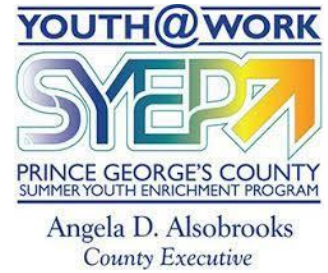
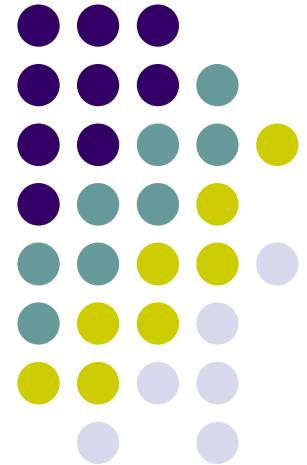


Partner Information Session



May 18, 2023



Angela D. Alsobrooks
County Executive
"Growing Prince George's Pride"



Areas of Discussion



- 2023 Key Dates
- Kick-off Celebration Update
- Orientation
- Time & Attendance
- Q & A



2023 Key Dates

ACTIVITY	START	END
✔ Application Period	Wednesday, March 1, 2023	Friday, March 31, 2023
✔ Selection & Placement	Tuesday, April 11, 2023	Friday, April 28, 2023
★ Onboarding	Monday, May 1, 2023	Wednesday, May 31, 2023
Program Kick-Off & Orientation	Thursday, June 29, 2023	
2023 SYEP Dates	Wednesday, July 5, 2023	Friday, August 11, 2023
Worksite Orientations	Wednesday, July 5, 2023	
Program Closing Celebration	Friday, August 11, 2023	
Payday #1	Friday, July 28, 2023	Friday, July 28, 2023
Payday #2	Friday, August 11, 2023	Friday, August 11, 2023
Payday #3	Friday, August 25, 2023	Friday, August 25, 2023

✔ Completed Activity

★ Current Activity

Note: Partner lists of participants will be provided once onboarding activities are complete. **Target: June 2, 2023**

Virtual Kick Off Celebration



Thursday, June 29, 2023
10:00 A.M.

featuring
Joe Clair

Master of Ceremonies
Comedian & Radio Talk Show &
Host of the DMV Zone

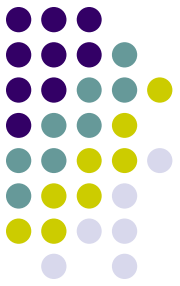


Kick-Off Celebration



The purpose of the SYEP Kick-Off is to:

- 1. Welcome and celebrate the 2023 SYEP**
- 2. Showcase former SYEP participants**
- 3. Hear exciting updates from our OHRM Director and County Executive**
- 4. Collaborate with our partners, who provide a commitment to our youth**



SYEP Partner Orientations

- The **SYEP Orientation** will be covered during the Kickoff
- We want each worksite to also plan a **Day 1 Worksite Orientation**

Day 1 Worksite Orientation Agenda

Welcome

Introductions & Icebreaker

SYEP Orientation Review

Partner/Worksite Orientation

The Organization

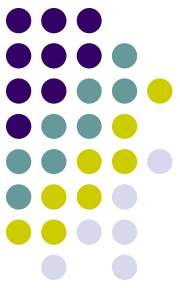
The Work Assignment

“A Day in the Life”

Expectations

Worksite Contacts

Welcome



Introductions – Participants & Supervisors

- **Participants** – 2 minutes to share more about themselves
- **Supervisors** – 3 minutes to share more about themselves, including their summer job experience(s) and career & educational path

Icebreaker examples

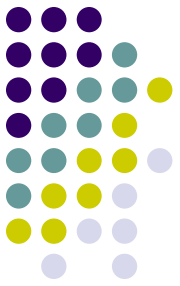
- **Virtual – important to get them involved**
 - Virtual scavenger hunt – list items that can find in their homes
 - Set up a 10-question quiz in Kahoot! - trivia, interesting facts, etc.
- **Virtual & Face-to-Face – ask a question to get the dialogue going**
 - If there were 25 hours in a day, what would you do with that extra hour?
 - What will your life look like 10 years from now?
 - Think about the best sandwich (meal/dessert) ever. Describe it in **DETAIL**. What's in/on it?
 - What does Prince George's County mean to you?

SYEP Orientation

Video



- **Prince George's County**
 - Interesting Facts
 - Proud Priorities – Proud Results
 - SYEP Summary
- **SYEP Participant Information**
 - Benefits of SYEP
 - Identification Cards
 - Commuting to Work
 - Safety Protocols
 - Absences
 - Code of Conduct & Violations
 - Save the Date – Closing Activity
- **Compensation/Pay**
 - Types of Compensation
 - Types of Payment
 - Pay Schedules – Hourly & Stipends
 - Pay Issue Discrepancies
- **Worksite**
 - Day 1
 - Expectations
- **SYEP Team**
 - Commitment of the SYEP Team
 - Who to Contact
 - SYEP on Social Media





Partner/Worksite Orientation

- **The Organization**
 - What do you want the participant(s) to know about your organization?
 - Include interesting facts, logos, websites, social media, etc.
- **The Work Assignment**
 - What will the participant(s) be doing?
 - Include any major projects that will be completed
- **“A Day in the Life”**
 - What will a typical day look like?
 - Start/End times, lunch, breaks
- **Expectations**
 - What do you expect from the participants?
 - What should they expect from you?
- **Worksite Contacts**
 - Who is the Worksite supervisor and how can they be reached?
 - How should absences/emergencies be reported?

Template of the orientation is on the SYEP website

Time & Attendance Reminders



Submission of Time



1. Partner will be given a list of instructions on how to submit their participants time and attendance record.
2. Partner will submit the completed Time and Attendance Record weekly via SharePoint.
3. Partners will supply time by 6:00 p.m. on Fridays.

Next Session

June 15, 2023

2 p.m.

Discussion Topics:

- 2023 Key Dates
- Kick-off Celebration Update
- Time & Attendance Training
- Day 1 Best Practices

If you are not receiving the meeting announcements directly from the SYEP Partners inbox, please send us your contact information:

SYEPPartners@co.pg.md.us





For SYEP Partner questions, please contact:

SYEPPartners@co.pg.md.us

Please direct youth questions to: SYEP@co.pg.md.us

Follow Youth@Work/SYEP on social media:

