CREATE BRIDGES

Module 1: Orientation

AUTHORS: Sara Siems

TABLE OF CONTENTS

MODULE 1: NOTIFICATION AND ORIENTATION

OVERVIEW

Background & Overview

The purpose of the orientation session is to provide an overview of the CREATE BRIDGES process and what it aims to accomplish. Participants in the orientation session should include local stakeholders who will be involved in promoting and implementing the program. This could include Regional Steering Committee members, potential Regional Steering Committee members and other potential leaders, such as Chambers of Commerce and Main Street directors, owners of anchor businesses, local government such as mayors and county commissioners, local educators, and representatives from organizations that support retail, accommodations, tourism, and entertainment sectors.

Timeline: Once you have a date in mind for the Orientation session, give approximately one month's notice to invitees. The Orientation session takes about 2 hours to complete.

Purpose:
During Orientation, participants will:

- Understand the purpose and process of CREATE BRIDGES
- Understand the responsibilities of the Regional Steering Committee
- Get to know team members
- Begin the resource listing assignment
- Begin planning the CREATE Forum
- Understand next steps

Preparation and Notes:

- Prepare for the Orientation workshop by reviewing the Resource Listing module and accompanying documents
- Handouts
- Resources for team-building

Promotion: Promotion should include direct invites to participants, whether that be via email, phone, in-person or through social media.

Process and Format Description:

- The Orientation format is lecture style with discussion and audience participation.

Presentation Session:

- Estimated Time to Complete Session: 2 hours
- Materials Needed:
  - Flip charts
  - Markers
  - We Connect cards
  - Pens
  - Scratch paper
  - Sign-in sheets

Resources:

- Orientation Slides
- Session Agenda
- Resource Listing Form
- Business Listing Form
- CREATE BRIDGES Overview handout
- Future Involvement Form
- Evaluation

Next steps: Complete the Resource Listing assignment and plan and promote the CREATE Forum

Appendix:

BACKGROUND & OVERVIEW

The Orientation is the first public activity in the CREATE BRIDGES process. It is designed to launch CREATE BRIDGES and share with community leaders what the program aims to accomplish within CREATE sector businesses and their workforce. This event is intended to engage those who have been selected for the steering committee, as well as individuals who should be involved in the steering committee or in other leadership capacities.

The Orientation and participating group will serve as a foundation for the process going forward.

During the Orientation, participants will gain an understanding of what the CREATE BRIDGES program process involves and what it aims to accomplish. They will gain an understanding of the role and responsibilities of the regional steering committee, as well as have an opportunity to recommend additional steering committee members.

This is also an opportunity for participants to get to know each other. As this program is designed to be conducted in a multi-county region, there is a good chance not all the participants will know one another. Building relationships and trust within this core group will be essential to the program’s success. It is recommended that team building, such as We Connect activities, begin at the Orientation.

One of the first assignments during the Orientation is to have participants begin the Resource Listing document. A template for this document is included in the curriculum. The Resource List should begin as an inventoried list of business and workforce support resources in the region and expand to include other regional assets that support the CREATE sector, such as natural resources, cultural events, and local governments. It should then be expanded further to include the CREATE sector businesses themselves.

The Resource List serves several purposes. It documents which resources are already present and working in a region, as well as identifies resources that might be lacking or absent. It also provides contact information, service area locations, and specifically how these resources can support the CREATE BRIDGES initiative. As the list is expanded to include CREATE sector businesses, it serves as an invitation list for the CREATE Forum and foundation for the BR&E and workforce training phases of the program.

At the conclusion of the Orientation, initial plans for the CREATE Forum will take place. Potential dates, location, and invitation list should be discussed.

Finally, next steps will be discussed. This will primarily include additional invitations to the regional steering committee and completing the CREATE Forum planning, as well as planning how to complete the Resource Listing.

*<u>Steering Committee Selection</u>
When selecting the steering committee members, include sectors from a broad mix of retail industry stakeholders.

