



Sahtu Regional Youth Conference YOU CAN MAKE A DIFFERENCE!

Skills Canada NWT is hosting the first ever Sahtu Regional Youth Conference on Tuesday, February 24th, 2009. Grade 8 and 9 students from the Sahtu region have all been invited to this exciting event. The purpose of this conference is to encourage young people to consider jobs in the trades, technology, and non-traditional occupations.

We at Skills Canada NWT would like to invite you (or a co-worker) to participate in this conference as a mentor/role model. Mentors will offer interactive workshops where youth may complete a small project, participate in an activity, or watch a demonstration and get a facility tour.

This package includes a tentative agenda for the day, an explanation of the role of mentors and a Mentor Information form. Your involvement in this event will help students make informed career decisions and understand all the opportunities that await them.

If you or someone you know would be able to attend, please complete and return the attached form. If have any questions or want more information, I can be reached at 873-8743.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Sylvie LeFort
Events Coordinator



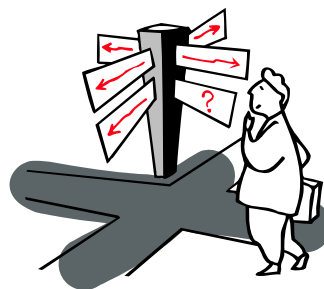
The Role of Mentors for Sahtu Regional Youth Conference

- By participating in this conference, you will have the chance to share your experience with Grade 8 and 9 students in the Sahtu region. Your experience and expertise will make this conference meaningful and memorable for students in attendance. It will also provide exposure for your company to youth who may decide they want to work for your company in the future.
- Mentors will offer up to four 90 minute Workshops. Ideally, these workshops will be worksite visits involving a demonstration, facility tour, or creation of a small project with students. If you are willing to host an interactive workshop but can't do it at your worksite, we can arrange for you to use a classroom or boardroom.
- After the participants' second workshop, lunch will be provided. In the afternoon, students and mentors will continue with their third and fourth Workshops.
- As a mentor, you may choose to commit your time for the full day or for part of the day, depending on what best suits your schedule. Please see details on the attached form.
- How the process works:
 1. You decide what career(s) you would like to highlight in your workshop. If you can offer more than one workshop TOPIC¹ with the help of different staff at your company, please fill out a separate form for each workshop TOPIC and provide the name of the staff person who will host that workshop TOPIC.
 2. Write a short (one paragraph) description about your workshop TOPIC to help the conference participants identify which workshop TOPICS best fit with their interests. If you would like help making the description catchy for youth, just send us the key details and we can do that for you.

¹ A Workshop TOPIC is the career(s) being highlighted in that workshop. Some companies may offer only one workshop TOPIC, such as one workshop looking at heavy equipment mechanics and heavy equipment operators. Other companies may offer several workshop TOPICS, such as one looking at aircraft maintenance engineers, one looking at pilots, and one looking at cargo handlers.

3. For each workshop TOPIC, tell us how many 90-minute sessions you are willing to host during the day (1, 2, 3 or 4 sessions), which time slots (9-10:30, 10:45-12:15, 1:15-2:45, 3-4:30), and how many students you can take in that workshop. We (Skills Canada NWT) will put together a list of all the workshop TOPICS and their short descriptions and send them to schools in the Sahtu.
4. The schools will have grade 8 & 9 students pick their top 10 workshop choices in order of preference, then send the information back to us.
5. We will take the participants' choices and assign them to your workshops based on how many participants you can take, how many workshops you're offering, and what time you're hosting those workshops.
6. If everyone gets us their information on time throughout the process, we will send you confirmation of how many participants are expected at your workshop before the conference day. This number may change on the day of the event, since some participants may be absent.
7. We will handle all the registration, transportation, accommodations, and other logistics with the help of our partners at ECE and Aurora College.

If you want to support the conference in other ways, such as sponsorship, please let us know and we can give you more information about sponsorship opportunities.





SAHTU REGIONAL YOUTH CONFERENCE

Norman Wells, NT

February 24, 2009

Overview: This one day conference will provide Grade 8 and 9 students with an opportunity to learn about the exciting career options available. Mentors have been invited to participate in the day's events, sharing their stories, offering encouragement and leading workshops.

TENTATIVE AGENDA:

February 23, 2009: TRAVEL DAY

- Grade 8 & 9 students along with chaperones (teachers, parents) travel to Norman Wells
- Upon arrival, check in and register for conference
- Accommodations and supper will be arranged (for those arriving before supper)
- Evening activities (to be determined)

February 24, 2009: CONFERENCE DAY

Before 8:30 Breakfast (Provided)

8:30 - 9:00 Opening Introductions and Orientation

9:00 - 10:30 Workshop 1 (students will go to pre-chosen morning workshops)

10:30 - 10:45 Break/Time to proceed to next workshop

10:45 - 12:15 Workshop 2 (students will go to pre-chosen morning workshops)

12:15 - 1:15 Lunch (Provided)

1:15 - 2:45 Workshop 3 (students will go to pre-chosen afternoon workshops)

2:45 - 3:00 Break/Time to proceed to next workshop

3:00 - 4:30 Workshop 4 (students will go to pre-chosen afternoon workshops)

4:30 - 5:00 Closing and Evaluation Forms

Evening Social (to be determined)

February 25, 2009: TRAVEL DAY

- Breakfast provided
- Students and chaperones return to their home communities



SAFETY FIRST!

To ensure that our conferences run smoothly and without incident, we put safety first.

Skills Canada NWT has commercial general liability insurance which covers our staff, individual volunteers, directors and officers, and our organization as a whole. However, it does not extend to our youth participants. Even if it did, though, we still don't want to see any youth getting injured while participating in Skills Canada NWT activities.

If you need supplies such as extra helmets, glasses, or gloves in order to safely host a workshop for our youth conferences, please let us know. We will do our best to help with any risk management and safety measures that you feel should be in place.

Mentor Information Form

Please complete the following information and return this form to our office on or before **February 6, 2009**. This information is critical for us in order to be included in the list of workshops provided to the participants. Workshops will still be accepted later but we can't guarantee participant response or matching of interests.

Mentor Name: _____ **Occupation:** _____

Current Work Place: _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

***Health Care #** _____

**Health card numbers are requested in case of a medical emergency so treatment is as fast as possible. This information is kept confidential and is not used for other purposes.*

Photo Release

I agree that still photographs and videotapes of me taken during the course of this Skills Canada NWT activity may be used and reproduced by the Skills Canada NWT in promotional materials and bulletins.

Name (please print)


Signature

Date

WORKSHOP DETAILS

Title of Workshop: *Example of Workshop title & description*****

To generate interest for grade 8 students, we suggest the use of short, catchy workshop titles. For example:

	<p>WHO DUN IT? Fingerprinting, DNA and blood analysis! Go to the <i>RCMP Detachment</i> and work with a <i>Forensic Unit Officer</i> to examine a 'crime scene'. Do you have enough evidence to make a case?</p> <p>Description of Activity:</p> <p>Safety Materials Required:</p>
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PLEASE COMPLETE THE FOLLOWING:

On Tuesday, February 24, 2009, I will host: (Please **BOLD** if sending by email)

- Workshop # 1 (9:00am to 10:30am)
- Workshop # 2 (10:45am to 12:15pm)
- Workshop # 3 (1:15pm to 2:45pm)
- Workshop # 4 (3:00pm to 4:30pm)

Please complete the information below; if your company is hosting more than one workshop TOPICS, please fill out a separate form for each mentor and workshop TOPIC.

Title of your workshop:
Number of Students:
Description of Activity:
Safety Materials Required: