

P O R T F O L I O

TEAM SUPPORT: ROLES /  
EVENTS / SOURCES

Leadership

TRENT RHODES



# TEAM SUPPORT: ROLES | EVENTS | SOURCES NEWSLETTER

## SITUATION

Considering the many ways to share information with clients, there was a need for a more digestible approach.

Since each coach was responsible for their own caseload, I saw it made sense for them to continue sharing job search sources to maintain relationships.

To help the coaches save time and energy on identifying opportunities, I created a document that housed resources by category.

## CHALLENGE

The main challenge for this creation involved keeping a regular schedule.

I refrained from communicating to clients that they would receive the newsletter on a specific schedule. My responsibilities could fluctuate, and there may be times where I just simply do not put the list together. It was infrequent yet valuable because the information, especially the events, spanned weeks in advance. Clients still had lead time to register and take advantage of project opportunities.

## ACTION / REFLECTION

I compiled several categories:

- 1- Career fairs, panels where company contacts might be available,
- 2- Sources might involve any kind of tool that could be beneficial in their job search
- 3- Apprenticeships and internships
- 4- Jobs: I researched select boards to identify more fitting roles for our population.

I think the receptivity for this has always been positive because while the clients are on the job search finding their own opportunities, it was helpful for them to know their coaches were on their side offering a boost.