Consider individuals from:

Economic Development

Education

Workforce Development

Government

Non-profits

Business

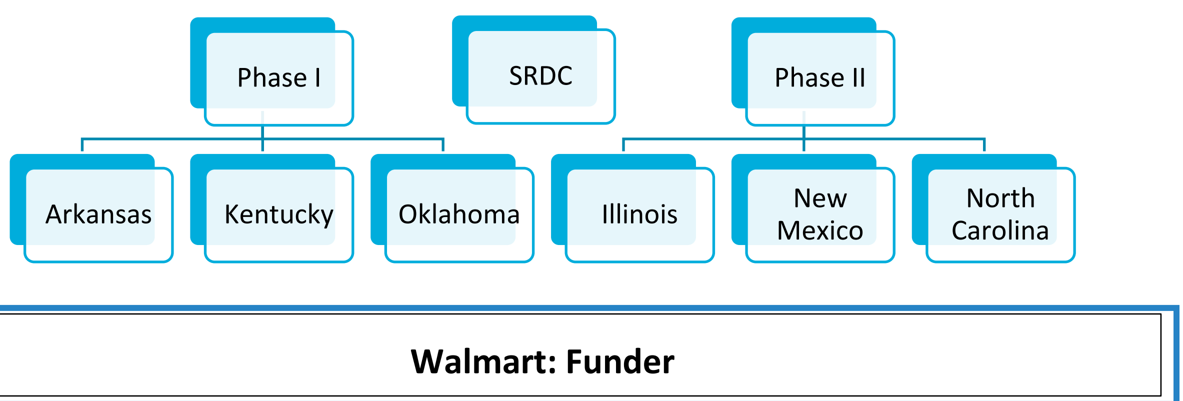
And others that are appropriate for your region

Also consider race, ethnicity, and gender in composition

The goal is for the steering committee to not only represent sector stakeholders but to also represent the community as a whole. It is important to assess the steering committee's composition and determine if others should be included. Examples of demographics that may need to be included are racial and ethnic minority populations, youth, veterans, female business owners, and retirees. Consider: who should have a voice at this table? Who is not currently at the table but may be impacted by the decisions made? Do not be discouraged if these community members do not wish to join the steering committee but continue to keep that door open for those who are interested.

Local Extension educators can be helpful for gaining insight regarding steering committee selection and potential dynamics of the group.

Project Structure:



CREATE BRIDGES

Pilot Project Partner Institutions:

Project Coordinator

Phase I

Phase II

Special thanks to our funder

This curriculum was made possible through funding by Walmart. The findings, conclusions, and recommendations presented in this curriculum are those of the Southern Rural Development Center and its project partners alone, and do not necessarily reflect the opinions of Walmart.

This work is supported by 2022-51150-327212 from the U.S. Department of Agriculture, National Institute of Food and Agriculture.

Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and should not be construed to represent any official USDA or U.S. Government determination or policy.

TIMELINE

Preparation: One month

Promotion: One month to give notice of the scheduled Orientation

Presentation (if needed): Approximately 2 hours

Next Steps: Plan and promote the CREATE Forum; complete the Resource Listing

Total: One month

PURPOSE

During this session, participants will:

- Understand the purpose and process of CREATE BRIDGES
- Understand the responsibilities of the Regional Steering Committee
- Get to know team members
- Begin the resource listing assignment
- Begin planning the CREATE Forum
- Understand next steps

GOAL SETTING

The goals for the Orientation are as follows. In addition to these goals, you may have goals specific to your region and communities.

- Invite community leaders, CREATE sector business representatives, current and potential steering committee members to learn more about the CREATE BRIDGES process and what it aims to accomplish in the region.
- Introduce the CREATE BRIDGES program and process
- Begin the Resource Listing exercise
- Begin initial CREATE Forum planning
- Introduce the Business Retention and Expansion process and options
- Introduce the Employee Perspectives survey

PREPARATION & NOTES

Materials Needed:

- Flip charts
- Markers
- We Connect Cards
- Pens
- Scratch paper

Handouts:

- Resource Listing Form

Resources for Teambuilding:

- Suggestion: Use ‘Liberating Structures 9 Whys’ or ‘We Connect Cards’

PROMOTION

The target audience for the Orientation is intended to be Regional Steering Committee (RSC) members, local leaders, regional and state leaders, Chambers and Main Street organizations, as well as leaders in the CREATE sectors: retail, accommodations, tourism, and entertainment.

In person or email invitations, social media invitations, or other forms of direct invitation are appropriate to bring participants to the Orientation.

The Orientation is the first public event for the CREATE BRIDGES program, so attendance and participation are crucial to its success. Make a list of potential invitees and then share that list with your Regional Steering Committee (RSC) to see who else may need to be included in the workshop. Include your RSC members in the invitation process. They will likely already have established relationships with other invitees, which helps to ensure attendance and success.

PROCESS & FORMAT DESCRIPTION

The Orientation is designed to be an in-person workshop with opportunities for networking and team building among the initial program participants, including the Regional Steering Committee.

Consider including an icebreaker or networking activity along with introductions at the beginning of the program.

Activities at the workshop include an overview presentation of the CREATE BRIDGES process and what it aims to accomplish. After the initial presentation, attendees will participate in a Resource Listing Exercise where they will identify regional resources and assets. These resources and assets can be CREATE sector businesses themselves, organizations that support these businesses (such as Chambers and Main Street Organizations), physical assets (such as parks, infrastructure, or transportation), community associations, list of community leadership, and individual capacities (such as community volunteers and Extension staff). A **Resource Listing Form** template is included in the resources section of this curriculum.

Additional activities include:

- **Planning the CREATE BRIDGES Forum**. The purpose of the Forum is to create buy-in within the community, with a broader invitation list than the Orientation. It is designed to be an in-person workshop but can also be virtual or hybrid if needed. As a group, determine potential dates within 2 months of the Orientation and discuss potential locations. Determine who should participate and the best way to invite attendees. Keep the Resource Listing in mind and set out how additions to the list will be invited. If finding a date and location is difficult, narrow down to a few dates and locations, and follow up with a Doodle Poll to confirm. Encourage attendees to check their calendars to avoid other events or major conflicts.
- **Introduce Business Retention & Expansion (BR&E) and the Employee Perspectives Survey**. Two of the most significant sources of data for the CREATE BRIDGES program are the BR&E Survey and the Employee Perspectives Survey. These components will be introduced at the Orientation with an overview of what they are and what they aim to accomplish. In the months following the Orientation, the Regional Steering Committee members and state leads will discuss survey format options and decide what fits best for the region.
    - The BR&E survey has a companion survey for employees in the CREATE sectors. This survey provides information on what barriers and opportunities employees in these sectors face. This information will inform strategies for workforce/employee development programs. Ideally, these surveys will be conducted online to maintain confidentiality, but printed copies can also be provided to employees if necessary.
- Lastly, time will be provided at the conclusion of the Orientation for questions and discussion.

PRESENTATION SESSION

Slide 1

INSTRUCTIONS

Insert the details into the following slides, including the addition of local sponsor logos as you see fit. Have this slide up when participants enter the room. As you begin the session, acknowledge the partners and sponsors.

SLIDE #1

TIME: 3 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

Slide 2

INSTRUCTIONS

Share this acknowledgment of the partnerships with CREATE BRIDGES.

