



Date

Dear Colleagues,

You are invited to attend the **(name of organization or event)** Leadership Conversation that will take place on **(date and time)** at **(location)**. This conversation will not only be about people with disabilities or how we can do our current jobs better, but will challenge us to focus on our collective and personal growth and tap into our collective wisdom. Have we considered what our role might be in a forward-looking community? Are we ready for new relationships and alliances? What's required of us?

Participating in this leadership conversation will challenge us to work differently and together for the betterment of our communities as a whole. What we give will be as important as what we get.

We would be honored if you could join us for this very important leadership conversation.

(Your name and or organization)



Host Tips...Here are some things to consider when building your invitation list, writing your invitation letter and planning to host your community leadership conversations:

A. Background/Design

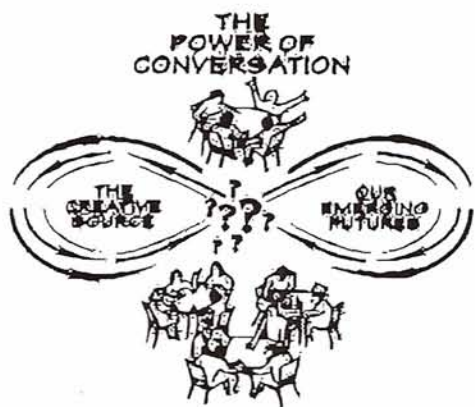
- Intentional gathering to build leadership and sustain the values (highlight what these are) that have guided our work to this point
- Designed for listening, learning, interaction, and strategizing for the future
- Not focused on our field of service but focused on our leadership role and our future commitments to improving the community/supported employment
- We recognize that we need to work together differently in order to accomplish our work, this is a starting point

B. Who, why and how

- This is an opportunity for dialogue
 - The conversations offer the opportunity for all participants to contribute their perspectives, commitments and vision
- People will be attending from an invite list of your choice. They will have traveled as individuals and organizations but will leave considering their communities. You should plan that your participants will return and carry on with new energy, conversation and actions.
- You will be able to influence who they are without knowing what they all do
- Your role— Defining the experience...
 - We welcome you to...
 - Be an active participant as much as possible
 - Be in the conversation
 - Be curious
 - Be challenging
 - This is not just a session or a meeting...it's a conversation
- We want you to feel welcomed and accepted as part of the national community and it's conversation

C. Outcomes

- Opportunity for us to think differently and potentially realign our vision for our work in the community
- Generate ongoing conversations and actions across state chapters and the country
- Solidifying and unifying around our values
- You redefine and recognize your role and impact within your community and help us broaden and strengthen our reach into the world
- You will find resonance in what you hear and it will influence your community
- You will leave having practiced these key leadership skills: welcoming, generative/reflective conversations, public speaking, wisdom/critical thinking, visioning, introspection, listening, questioning, building new relationships and expanding your network.



DISCOVERING NEW MEANINGS

You are cordially invited to...
 Be part of our Community
 Conversation on employment
 opportunities for individuals with
 disabilities!

Why?

We are facing a workforce challenge! As our workforce continues to age, individuals with disabilities are trying to find ways to be contributing members of the community.

- Citizens with disabilities in Racine want to work and contribute to their community
- Businesses need every hard working person they can get
- We must find a way to provide all individuals who want to work that opportunity

Who Should Attend?

- Employers
- Community leaders
- School Personnel
- Policy Makers
- Clergy and other faith community leaders
- Family members
- Individuals with Disabilities
- Community members interested in making Racine a better place to live and work for everyone!

We invite anyone interested in helping meet business needs through increasing employment opportunities for individuals with disabilities now and in the future.

WHEN:**WHERE:**

Please RSVP by _____ to _____

The Café Process

- Five - eight participants sit at café style tables and every café table has a **host** who remains at the table
- People **travel** to various tables engaging in conversations lasting for about 20 minutes
- People are **listening together for** Patterns, Insights and Deeper Questions
- When the first round is completed **everyone** (but the host) **travels** to a new café table
- **Travelers** begin to synthesize their discoveries and sometimes a deeper question emerges.
- At the end, members share collective discoveries and insights as a whole group in a town meeting called "**Harvesting**".
- The result is a sense of the larger whole, new possibilities for action emerge.

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- Facilitate introductions at your table
- Remind people to jot down key connections, ideas, discoveries and deeper questions as they emerge on the table cloth and placemats
- Remain at the table when others leave and welcome travelers from other tables
- Briefly share key insights from the prior conversation so others can link and build using ideas from their respective tables

Here are some ideas to help you a the Table Host:

*Thank you for serving as Table Host for our Community
Conversation tonight!*

Table Host Responsibilities

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A suggested preparation checklist for your conversations:

- ☐ Placemats
- ☐ Tablecloths
- ☐ Markers and pens for writing/crayons
- ☐ Candy
- ☐ Sticky-back name tags
- ☐ Large post-it poster paper
- ☐ Sign-in sheet
- ☐ Copies of relevant information
- ☐ Copies of latest resource map
- ☐ A role of masking/scotch tape
- ☐ Table Tents
- ☐ Camera (photo releases?)
- ☐ Projector
- ☐ Computer with PowerPoint
- ☐ Gift Cards or "give aways"
- ☐ Power Cord
- ☐ A set of 3 questions that start with vision and end with a focus

For more detailed information see www.worldcafe.com



Thank you for participating in our Community Conversation! We would appreciate your feedback on this process.

Which of the following best describes your role this evening? (check only one)

- ☐ School staff
 ☐ Parent or family member of a youth with disabilities
☐ Employer or business community
 ☐ Individual with a disability
☐ Human services agency or organization
 ☐ Other: _____

Let us know the extent to which you agree or disagree with each of the following statements.

1. Tonight's conversation was a valuable investment of my time

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strongly | Disagree | Agree | Strongly | I Don't |
| Disagree | | | Agree | Know |

2. Tonight's conversation will contribute to better employment opportunities for individuals with disabilities

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strongly | Disagree | Agree | Strongly | I Don't |
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3. I was able to identify things that I could do to enhance the employment opportunities for individuals with disabilities

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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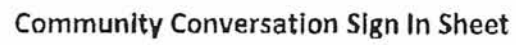
4. I would invite someone I know to attend another event like this one if it were held in the future

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strongly | Disagree | Agree | Strongly | I Don't |
| Disagree | | | Agree | Know |

5. Employers in the Racine community are generally receptive to hiring individuals with disabilities

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Please Complete the Back Page

[illegible]

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Café Etiquette

- **Focus** on what matters
- **Contribute** your thinking
- **Speak** your mind and heart
- **Listen** to understand
- **Link and Connect** ideas
- **Listen together** for insights and deeper questions
- **Play, Doodle, Draw** writing on placemats & tablecloths is encouraged!!
- **Have FUN!!**





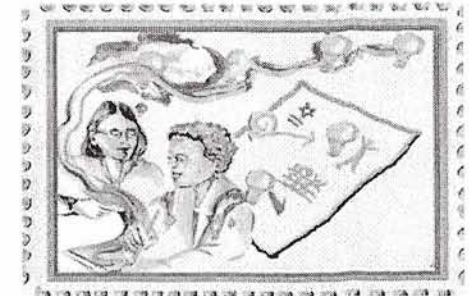
Community Conversation : Project Summer

1. What can ***we as a community*** do to open up summer employment opportunities for youth with disabilities?
2. What would ***I be willing to do*** to facilitate summer employment opportunities for youth with disabilities?



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You are cordially invited to...
Be part of Alexandria's Community Conversation on
employment opportunities for youth with disabilities!



Why? As our workforce is aging and youth with disabilities are trying to find ways to be contributing members of the community, the Alexandria's Chamber of Commerce and TC Williams High School invite you to an evening of conversation about how our community can increase employment and other opportunities for young adults with disabilities while meeting local business needs both now and for the future.

Who Should Attend?

Employers, community leaders, school and county staff, clergy and other faith community leaders, family members, youth, community members interested in making Baraboo a better place to live and work for everyone.

WHEN:

WHERE:

Please RSVP by

Phone:

Email:

Event Sponsors: