

**WDTLIP LABOUR MARKET & EMPLOYMENT WORKING GROUP**

**PRELIMINARY TASK LIST**  
(For Discussion Purposes Only)

<b>DESCRIPTION OF TASK OR ITEM</b>	<b>POINT PERSON(S)</b>	<b>TIMELINE</b>	<b>STATUS / NOTES</b>
<b>SERVICE INVENTORY &amp; COORDINATION</b>			
<b>Oversee comprehensive updating of the employment services contained in the LIP website's Services Directory and use this as basis for development of an inventory of new Employment Ontario services</b>	To be determined	April/May 2011	One-to-one website training sessions completed at end of March 2011.
<b>Explore additional service coordination among pre-employment and employment service agencies</b>	To be determined	Ongoing	
<b>ROUNDTABLE DISCUSSIONS</b>			
<b>Host one or more Cross-Council Employment Services Planning sessions. Develop agenda with relevant speakers, and address basic event logistics (invitations, meeting space, etc.)</b>	Catherine McNeely & Nadira Gopalani	March 23, 2011; Additional dates to be determined	First session held in March 2011. Eleven speakers / presenters attended and addressed a variety of issues for Working Group consideration.
<b>WORKERS' RIGHTS</b>			

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<p>Promote and foster the inclusion of information about workers' rights in settlement and employment programs by offering a Train the Trainer session for frontline workers</p>	<p>Nadira Gopalani</p>	<p>Sessions being held on May 26, June 2 &amp; June 9</p>	<p>Half-day sessions for frontline workers will be held by Workers Action Centre in May and June. Information about sessions was distributed at Employment focused Half-Day Event in March 2011.</p>
<p>Explore partnerships for translation of the WAC fact sheets into additional languages.</p>	<p>To be determined</p>	<p>To be determined</p>	
<p><b>EMPLOYER ENGAGEMENT</b></p>			
<p>Explore ways to support HireImmigrants.ca</p>	<p>To be determined</p>	<p>To be determined</p>	
<p>Consider designing and delivering seminars/workshops for employers on hiring and retaining newcomers. Explore delivering sessions or hosting booths as part of local industry conventions or professional conferences (e.g., Conference of Human Resource Professionals, etc.). Key topics:</p> <ul style="list-style-type: none"> <li>- Understanding international education &amp; accreditation</li> <li>- Understanding international work experience</li> <li>- Benefits of hiring newcomers</li> </ul>	<p>To be determined</p>	<p>To be determined</p>	

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Identify a list of key employers in downtown west Toronto. Communicate with these employers and begin to develop an employer network.	To be determined	To be determined	
Consider inviting employers to come and speak to the LIP regarding innovative employer programs in hiring and retaining newcomer employees and related employer challenges	To be determined	To be determined	
Seek employer support for increased work opportunities for newcomers	To be determined	To be determined	
<b>NEWCOMER YOUTH EMPLOYMENT</b>			
<b>Resources for Frontline Workers:</b> <ul style="list-style-type: none"> <li>- Develop a Fact Sheet for newcomer youth workers with information on referrals for key services and workshops.</li> <li>- Information fairs for newcomer youth workers on available services for newcomer youth</li> </ul>	To be determined	To be determined	Newcomer youth need coordinated access to: <ul style="list-style-type: none"> <li>- English language training</li> <li>- Soft skill development</li> <li>- Canadian work experience</li> <li>- Apprenticeships (hard skills)</li> <li>- Networks</li> </ul>
Travelling youth employment services – Explore possibility of having employment agencies deliver services directly onsite in newcomer service agencies	To be determined	To be determined	

