



No.	Playbook 002
Name	Community of Practice Playbook
Audience	ANC consultants
Purpose	To inform ANC consultants how to launch a new community of practice (CoP) and design the agenda for future meetings.
Effective Date	01.24.24
Last Reviewed By	Chris Harrington, Charlie Milling, Julie Carpenter, James Yarley
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Key Terms	• Community of Practice (CoP): A group of individuals that share a common concern and meet together to increase collaboration and solve the problems its members share.

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Community of Practice (CoP) Initiative Goals

We want employers to share how they are leveraging registered apprenticeship for their industry, including:

- Lessons learned
- Current challenges
- What employers wish someone had told them before launching a registered apprenticeship program (RAP)

Purpose

We want to provide a forum that allows employers in a specific industry to:

- a. Collaborate
- b. Share best practices
- c. Address challenges
- d. Identify resources
- e. Collectively create consistent, robust RAPs in North Carolina

This convening is “an interactive roundtable that will combine brief spotlights of practical solutions developed by peer regions with facilitated discussion among all participants.”

CoP Roles

- ANC is the facilitator and organizer.
- Employers are active participants.
- At least one team member should serve as the chairperson, but more could be added as needed.

Basic CoP Structure

1. Plan to meet on a regular basis.
 - a. **Recommendation: Quarterly** Meetings
 - b. A CoP can meet more frequently if that is the consensus of the group.
2. Meetings will be recorded.
3. The scale of the group will be state-wide.

Standing Members

- ANC CoP Lead
- Employers who are either:
 - Sponsors
 - Participating employers in a group sponsored program

First Meeting

Needs Prior to First Meeting

1. A **short video** (around 2 minutes) from Chris that:
 - a. Introduces ANC as the state apprenticeship agency (SAA) and our role
 - b. Introduces the CoP vision and explains why it matters
 - c. Encourages employers to be active participants to gain the most value from joining the CoP
2. A **registration form** that confirms attendance and sign-up of employers

First Meeting Agenda Items

1. Show video from Chris.
2. Discuss CoP purpose and outcomes.
 - a. Talk about “the Why.”
3. Share any ANC announcements.
4. Give an update on program registrations and data overview.
5. Provide an opportunity for employers/sponsors to share announcements or updates.
6. Give an overview of occupations.
7. Discuss best practices.
8. Discuss challenges.
9. Share standing resources.
10. Select a CoP chairperson and determine who else to invite to the next meeting.

Future Meetings

Future Meeting Next Steps

Once the meeting is established (either during or after the first meeting):

1. Identify industry associations that employers currently collaborate with *and* would recommend inviting to future sessions.
 - a. If/when these associations join, explore the following questions with the group:
 - i. Would the CoP be interesting for any of their other members?
 - ii. Does the CoP welcome the others to join?
 1. Members get to decide:
 - a. Which associations are permitted to join
 - b. If other members from other associations will be invited to the CoP
 - iii. Could the association become a group sponsor?
2. **Establish a protocol for inviting employers that *want to learn more* but *have not registered* for a program.**

Future Meeting Agenda Items

Agenda Item	Who does this?
1. Share ANC updates and data overview.	ANC
2. Provide CoP updates.	CoP Chairperson and Participants
3. Share industry updates.	Employers and ANC
4. Share the program spotlight.	Volunteer Participant
5. Lead best practice session.	ANC
6. Troubleshoot challenges using resources.	All