

NATIONAL LEADERSHIP PROGRAM FOR WOMEN IN THE TRADES

PARTICIPANT GUIDE

FEBRUARY 2024

Powered by



© 2024 The Canadian Apprenticeship Forum





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 March 17, 2024.

LEARNING SCHEDULE

Orientation session: February 4th from 1:00pm - 3:00pm EST

Session	Assignment	Due Date
1	Leadership Feb 12th - March 10, 2024	• Discussion post Sunday, Feb 25th by midnight
		• Journal Entry (one paragraph) Sunday, March 3rd by midnight
		• 2 - hour virtual discussion Sunday, March 3rd at 1:00pm Eastern Standard Time
2	Communicating with Confidence March 11 - April 7, 2024	• Discussion post Sunday, March 17th by midnight
		• Journal Entry (one paragraph) Sunday, March 24th by midnight
		• 2 - hour virtual discussion Sunday, April 7th at 1:00pm Eastern Standard Time
3	Team Work and Conflict Resolution April 8 - April 28, 2024	• Discussion post Sunday, April 14th by midnight
		• Journal Entry (one paragraph) Sunday, April 21st by midnight
		• 2 - hour virtual discussion Sunday, April 28th at 1:00pm Eastern Standard Time
4	Supervisory Skills April 29 - May 26, 2024	• Discussion post Sunday, May 5th by midnight
		• Journal Entry (one paragraph) Sunday, May 12th by midnight
		• 2 - hour virtual discussion Sunday, May 26th at 1:00pm Eastern Standard Time
5	Mental Health and Well-Being May 27th - June 23rd, 2024	• Discussion post Sunday, June 9th by midnight
		• Journal Entry (one paragraph) Sunday, June 16th by midnight
		• 2 - hour virtual discussion Sunday, June 23rd 1:00pm Eastern Standard Time
		• Final self-reflection essay or presentation Sunday, June 23rd by midnight

MODULE FACILITATORS

MODULE 1: PRINCIPLES OF LEADERSHIP

Sue Faubert

✉ sfaubert@fits.training

☎ 613.831.4101

MODULE 2: COMMUNICATING WITH CONFIDENCE

Rosemarie Bugnet

✉ rabugnet@hotmail.com

☎ 613.805.5658

MODULE 3: TEAMWORK, MENTORING AND CONFLICT RESOLUTION

Andrea Canada

✉ andreacanada639@gmail.com

☎ 204.898.0222

MODULE 4: SUPERVISORY & MANAGEMENT SKILLS

Sue Faubert

✉ sfaubert@fits.training

☎ 613.831.4101

MODULE 5: MENTAL HEALTH AND WELL-BEING

Nina Hansen

✉ Nina.Hansen.BC@gmail.com

☎ 604.839.5777

PROGRAM ADMINISTRATORS/MANAGERS

France Daviault

CEO, Canadian Apprenticeship Forum

✉ france@caf-fca.org

☎ 613.235.4004 ext. 2021

Stephanie Shrum

Program Manager, Canadian Apprenticeship Forum

✉ stephanie@caf-fca.org

☎ 613.235.4004 ext. 2091

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. 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 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 2024

ISBN 978-1-7779783-2-7

We are grateful to our 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