

# Appendix C. ECE Apprenticeships Meeting Reminder and Advance Materials

## **Meeting Reminder and Advance Materials**

Subject Line: Reminder & Information: Convening on early care and education apprenticeships for a federal project

Attachments: Annotated Bibliography, Learning Agenda Detailed Outline, Power Point presentation

Dear [NAME],

Thank you so much for agreeing to participate in our convening on early care and education (ECE) apprenticeships taking place virtually on [insert date and time of the convening]. Below, we include further information about the convening and the attached materials.

### **Convening agenda:**

- Welcome and introductions
- Project overview and convening objectives
- Key project findings and group reflection on the findings
- Overview of breakout session topics and discussion questions
- Small group breakout sessions to discuss priority topics for future research
- Whole group reflections on priority topics for future research
- Concluding remarks

### **Breakout session preferences - Please respond**

Please indicate your preference for each breakout session by completing this 2-minute questionnaire: [INSERT LINK]. We will do our best to accommodate your preferences.

- Breakout Session 1
  - o Exploring the development and implementation of ECE apprenticeships
  - o Understanding the financing and costs of ECE apprenticeships
  - o Understanding participation and access
  - o Measuring outcomes and effectiveness
- Breakout Session 2
  - o Exploring the development and implementation of ECE apprenticeships
  - o Understanding the financing and costs of ECE apprenticeships
  - o Understanding participation and access
  - o Measuring outcomes and effectiveness

### **Instructions for using Mural:**

As a part of the convening, we will be using Mural, an online platform, to facilitate brainstorming, discussion, and consensus-building. The link to the Mural will be shared during the convening, but will also be accessible after the convening here: [insert link]. You will be able to access Mural as a guest and do not need to create an account in advance of the meeting.

### **Zoom and calendar invitation:**

You should have received a calendar invitation from [insert name of project research analyst] including instructions for joining the virtual convening. We have also included the Zoom link here: [insert Zoom link].

### **Attached materials:**

Attached please find three documents that serve as the basis for the information we will present and discuss during the meeting:

- **Draft Annotated Bibliography.** This document presents a draft summary of the resources we identified through an environmental scan to gather literature on ECE apprenticeships as well as from recommendations from experts.
- **Draft Learning Agenda Detailed Outline.** This document presents a draft of key findings and gaps in knowledge we have identified based on work to date.
- **Power Point presentation.** The Power Point slides present the draft findings summarized in the detailed outline, provide a preview of the topics we plan to discuss, and present questions that will be discussed during the convening.

***These resources are still in draft form and we ask that you do not distribute them.***

We look forward to hearing your perspectives on [date/time]. If you have any questions on the convening or any information presented in this email, please feel free to reach out at any time.

Sincerely,  
[NAME]

### **Meeting Reminder and Questionnaire Follow-up**

Dear [NAME],

Thank you so much for agreeing to participate in our convening on early care and education (ECE) apprenticeships taking place virtually on [insert date and time of the convening]. In preparation for the meeting, **please indicate your preference for each breakout session by completing this 2-minute questionnaire:** [INSERT LINK]. We will do our best to accommodate your preferences.

- Breakout Session 1
  - o Exploring the development and implementation of ECE apprenticeships
  - o Understanding the financing and costs of ECE apprenticeships
  - o Understanding participation and access

- o Measuring outcomes and effectiveness
  - Breakout Session 2
- o Exploring the development and implementation of ECE apprenticeships
- o Understanding the financing and costs of ECE apprenticeships
- o Understanding participation and access
- o Measuring outcomes and effectiveness

Please respond to the brief survey by [date/time].

We look forward to hearing your perspectives ECE apprenticeships at the meeting on [date/time]. If you have any questions on the convening or any information presented in this email, please feel free to reach out at any time.

Sincerely,  
[NAME]