

NATIONAL LEADERSHIP PROGRAM FOR WOMEN IN THE TRADES

PARTICIPANT GUIDE

SEPTEMBER 2022





WELCOME

Participants in The National Leadership Program for Women in the Skilled Trades will be guided through five modules by subject matter experts, learning effective strategies and gaining practical tips to empower them as leaders in their workplaces and the broader skilled trades community.

PROGRAM OUTCOMES

This program provides you with tools and resources to develop skills required to advance in your career. It offers an opportunity to network with like-minded individuals and set yourself apart within your industry.

Your Commitment

To be successful in this program, each participant is required to complete the course work and assignments for each module. The goal is that participants obtain leadership skills that employer will recognize. Active participation and keeping to course time lines are key.

Our Commitment to YOU

CAF-FCA is committed to delivering engaging and purposeful content as you develop your skills. We will support your learning journey in a way that is meaningful and helpful. We are committed to your success.

A Successful Journey

Each module will take an estimated six hours to complete. Learning materials and content will be provided through the online platform. Throughout the program, you will be asked to share your thoughts and reactions in discussion posts and journal entries. A facilitator and coach will be available to support you in each module and your participation and opinions are valued throughout the course.

The program culminates in a final presentation which refers to course content. This can be delivered in a format that best suits your learning needs (written, video, PowerPoint, etc.). To successfully complete the program, all five modules must be completed.

PROGRAM ACADEMIC STANDARDS

Plagiarism and Academic Misconduct

As a participant in this program, you are required to certify that your assignment/report is your own work and is based on your own research. You must clearly identify all the materials and sources you use in all your work: books, articles, reports, lecture notes, websites, and any other kind of reference document, or electronic or personal communication. Using other people's material as if it is your own work is called plagiarism and is unacceptable in this program.

Completion of Assignments

Assignment due dates are fixed. Please plan and use your time carefully. All participants have other responsibilities and therefore, it is important to stay on top of things to make sure that all your course requirements are completed on time.

Mandatory online workshops are scheduled on Sundays to ensure that participants in full-time employment can attend. They are also timed to accommodate participants in different time zones across the country.

Withdrawal From Program

If for any reason you choose to withdraw from the program, you must do so in writing. The last day for you to withdraw from the program for this cohort October 30th, 2022.

LEARNING SCHEDULE

Module	Date	Work & Assignments
1 Principles of Leadership	September 2022 Start date: Sept 1 Completion Date: Sept 19	<ul style="list-style-type: none"> • Discussion Post Due Sunday September 4th by Midnight • Journal Entry (one paragraph) Due Sunday September 11th by Midnight • 2 hour Virtual Discussion Sunday September 18th at 1PM Eastern Standard Time
2 Communicate with Confidence	October 2022 Start date: Sept 19 Completion Date: Oct 24	<ul style="list-style-type: none"> • Discussion Post Due Sunday October 2nd by Midnight • Journal Entry (one paragraph) Due Sunday October 16th by Midnight • 2 hour Virtual Discussion Sunday October 23rd at 1PM Eastern Standard Time
3 Teamwork, Mentoring & Conflict Resolution	October/November 2022 Start date: Oct 24 Completion Date: Nov 7	<ul style="list-style-type: none"> • Discussion Post Due Sunday October 30th by Midnight • Journal Entry (one paragraph) Due Sunday November 6th by Midnight • 2 hour Virtual Discussion Sunday November 6th at 1PM Eastern Standard Time
4 Supervisory & Management Skills	November 2022 Start date: Nov 7 Completion Date: Nov 27	<ul style="list-style-type: none"> • Discussion Post Due Sunday November 13th by Midnight • Journal Entry (one paragraph) Due Sunday November 20th by Midnight • 2 hour Virtual Discussion Sunday November 27th at 1PM Eastern Standard Time
5 Mental Health & Well-Being	December 2022 Start date: Nov 27 Completion Date: Dec 22	<ul style="list-style-type: none"> • Discussion Post Due Sunday December 4th by Midnight • Journal Entry (one paragraph) Due Sunday December 18th by Midnight • 2 hour Virtual Discussion Sunday December 11th at 1PM Eastern Standard Time • Final self-reflection essay or presentation Due December 22nd, 2022 by Midnight

MODULE FACILITATORS

MODULE 1: PRINCIPLES OF LEADERSHIP

Sue Faubert

✉ sfaubert@fits.training

☎ 613.831.4101

MODULE 2: COMMUNICATING WITH CONFIDENCE

Rosemarie Bugnet

✉ rosemarie.bugnet@customnet.ca

☎ 613.805.5658

MODULE 3: TEAMWORK, MENTORING AND CONFLICT RESOLUTION

Andrea Canada

✉ andreacanada639@gmail.com

MODULE 4: SUPERVISORY & MANAGEMENT SKILLS

Sue Faubert

✉ sfaubert@fits.training

☎ 613.831.4101

MODULE 5: MENTAL HEALTH AND WELL-BEING

Nina Hansen

✉ nina.hansen@hsabc.org

☎ 604.839.5777

PROGRAM ADMINISTRATORS/MANAGERS

France Daviault

Executive Director, Canadian Apprenticeship Forum

✉ france@caf-fca.org

☎ 613.875.7381

Karen Walsh

Executive Director, Office to Advance Women Apprentices

✉ kwalsh@womenapprentices.ca

☎ 709.690.0342

LEARNING PLATFORM

To access all the curriculum content, approved participants will log in at switcanada.ca with a user ID and password provided prior to the start of your program. A link to a forum will be provided for discussion and posts related to your program and will be monitored by facilitators.

Module assignments are to be submitted to the facilitator via email. Final presentations can be uploaded through the on-line platform.

COACH SUPPORT

In order to support your learning, a coach/mentor will be assigned to each module. The coaches are women who are currently working in the trades and have been selected by our program partner, the Office to Advance Women Apprentices. The role of the coach is to be a sounding board for you as you progress through the program and to advocate for your success. You will be introduced to a new coach for each module.

You are encouraged to maintain your contact with your coaches throughout the program and beyond. Participants who complete the leadership program may apply to be a coach for the future cohorts.



ABOUT THE CANADIAN APPRENTICESHIP FORUM

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA) is a national, not-for-profit organization working with stakeholders in all regions of Canada. We influence pan-Canadian apprenticeship strategies through research, discussion and collaboration. Insights are shared across trades, across sectors and across the country to promote apprenticeship as an effective model for training and education. Our Board of Directors includes representatives from business, labour, the jurisdictional apprenticeship authorities, education and equity-seeking groups. Through our work, CAF-FCA has shed light on a number of key issues affecting apprenticeship, such as the perceived barriers to accessing and completing apprenticeship and the business case for apprenticeship training. For more information, visit the CAF-FCA website at caf-fca.org.

Author:

Canadian Apprenticeship Forum

200-440 Laurier Avenue West Ottawa ON K1R 7X6

Email: info@caf-fca.org

Website: www.caf-fca.org

Canadian Apprenticeship Forum

Copyright February 2022

ISBN 978-1-7779783-2-7

We are grateful to our pilot program partner who has shown exemplary leadership throughout the development of the program and who provided much needed resources and outreach.



OFFICE to ADVANCE
WOMEN
APPRENTICES