

**One-Day Orientation for Round 2 Grantees**  
January 30, 2008 • Dallas, Texas

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## **Agenda**

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### **Goals for the meeting:**

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1. Meet all the key players in this project.
2. Start to develop cohesiveness of the group as a learning community.
3. Develop a clear concept and shared vision of what the *Jobs to Careers* initiative is all about.
4. Understand the expectations that the funders and the NPO have of the grantees.
5. Learn what the required action steps are for the first few months of the project.

### **Wednesday, January 30**

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Early morning	<b>Breakfast will be provided by the hotel and should be eaten prior to the start of the orientation</b>	
8:30 -8:40am	<b>Welcome and Overview of the day ahead</b> <ul style="list-style-type: none"><li>• Maria Flynn, <i>National Program Office</i></li></ul>	<b>Pheasant Ridge 4</b>
8:40-8:50am	<b>Jobs to Careers Overview</b> <ul style="list-style-type: none"><li>• Rebecca Starr, <i>National Program Office</i></li></ul>	
9:00-10:00am	<b>Project Partners and their Roles: A Panel Presentation</b> <ul style="list-style-type: none"><li>• Sallie Petrucci George, <i>Robert Wood Johnson Foundation</i></li><li>• Barbara Dyer, <i>Hitachi Foundation</i></li><li>• Frank Stluka, <i>U.S. Department of Labor</i></li><li>• Rebecca Starr, <i>National Program Office</i></li><li>• Jennifer Craft Morgan, <i>Evaluators</i></li></ul>	
10:00-10:15am	<b>Questions and Answers</b> <ul style="list-style-type: none"><li>• Moderated by Maria Flynn, <i>National Program Office</i></li></ul>	
10:15-10:45am	<b>Icebreaker/What's My Line?</b>	
10:45-11:00am	<b>Break</b>	

- 11:00-11:30am Icebreaker/What's My Line?
- 11:30 – 12:30 pm Lunch Atrium
- 12:30-2:45pm Expectations of the Grantees
- **Budgeting and Reporting Requirements** (30 minutes)
    - Chris Phares, *Robert Wood Johnson Foundation*
    - Rebecca Starr/Susan Duley, *National Program Office*
  - **Communications** (30 minutes)
    - Marc Miller/Monique Sheen, *National Program Office*
  - **Evaluation and Research** (1 hour)
    - Jennifer Craft Morgan, *Evaluator*
    - Randy Wilson, *National Program Office*
  - **Questions and Answers** (15 minutes)
    - Moderated by Maria Flynn, *National Program Office*
- 2:45-3:00pm Break
- 3:00-3:15pm **Milestone Charts**
- Rebecca Starr, *National Program Office*
- 3:15-3:45pm **Planning by Site**
- 3:45 pm **Wrap-Up, Announcements and Farewell**
- Maria Flynn, *National Program Office*