**Local Workforce Development Team Worksheet**

Please complete the following worksheet describing your local workforce development team. Submit your completed worksheet to Nicole Yandell (with a CC: to Matt Courser) by 5pm on Friday, October 23. Please be prepared to discuss your local workforce development team on our October 27 Consortium Meeting.

Consortium Name: Type your response here.

1. Identify your consortium’s Workforce Development Team. This group will participate in local planning, complete your strategic plan, and implement workforce development strategies and activities. You may add rows by right-clicking on last row, going to insert, and selecting insert rows below.

| **Organization** | **Sector**  (Select from drop down list) | **Name of contact** | **Area – Prevention, Treatment and/or Recovery** | **What does this organization contribute to your community’s workforce priorities? Why is this individual key to your community’s workforce priorities?** |
| --- | --- | --- | --- | --- |
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1. Why did you select these members? What are the strengths of this team?

Type your response here.

1. What organizations or individuals are missing from the team?

Type your response here.

1. Please describe how this team will function to achieve your workforce development priorities. Consider meeting schedule, logistics, leadership, structure, coordination with larger consortium, etc.

Type your response here.

1. What will be the most significant challenges to your WFD team in the coming months?

Type your response here.

1. What questions do you have for your fellow workgroup members about the formation or operation of a local WFD team?

Type your response here.