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| **SAMPLE INVITATION****GROW YOUR FUTURE WORKFORCE**

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| Note: If possible, have the invitation come from an individual’s email address to avoid spam filters. Regardless, make sure the sender or subject line reference a well-known individual. Include a “Click here to Register” icon upfront and again at the end of the email. Send initial invitation 7 weeks in advance and then send reminders one month and 2 weeks prior to the event. Allow participants to click through to register on line and send confirmation at time of registration and then 5 days before event and 1 day before event.

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| To Local Employers:Are you struggling to recruit the skilled employees you need to sustain and grow your business? Do you find that math, science, and professional skills of candidates don't meet the standards your business requires? Is the local talent pipeline prepared to drive economic development? It's time to [*Grow Your Future Workforce*](http://RBA-NimbleAMS.informz.net/z/cjUucD9taT01ODg0MjQwJnA9MSZ1PTg4MzM5OTkyOSZsaT00MDczNjA5Nw/index.html). Learn how employers in our community are connecting with high schools and community colleges to prepare a robust talent pipeline to fuel economic growth.

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| **Event Details:Date:** **Time:** **Location:** **Cost: Complimentary****Space is Limited – Please Register Today** |  |
| Local business leaders, educators, and students from the area's P-TECH programs will share their experiences.  Learn more about the high-functioning school/business partnerships which characterize the P-TECH 9-14 model being adopted across New York.  Attendees will receive materials created and tailored to address employer needs and have the opportunity to launch new partnerships on the spot. |

Don't miss this special opportunity to learn about this transformative education model designed to ensure area students are ready for real business challenges.Sincerely, |

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**GROWING BUSINESS WITH LOCAL TALENT**

A NYS P-TECH Local Employer Forum

LOCATION

DATE

Sample Agenda for 8:00 a.m. – 10:00 a.m.

**8:00 – 8:25 a.m. Registration and Networking**

**8:25 a.m. Program will begin promptly**

**Welcome**

*CEO of Local Sponsor*

*(Add any elected officials here)*

**Keynote**

Local business or school leader to discuss the need for this type of partnership

**A New Approach to Building the Talent Pipeline**

Overview of NYS P-TECH and Unique Partnership Opportunity

**Employer Recognition**: **NYS P-TECH Champion Awards**

**Making a Difference:** Panel of P-TECH students

**Strategic Partnerships:** Panel of Current Employer Partners

**Moving to Action: Questions, Answers, and Commitments**

**Special thanks to**

*List any local sponsors, etc*

**(**Note: For Reverse Side of Final Agenda**)**

**NYS P-TECH EMPLOYER PARTNERS IN OUR COMMUNITY**

***Provide alphabetical list of current partners***

**GROW YOUR FUTURE WORKFORCE**

**EMPLOYER RECRUITMENT & RECOGNITION EVENT**

**Questions for Student Panel**

* Why did you want to attend this program?
* How is your current high school different from your middle school?  Is it different from the high schools your friends attend?
* Tell me about a work-based learning experience that you enjoyed? (e.g., a work site tour, workplace challenge, mentoring activity, etc.
* If students have already earned college credits, How was your college course different from your regular high school classes?
* What's the best thing about your high school?
* Would you encourage other students to apply?  Do we need more programs like this?
* What are your plans after you complete your high school diploma and AAS degree?

**Questions for Employer Panel**

* Can you share a brief (1 minute) profile of your company – how long have you been operating in this region of New York, how many employees, how many vacancies/new hires each year, etc.?
* What initially attracted you to the NYS P-TECH 9-14 partnership?
* Do you have a skills gap to fill? Do you currently have difficulty finding prospective employees for entry level positions?
* What skills are most difficult to fulfill? Do they tend to me technical skills or the professional skills we’ve discussed?
* Can you describe a recent partnership activity, e.g. skills mapping, career mentoring, work site tour, classroom visits, workplace challenge?
* What distinguishes NYS P-TECH from other partnerships you have had with schools or job training programs?
* What benefits do you expect in return for your investment and the time of your employees?