SLIDE #2

TIME: 1 MINUTE

MATERIALS: NONE

HANDOUTS: NONE

Slide 3

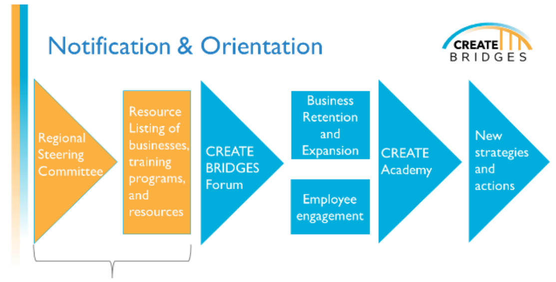
INSTRUCTIONS

The purpose of the orientation session is to provide an overview of the CREATE BRIDGES process and what it aims to accomplish. Participants in the orientation session should include local stakeholders who will be involved in promoting and implementing the program. This could include Chambers of Commerce and Main Street directors, potential steering committee members, owners of anchor businesses, local leaders such as mayors and county commissioners, local educators, and representatives from organizations that support retail, accommodations, tourism, and entertainment sectors.

This slide (highlighted in orange) shows where the Orientation takes place within the CREATE BRIDGES process.

These steps take place over a period of about 3 years. Depending on when and to whom this presentation will be given, you may wish to highlight which steps have been completed and where the region currently is in the process. Also, depending on the audience, you may want to provide a brief description of each step in the process. A description of each step can be found in the Introduction module.

1. Form a regional steering committee
2. Conduct a resource listing of CREATE businesses and existing trainings and resources
3. Host a CREATE BRIDGES Forum
4. Conduct Business Retention and Expansion surveys
5. Conduct employee engagement through surveys
6. Convene a CREATE Academy
7. Identify new strategies and actions



SLIDE #3

TIME: 2 MINUTES

MATERIALS: NONE

HANDOUTS: CREATE BRIDGES OVERVIEW HANDOUT

Slide 4

INSTRUCTIONS

Consider adding an icebreaker or team building activity during introductions. Team building activities, especially with the Regional Steering Committee are key to the program's success.

We Connect Cards can be found through the website below. A printable partial deck is also available for free through the second link. The website and YouTube channel (https://www.youtube.com/weandme) contain several videos with ideas for using the cards.

It is not necessary to purchase these cards for team building, but they are a tool the pilot team has found helpful. You are also welcome to use other tools and methods for ice breakers and team building activities.

- Full deck: https://weand.me/product/we-connect-cards/
- Free printable sample: https://weand.me/tools/

SLIDE #4

TIME: 8-10 MINUTES

MATERIALS: WE CONNECT CARDS OR ANOTHER TEAMBUILDING EXERCISE

HANDOUTS: NONE

Slide 5

INSTRUCTIONS

When selecting the steering committee members, include sectors from a broad mix of retail industry stakeholders. The steering committee should reflect the diversity of the region.

Consider individuals from:

- Economic Development
- Education
- Workforce Development
- Government
- Non-profits
- Business
- And others that are appropriate for your region
- Also consider race, ethnicity, and gender in composition

SLIDE #5

TIME: 1-2 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

Slide 6

INSTRUCTIONS

These are the responsibilities of the regional steering committee in roughly chronological order. Some of these tasks will be performed by a subset of the committee while others will be performed as a whole. Resources are available to complete these tasks!

SLIDE #6

TIME: 1 MINUTE

MATERIALS: NONE

HANDOUTS: NONE

Slide 7

INSTRUCTIONS

This slide lists the agenda of the Orientation. The Orientation is designed to give an overview of the CREATE BRIDGES process that will inform the strategic planning and workforce development phases.

SLIDE #7

TIME: 1 MINUTE

MATERIALS: NONE

HANDOUTS: NONE

Slide 8

INSTRUCTIONS

This activity will begin at the Orientation workshop and continue through the Forum.

Taking time to identify resources and assets before setting goals in the regions is important because having a good understanding of the breadth of resources available in the region can be a valuable way to determine which opportunities should be pursued as regional goals and which ones should be put on the back burner as priorities given that the required assets are simply not in place. Opportunities where the resources needed are already available may be easier to launch. On the other hand, goals that require absent or underdeveloped assets will require more preparation time and effort for the goals to be successful.

