ATTACHMENT 2

SCENARIO
Planning Meeting Outline

Note: The Rapid Response Guidelines suggest that a representative of whichever agency has been the first contact with a company experiencing a layoff should chair the planning meeting. In all other cases, the Rapid Response Unit team member of CDLE should direct the planning meeting. The following is a scenario for the Planning Meeting.

1. **MAKE INTRODUCTIONS**. Identify the rapid response team members and briefly describe their function. Then state that the Lead Coordinator will be conducting the Layoff Transition Workshop. This concept should have already have been discussed with the employer when scheduling the planning meeting. Indicate that workshops are generally held at the customer location or may be alternatively scheduled at the workforce center or other location. Note that the Rapid Response Team member or meeting chair is to be contacted to make final arrangements for the workshop to include scheduling the presenter and providing information packets. Give the company representatives sample information packets and a workshop agenda for their review. The packet and agenda are then discussed. In some circumstances the customer may request a Web based workshop to accommodate employees in satellite offices or remote offices where travel is not feasible. In these cases, let the customer know that an Adobe Connect webinar can be provided. Please note that it is highly recommended that the customer be made aware that firewall issues might result in the employee's inability to access Adobe Connect. The State Rapid Response office should be involved in scheduling any Adobe Connect delivered workshop to ensure the technical requirements are met.

2. **ASK FOR DETAILS**. If the company representative (typically a Human Resources staff member or manager) does not provide background information about the layoff at the start, then it is usually helpful to ask them to brief the group about what is going to happen. When this information is provided by the company rep., the chair can ask for other details to complete the layoff report such as time table for layoffs, number of people affected, occupations affected, reason for layoff (closing, downsizing, merger, relocation, foreign trade, etc.) It is important to address the issue of foreign trade as it is necessary to identify the possibility of Trade Adjustment Assistance (TAA) or North American Free Trade Act (NAFTA) program eligibility.

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3. **PROVIDE UI EMPLOYER REP CONTACT INFORMATION.** Provide contact information for the Unemployment Insurance Program rep. While the unemployment insurance representative does not attend the workshop due to resource constraints, the contact information should be provided to the business.

4. **PROVIDE WORKSHOP OVERVIEW.** This will include a presentation of the workshop table of contents, and any modifications needed to meet the needs of the business.

5. **ANSWER QUESTIONS.** This will include answering any questions the business may have regarding service delivery.

6. **SET WORKSHOP DATES AND TIMES**. This should include a discussion with the business about the best timeframes in which to host workshops. The Chair should work with the customer to set reasonable dates and times for the transition workshop(s).