and client)
    - Preparing pamphlet/brochure
    - PR
- Keep records of work, report to board

**THANK YOU!**