



National Networking Day for Job Developers

Friday September 19, 2025

What to Expect as a Community Sponsor

Community Sponsor

Onboarding Expectations and Responsibilities

COMMUNITY SPONSORSHIP

Community Sponsors agree to host a Local Networking Session in their pre-determined community, facilitating the local portions and handing off to the National Moderator to facilitate introductions and closing remarks for their time zone as well as two hours of national content with national guest speakers within the day. Generally, this national content will be in the morning in Western Canada and in the afternoon in Eastern Canada. (*See the table on page 3.*) Sponsors will also share event information with organizations providing employer engagement in their community.

RESPONSIBILITIES OF SPONSORS

All sponsors will agree to host the local session. These responsibilities include:

- Provide a venue to host the session of appropriate size. They will discuss venue options with the National Moderator to ensure the space is sufficient for the local community. Generally, the largest cities in Canada can expect up to 100 participants with the smallest communities having room for 10-20 participants.
- Provide refreshments including coffee and tea in the morning and afternoon as well as a light lunch for all participants.
- Facilitate the local portions, designating 1-2 individuals for this responsibility. We will host four touch-base meetings in advance of the NND, to gather input into the curriculum for the day, provide a template and make final changes.
- Attend the four one-hour online planning meetings, scheduled for 10am Pacific / 1pm Eastern on: July 7th (to discuss the scope and expected outcomes of the session); August 5th (to discuss curriculum and the conference schedule); September 4th (to share finalized curriculum); and September 18th (to discuss final questions and concerns and outline the plans for the next day). While it is not essential facilitators attend all sessions, it's preferable that at least one facilitator attend the final meeting on September 18th. A summary of each meeting will be shared with all facilitators.
- Share conference registration information with local stakeholders. Each Community Sponsor will gather a list of local organizations involved in job development including:
 - *Provincially- and federally-funded employment programs*
 - *Colleges and universities*
 - *Secondary schools*
 - *Organizations which support those with personal challenges and diverse abilities*
 - *Settlement and other organizations supporting newcomers*
 - *Francophone language support organizations*
 - *Organizations supporting First Nations, Indigenous Canadians, Metis, and Inuit populations*
 - *Search, placement and temporary-help firms*
 - *Groups assisting survivors of violence and/or abuse*
 - *Organizations supporting women, youth, racialized populations, LGBTQ2S+, mature workers and other populations struggling with under-representation in the labour market*
- They will reach out to each organization and share an invitation to attend the local networking meeting. This will include a national registration form along with a link to register for the session. The Canadian Job Development Network will organize the registration for participants in every community across the country.
- Using a pre-prepared curriculum, facilitators will facilitate the local content including introductions, ice-breakers, information

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sharing, networking activities and developing local next steps.

- Community Sponsors will share a complimentary, anonymous national job development survey with all participants and job development professionals in their community.
- Facilitators will gather notes from each session and share them with the National Moderator to be included in the 2025 National Job Development Report.

We do not want this to be an onerous commitment for either Community Sponsors or their designated facilitator(s). It is projected the complete time commitment over three months for a facilitator will be approximately 20 hours, with nearly half of this taking place during the National Networking Day for Job Developers.

BENEFITS TO SPONSORS

- Other than the cost of hosting the local session (*meeting space, refreshments and lunch*), there is no direct cost to being a sponsor.
- All sponsors will be acknowledged in marketing materials, on our social media, website and in the final National Job Development Report.
- Each Community Sponsor will receive two complimentary registrations (*for their facilitator(s)*) as well as an additional 25% discount on the registration fee for additional National Networking Day participants.
- Organizations will also receive a complete NND package including certificates for all participants, prizes for group activities and embossed materials for all participants.
- Recognition among community partners and funders. Community Sponsors are taking a lead in better coordinating the networking and group discussions in their communities which will be a distinguishing feature when applying for funding and demonstrating the value of existing programs.

