

NATIONAL LEADERSHIP PROGRAM FOR WOMEN IN THE TRADES

PARTICIPANT GUIDE

FEBRUARY 2023





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 employers 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 organized 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 April 2, 2023.

LEARNING SCHEDULE

Orientation session: Sunday, February 5th from 1:00pm - 3:00pm EST

Session	Assignment	Due Date
1	Leadership Feb 13 - March 5, 2023	• Discussion post Sunday, February 19th by midnight
		• Journal Entry (one paragraph) Sunday, February 26th by midnight
		• 2 - hour virtual discussion Sunday, March 5th at 1:00pm Eastern Standard Time
2	Communicating with Confidence March 6th - March 26th, 2023	• Discussion post Sunday, March 12 by midnight
		• Journal Entry (one paragraph) Sunday, March 19th by midnight
		• 2 - hour virtual discussion Sunday, March 26th at 1:00pm Eastern Standard Time
3	Team Work and Conflict Resolution March 27th - April 23rd, 2023	• Discussion post Sunday, April 2nd by midnight
		• Journal Entry (one paragraph) Sunday, April 16th by midnight
		• 2 - hour virtual discussion Sunday, April 23rd at 1:00pm Eastern Standard Time
4	Supervisory Skills April 24th - May 14th, 2023	• Discussion post Sunday, April 30th by midnight
		• Journal Entry (one paragraph) Sunday, May 7th by midnight
		• 2 - hour virtual discussion Sunday, May 14th at 1:00pm Eastern Standard Time
5	Mental Health and Well-Being May 15th - June 11, 2023	• Discussion post Sunday, May 28th by midnight
		• Journal Entry (one paragraph) Sunday, June 4th by midnight
		• 2 - hour virtual discussion Sunday, June 4th at 1:00pm Eastern Standard Time
		• Final self-reflection essay or presentation Sunday, June 11th by midnight

LEARNING PLATFORM

To access all the curriculum content, approved participants will receive credentials for access to all curriculum content at: leadership-modules.caf-fca.org. 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. Instructions regarding how to upload the final assignment will be provided.

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.

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Canadian Apprenticeship Forum

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