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Explore development of a “Pathways to Education” program in downtown west Toronto	To be determined	To be determined	
<p>Promote service provider commitment to develop and encourage mentorship between newcomer youth and Canadian-born individuals:</p> <ul style="list-style-type: none"> <li>- Review successful and unsuccessful examples of mentoring programs</li> <li>- Consider older students as mentors (not just adults)</li> <li>- Trial mentor partnership</li> <li>- Collaboration with existing mentorship opportunities</li> <li>- Youth HOST Program</li> <li>- Connecting workers with SWIS</li> </ul>	To be determined	To be determined	Mentoring programs are useful, but there’s a lot of work involved. CultureLink may be a resource for connections to SWIS.
Research available avenues to fund youth income supports for youth training and employment programs	To be determined	To be determined	
<b>WORKPLACE-BASED ENGLISH LANGUAGE TRAINING &amp; SUPPORTS</b>			
<p>Review existing workplace-based English language training programs currently being conducted by:</p> <ul style="list-style-type: none"> <li>- Ontario Literacy Coalition</li> <li>- Toronto Western Hospital</li> </ul>	To be determined	To be determined	The Ontario Literacy Coalition is open to communicating with the LIP regarding its pilot projects and funding resources.

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Identify LIP Agency Champions or Agency Partnerships interested in pursuing the development of Workplace-based English language training	To be determined	To be determined	
Communicate with relevant industry associations and workers unions regarding possible Workplace-based English language training & supports	To be determined	To be determined	Health care and hotel industries may be a good place to start for downtown west Toronto. Could also work with smaller employers by developing a program with one or more BIAs.
Develop “business case” that demonstrates the benefits of workplace-based English language training to the employer	To be determined	To be determined	Toronto Western Hospital may be willing to share their “business case”
Identify employers interested in pursuing the development of Workplace-based English language training.	To be determined	To be determined	
Work with the employers (both management and employees) to conduct needs assessment and develop customized program that responds to both employer’s needs and employees’ needs	To be determined	To be determined	
<b>NEWCOMER ENTREPRENEURSHIP &amp; BUSINESS DEVELOPMENT</b>			

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<p><b>Mentorship Programs for Newcomer Business Development:</b></p> <ul style="list-style-type: none"> <li>- <b>Approach BIAs for mentors</b></li> <li>- <b>Seek ability to offer incentives to business owners to be mentors to newcomers</b></li> <li>- <b>Seek funding to train business owners re: mentoring</b></li> </ul>	<p>To be determined</p>	<p>To be determined</p>	<p>The Toronto Association of Business Improvement Areas has expressed interest in working with LIP members on this initiative.</p>
<p><b>Sponsor one or more Business Development seminars / workshops for newcomers. Key topics:</b></p> <ul style="list-style-type: none"> <li>- <b>Tax/legal information</b></li> <li>- <b>How to write a business plan</b></li> <li>- <b>How to get licences/permits</b></li> <li>- <b>How to get a business loan</b></li> </ul>	<p>To be determined</p>	<p>To be determined</p>	<p>Sessions could be conducted by Entreprise Toronto or by the Toronto Business Development Corporation. Could also use business networking groups to deliver session content.</p>
<p><b>Consider supporting the training of frontline workers who may work with newcomers who want to start their own businesses.</b></p>	<p>To be determined</p>	<p>To be determined</p>	<p>Frontline worker training sessions could be conducted by Entreprise Toronto or by the Toronto Business Development Corporation.</p>

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<p><b>Consider developing resources for frontline workers:</b></p> <ul style="list-style-type: none"> <li>- <b>Services available for newcomer entrepreneurs (i.e, Entreprise Toronto, Toronto Business Development Corporation, etc.)</b></li> <li>- <b>List of networking groups for newcomer businesses</b></li> <li>- <b>List of festivals and events where newcomer businesses can set up a stall or vendor cart</b></li> </ul>	To be determined	To be determined	
<b>OTHER</b>			
<p><b>Identify service gaps. Address barriers to access (which may be increasing due to cuts to childminding and TTC supports)</b></p>	To be determined	To be determined	
<p><b>Identify future employment trends so that service agencies know which jobs or fields are growing and which ones are declining.</b></p>	To be determined	To be determined	