SCHEDULE: PRE-NETWORKING DAY

Prior to the National Networking Day for Job Developers, the Canadian Job Development Network will host four planning sessions. These sessions will be hosted at 10am Pacific / 1pm Eastern and will include:

1. **July 7th** (*to discuss the scope and expected outcomes of the session*)
2. **August 5th** (*to discuss curriculum and the conference schedule*)
3. **September 4th** (*to share finalized curriculum*)
4. **September 18th** (*to discuss final questions and concerns and outline the plans for the next day*)

All designated facilitators will receive a calendar invitation to attend these sessions. While it is not essential facilitators attend all sessions, it's preferable that at least one facilitator attend the final meeting on September 18th.

SCHEDULE: SEPTEMBER 19, 2025, NETWORKING DAY

The schedule has been balanced to provide opportunities for groups to gather online with other groups nationally and within their own time zone. There is also content that will be facilitated in-person with the local facilitator. The following is the planned schedule based on these three components.

Time Zone Specific Portions (Online)

- Welcome: 8:30-9:00am (Local Time)
- Closing Remarks: 4:00-4:30pm (Local Time)

Locally Facilitated Portions (In-Person)

- Introductions
- Icebreaker
- Sharing Program Information
- Networking Activity #1
- Learning Activity: 'Principals of Sound Job Development Practice'
- Networking Activity #2
- Learning Activity: 'Coordinating Community Employer Engagement'
- Local Next Steps

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Nationally Facilitated Portions (Online)

- *Insights Into the Labour Market from the Labour Market Information Council*
- *Value of Employer Networking (Canadian Chamber of Commerce)*
- *Insights Into Employer Goals, Strengths and Challenges (Canadian Federation of Independent Business)*
- *Q&A with the National Audience*

Facilitators will follow a strict schedule, facilitating the local portions and handing off to the National Moderator for Time Zone- and National-focused sessions.