Alternative Definition:

A process by which local assets are considered "the primary building blocks of sustainable community development. Building on the skills of local residents, the power of local associations, and the supportive functions of local institutions, asset-based community development draws upon existing community strengths to build stronger, more sustainable communities for the future."

--ABCD Institute

Slide #8

Time: 2-3 Minutes

Materials: Flip Charts, Markers

Handouts: Resource Listing Form

Slide 9

INSTRUCTIONS

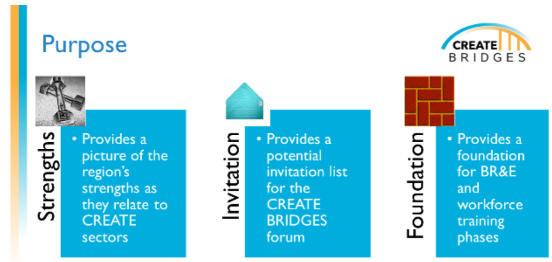
The resource listing serves three basic purposes.

It provides a picture of the region's **strengths** as they relate to the CREATE sectors.

It provides a potential **invitation** list for the CREATE BRIDGES forum.

It provides a **foundation** for the BR&E and workforce training phases.

While this list will be initiated at the Orientation, the Regional Steering Committee can continue to add to it as needed and it will be expanded upon at the CREATE BRIDGES Forum event.



SLIDE #9

TIME: 2-3 MINUTES

MATERIALS: FLIP CHARTS, MARKERS

HANDOUTS: RESOURCE LISTING FORM

Slide 10

INSTRUCTIONS

Resource listing is a process by which community strengths and resources are inventoried and placed into a framework to help understand their role in the community and potential role in furthering development.

Resources include People, Volunteer Associations, Formal Institutions, and Physical Resources

Resource listing process:

- Catalogue a list of CREATE businesses and a list of business and workforce development organizations.
- Expand that list to other assets that support CREATE sectors (e.g. natural resources, cultural events, traditions, government)
- Plot these identified assets on the provided Resource Listing forms.

Our goal is to develop a detailed picture of the region's strengths for developing CREATE businesses and workforce.

SLIDE #10

TIME: 3-5 MINUTES

MATERIALS: FLIP CHARTS, MARKERS

HANDOUTS: RESOURCE LISTING FORM

TO CONDUCT THE RESOURCE LISTING EXERCISE, HAVE PARTICIPANTS LIST RESOURCES ON LARGE FLIP CHART PAGES, ACCORDING TO CATEGORIES. INFORMATION PROVIDED ON THESE PAGES CAN BE AS SIMPLE AS THE NAME AND LOCATION. THESE FLIP CHART PAGES CAN BE STATIONED AROUND THE ROOM AND PARTICIPANTS CAN WALK BETWEEN LISTS. THE RESOURCE LISTING FORM CAN BE USED AS A GUIDE OR YOU CAN PROVIDE A HANDOUT OF SLIDE 10. FOR THIS EXERCISE, FOCUS ON THE RESOURCES FOR BUSINESSES AND WORKFORCE AS WELL AS REGIONAL ASSETS—THE BUSINESSES THEMSELVES CAN BE LISTED SEPARATELY.

Slide 11

INSTRUCTIONS

Here are some examples of community resources to help fill out your resource listing form, which will be shown in the next slide. Be sure to expand upon the resources available—grants the region is eligible for, resources in region not yet utilized, trainings that could be implemented, partnerships, etc.

SLIDE #11

TIME: 10 MINUTES

MATERIALS: FLIP CHARTS, MARKERS

HANDOUTS: RESOURCE LISTING FORM

Slide 12

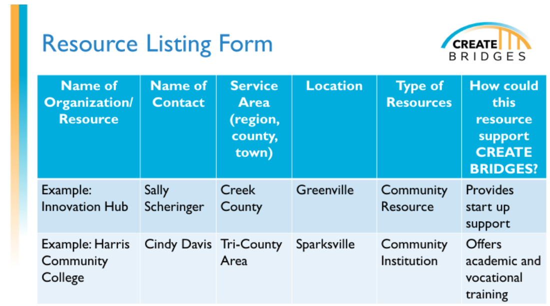
INSTRUCTIONS

Here is an example using the provided template. You can also refer to the Resource Listing Form handout.

Any resource should fit into one of the 5 categories listed on the previous slide, and some will fit into more than one category.

Use this template to create your resource list as you go. You can return to the previous slide as a reference for the "examples of community resources" during the activity.

For organizational purposes, it is probably easier to split the list into two parts—one with resources for businesses, workforce members, and the project, and one listing all the CREATE sector businesses. This slide shows an example of the list of resources.


Resource Listing Form

Name of Organization/ Resource	Name of Contact	Service Area (region, county, town)	Location	Type of Resources	How could this resource support CREATE BRIDGES?
Example: Innovation Hub	Sally Scheringer	Creek County	Greenville	Community Resource	Provides start up support
Example: Harris Community College	Cindy Davis	Tri-County Area	Sparksville	Community Institution	Offers academic and vocational training

SLIDE #12

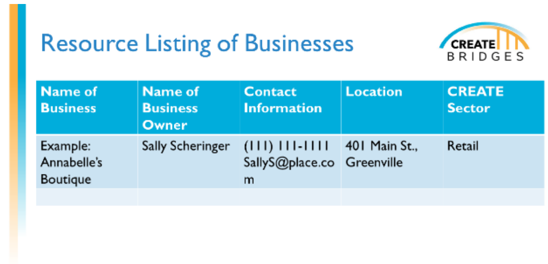
TIME: 1-2 MINUTES

MATERIALS: FLIP CHARTS, MARKERS

HANDOUTS: RESOURCE LISTING FORM

Slide 13

INSTRUCTIONS



Resource Listing of Businesses

Name of Business	Name of Business Owner	Contact Information	Location	CREATE Sector
Example: Annabelle's Boutique	Sally Scheringer	(111) 111-1111 SallyS@place.com	401 Main St., Greenville	Retail

The process is very similar for businesses, except for businesses, you should list the CREATE sector that business belongs to.

his business listing is part of the larger Resource Listing but it's helpful to list them separately since this list will be used as a starting point for engaging with all the businesses in the region.

For this list, you should attempt to list all the CREATE sector businesses in the region. If there are existing resources that provide a starting point, use those as you're able and update the information.

SLIDE #13

TIME: 1-2 MINUTES

MATERIALS: FLIP CHARTS, MARKERS

HANDOUTS: BUSINESS LISTING FORM

Slide 14

INSTRUCTIONS

Once your form is complete, take a look, discuss, and see if anything is missing. Is there anything else that could be an asset to workforce development that is not on the list? Discuss your list with the RSC to check for thoroughness.

The Regional Steering Committee will then input the flip chart page information into the official Resource Listing Form, adding name of contact, service area, type of resource and how it can be used to support the CREATE BRIDGES initiative.

Next, select a target date for the complete version.

SLIDE #14

TIME: 5 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

Slide 15

INSTRUCTIONS

The second public event of the CREATE BRIDGES process is the CREATE BRIDGES Forum.

The forum is an opportunity to create buy-in within your community.

Suggested invitation list includes (but not limited to):

- Industry and financial leaders
- Representatives of faith-based organizations
- Entrepreneurs/small business leaders
- County Extension Service personnel
- State and federal Congressional representatives or staff
- Local and regional government representatives
- Minority and women-owned business owners
- Chamber of Commerce, economic development, and/or tourism organizations
- Workforce Development Board representatives from the area
- Educational leaders and organizations
- Nonprofit, voluntary, and civic-minded organizations
- Community foundations
- Rural cooperatives

Consider, too, how to reach multi-generations, different ethnic and racial groups, varying socio-economic sectors.

SLIDE #15

TIME: 3-5 MINUTES

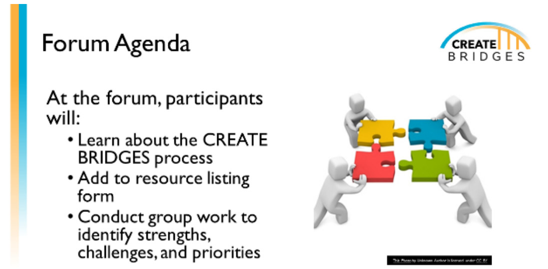
MATERIALS: NONE

HANDOUTS: NONE

Slide 16

INSTRUCTIONS

Briefly share the forum agenda as outlined in this slide.



SLIDE #16

TIME: 3 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

Slide 17

INSTRUCTIONS

As a group, determine best date for forum within 2 months and where it should be held. Nail down a target number of attendees and who should be there. Then work together to determine the best way to invite these attendees. Keep the resource listing in mind and set out how additions to the list will be invited. Be sure each invitee is matched with a Regional Steering Committee member who will invite the person/organization to the forum.

If there is difficulty finding time together, narrow down to 4 dates and times and follow up with a Doodle Poll to confirm which are best in communities.

Encourage attendees to check their calendars to avoid other events or major conflicts.

Slide #17

Time: 10 Minutes

Materials: Pens, scratch paper

Handouts: None

Slide 18

INSTRUCTIONS

The CREATE BRIDGES initiative will take a two-part approach to development. One portion of the program will focus on business development while the other will focus on workforce development.

Our goal is for these two approaches to work together to strengthen the CREATE sectors in the region.

The next two slides will outline the main data collection methods for both businesses and their workforce.

This program uses two main survey tools: the Business Retention & Expansion survey for businesses and a companion survey, the Employee Perspectives survey. The next two slides will outline those survey efforts.

SLIDE #18

TIME: 10 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

Slide 19

INSTRUCTIONS

This slide outlines the various methods for conducting a Business Retention & Expansion program as outlined in the curriculum. An entire chapter is dedicated to this process.

SLIDE #19

TIME: 5-7 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

The information below is a long-form explanation of the survey styles. The explanations can be edited down for the purpose of introducing the concept and styles of BR&E survey efforts. There are multiple options for completing the surveys. In upcoming months, Regional Steering Committee members and state leads will discuss the options and decide what fits best for the region.

University of Minnesota Traditional Model The traditional BR&E model is conducted in three phases: Research, Prioritize, and Implement. It utilizes a task force which trains volunteers to visit local businesses and conduct the BR&E quantitative survey.
Once surveys have been completed, the data is tabulated and reviewed by the task force (while also looking for “warning flags”). This group will use the data to design priority projects and write a research report summary. In the implementation phase, the task force will work on project teams to carry out the priority projects, convening quarterly for updates and evaluation of results. At the end of the process, the results are shared more broadly with the community.

The traditional model has shown to be effective in small to medium-sized communities, but could be difficult to implement “regionally”, given the reliance on a volunteer base to conduct surveys and the time constraints of the grant.

University of Minnesota Model with Paid Staff and Volunteers In this variation, the UNM model will

utilize paid staff to interview the included businesses. The CREATE BRIDGES RSC would serve as the Leadership Team. Based on the resource listing assignment, they will identify the businesses that will be visited and interviewed throughout the entire region. Paid staff of 3-7 people will coordinate and visit the selected businesses, including extension staff, and fill out the BR&E form with the owners or managers. Data collection training could be centralized and occur once at the beginning of the data collection period. A shorter BR&E form was developed for CREATE BRIDGES with the intention it would be used as it requires less than an hour, cutting down labor costs. This version of the survey is listed in Resources and included in the Appendix.

Roundtables and Focus Groups - **University of Kentucky Variation** The University of Kentucky variation creates a unique twist on the traditional model. In this variation, communities will host an educational workshop (often during a lunch or breakfast meeting) that will also serve as the BR&E launch. As opposed to finding, training, and scheduling BR&E volunteers, CREATE BRIDGES staff will work with local stakeholders to identify and invite BR&E participants to the workshop where CREATE BRIDGES staff will then conduct the event and implement the first round of BR&E surveys that are filled out on-site.

This model builds a large number of BR&E responses quickly, and then provides a launch pad for further BR&E efforts through a traditional model using local economic developers.

Community Survey This variation focuses on data collection through survey distribution. This could be done with both the short and long form of the UMN model. An online version and a paper version would be available. The link would be distributed by RSC and other volunteers for targeted participants to fill out. In addition, a paper survey would be mailed to the list of resources created by the RSC. These surveys could lead to follow-up in-person meetings by the RSC and/or project staff. The web platform Qualtrics would be the easiest for the online survey as it is already available by all partner states. This model would allow for larger distribution; however, it would likely have a lower collection rate. Access to consistent internet access or a mobile phone would be required which might be limiting in the Create Bridges regions. The paper version would require some data entry work.

Slide 20

INSTRUCTIONS

The BR&E survey has a companion survey for employees—the Employee Perspectives survey. We are interested in learning what barriers and opportunities employees in these sectors face. This information will inform strategies for workforce/employee development programs.

What's the best way for this region to gain this information from the employees? How do we provide a space for them to be able to engage without fear of retribution and allow to share freely?

In the pilot regions, this was done through confidential, online surveys, but this region may wish to gather the information through other methods.

SLIDE #20

TIME: 10 MINUTES

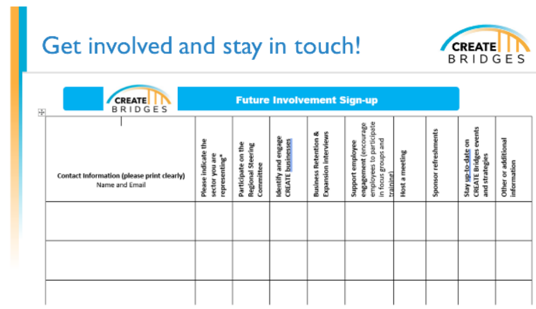
MATERIALS: NONE

HANDOUTS: NONE

Slide 21

INSTRUCTIONS

Beginning during the Orientation workshop, include a Future Involvement form at each table or at the sign in table. This will allow participants to share contact information and indicate how they plan to be involved in the process. This form can be used during the Orientation workshop and the Forum workshop. If your state develops a website or landing page for the CREATE BRIDGES program, consider including a digital form using Qualtircs, Survey Monkey or Google Forms.



SLIDE #21

TIME: 5 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

Slide 22

INSTRUCTIONS

Allow time at the end of the Orientation for questions and further discussion.

SLIDE #22

TIME: 5 MINUTES

MATERIALS: NONE

HANDOUTS: NONE

RESOURCES

- Orientation Slides
- Session Agenda
- Resource Listing Form
- Business Listing Form
- CREATE BRIDGES overview handout
- Evaluation—a printable copy is included in the appendix. This survey can also be adapted for online distribution if preferred.

NEXT STEPS

Continue to plan and promote the CREATE BRIDGES Forum. The purpose of the Forum is to create buy-in within the community, with a broader invitation list than the Orientation. It is designed to be an in-person workshop but can also be virtual or hybrid if needed. As a group, determine potential dates within 2 months of the Orientation and discuss potential locations. Determine who should participate and the best way to invite attendees. Keep the Resource Listing in mind and set out how additions to the list will be invited. If finding a date and location is difficult, narrow down to a few dates and locations, and follow up with a Doodle Poll to confirm. Encourage attendees to check their calendars to avoid other events or major conflicts.

APPENDIX