Schedule Based on Time Zone

National Networking Day: Friday September 19, 2025 | 8:30-4:30 Local Time*

Local Time	Pacific	Local Time	Mountain	Local Time	Central	Local Time	Eastern	Local Time	Atlantic	Local Time	Nfld/Lab
4:30-5:00								8:30-9:00	Nat Net Day Welcome	9:00-9:30	Nat Net Day Welcome
5:00-5:30								9:00-9:30	Intros / Icebreaker	9:30-10:00	Intros / Icebreaker
5:30-6:00						8:30-9:00	Nat Net Day Welcome	9:30-10:00	Sharing Program Info	10:00-10:30	Sharing Program Info
6:00-6:30						9:00-9:30	Intros / Icebreaker	10:00-10:30	Networking Act. #1	10:30-11:00	Networking Act. #1
6:30-7:00				8:30-9:00	Nat Net Day Welcome	9:30-10:00	Sharing Program Info	10:30-11:00	Principals in Sound Job Development Practice	11:00-11:30	Principals in Sound Job Development Practice
7:00-7:30				9:00-9:30	Intros / Icebreaker	10:00-10:30	Networking Act. #1	11:00-11:30		11:30-12:00	
7:30-8:00		8:30-9:00	Nat Net Day Welcome	9:30-10:00	Sharing Program Info	10:30-11:00	Principals in Sound Job Development Practice	11:30-12:00	Networking Act. #2	12:00-12:30	Networking Act. #2
8:00-8:30		9:00-9:30	Intros / Icebreaker	10:00-10:30	Networking Act. #1	11:00-11:30		12:00-12:30	Coordinating Community Employer Engagement	12:30-1:00	Coordinating Community Employer Engagement
8:30-9:00	Nat Net Day Welcome	9:30-10:00	Sharing Program Info	10:30-11:00	Principals in Sound Job Development Practice	11:30-12:00	Networking Act. #2	12:30-1:00		1:00-1:30	
9:00-9:30	Intros / Icebreaker	10:00-10:30	Networking Act. #1	11:00-11:30		12:00-12:30	LUNCH	1:00-1:30	LUNCH	1:30-2:00	LUNCH
9:30-10:00	LMI Council	10:30-11:00	LMI Council	11:30-12:00	LMI Council	12:30-1:00	LMI Council	1:30-2:00	LMI Council	2:00-2:30	LMI Council
10:00-10:30	Canadian Chamber	11:00-11:30	Canadian Chamber	12:00-12:30	Canadian Chamber	1:00-1:30	Canadian Chamber	2:00-2:30	Canadian Chamber	2:30-3:00	Canadian Chamber
10:30-11:00	CFIB	11:30-12:00	CFIB	12:30-1:00	CFIB	1:30-2:00	CFIB	2:30-3:00	CFIB	3:00-3:30	CFIB
11:00-11:30	National Q&A	12:00-12:30	National Q&A	1:00-1:30	National Q&A	2:00-2:30	National Q&A	3:00-3:30	National Q&A	3:30-4:00	National Q&A
11:30-12:00	LUNCH	12:30-1:00	LUNCH	1:30-2:00	LUNCH	2:30-3:00	Coordinating Community Employer Engagement	3:30-4:00	Local Next Steps	4:00-4:30	Local Next Steps
12:00-12:30	Sharing Program Info	1:00-1:30	Principals in Sound Job Development Practice	2:00-2:30	Networking Act. #2	3:00-3:30		4:00-4:30	Closing Remarks	4:30-5:00	Closing Remarks
12:30-1:00	Networking Act. #1	1:30-2:00		2:30-3:00	Coordinating Community Employer Engagement	3:30-4:00	Local Next Steps				
1:00-1:30	Principals in Sound Job Development Practice	2:00-2:30	Networking Act. #2	3:00-3:30		4:00-4:30	Closing Remarks				
1:30-2:00		2:30-3:00	Coordinating Community Employer Engagement	3:30-4:00	Local Next Steps						
2:00-2:30	Networking Act. #2	3:00-3:30		4:00-4:30	Closing Remarks						
2:30-3:00	Coordinating Community Employer Engagement	3:30-4:00	Local Next Steps								
3:00-3:30		4:00-4:30	Closing Remarks								
3:30-4:00	Local Next Steps										
4:00-4:30	Closing Remarks										



Content delivered online to all groups within a particular time zone, by the national moderator



Content delivered online to all groups coast-to-coast, by the national moderator



Content facilitated in-person, by the local facilitator for each group

* National Networking Day is 8:30-4:30 in all time zones except Newfoundland and Labrador where it is 9:00am—5:00pm

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SCHEDULE: POST-NETWORKING DAY

Following the National Networking Day, facilitators will forward gathered notes from the information-sharing portion of the day to the National Moderator for inclusion in the National Report on Job Development for 2025.

The final report, including local insights and the results of the National Job Development Survey will be distributed to all participants by October 20th, 2025.

All community sponsor organizations will be acknowledged in the final report, receive a letter of thanks and a certificate acknowledging participation as a Community Sponsor for the 2025 National Networking Day for Job Developers.

SELECTION AS A COMMUNITY SPONSOR

Once an organization has expressed interest in being a Community Sponsor, the National Moderator will follow-up to address any questions or concerns. Organizations will then indicate whether they wish to proceed and if so, the moderator will confirm if they have been selected as a Community Sponsor.

Organizations will be selected based on (1) an attachment to the community; (2) professional reputation; and (3) early-indication of an interest to participate.

Having been selected as a Community Sponsor, an organization will need to provide the following information to the National Moderator:

1. Organization Name
2. Contact Person / Contact Information / Website
3. Short Description of the Organization (50-100 words)
4. Persons attending under the two (2) complimentary registrations, indicating which will be the facilitator(s)
5. Venue location, parking and transit details, room capacity and room arrangement

ADDITIONAL INFORMATION

Christian Saint Cyr will be serving as the National Moderator for the NND. More information can be gathered by emailing: csaintcyr@labourmarketsolutions.ca; telephoning 604-306-1712; or visiting: www.jobdevelopment.org.
