



IM&M+ Participant Readiness & Screening Guide



Purpose

This document provides In Motion and Momentum Plus (IM&M+) facilitators with a screening guide to support recruitment. We hope it supports you and potential participant referral networks in assessing participant readiness to participate in the program.



Background

IM&M+ is a pre-employability program that empowers individuals to invest in themselves and contribute to the community. It values personal growth, recognizes participants' experiences, and helps them overcome obstacles. The program prioritizes meaningful life goals and fosters self-discovery in a supportive environment.



Target Audience

IM&M+ is designed for individuals who have faced repeated setbacks in traditional learning and work. It acknowledges their strengths and potential, respecting their life experience and expertise. The program empowers individuals to reconnect with their potential, take charge, and live a fulfilling life.

Who's a fit for IM&M+?

We believe program could benefit all kinds of people. It is ideally suited for someone who:

DESIRE FOR CHANGE

- ☐ Has a feeling of being stuck or are moving in a direction that is not right for them
- ☐ Shows some interest in making a positive change in their lives
- ☐ Has a desire to try something new / different
- ☐ Has the personal capacity and commitment to participate fully (attend each session and actively contribute to activities).

SKILLS

- ☐ Has a minimum of Grade 5 literacy Level (About a CLB of 5 or 6)
- ☐ Can function in a group setting
- ☐ Basic digital literacy (If program is being delivered remotely)

WRAP-AROUND SUPPORT

- ☐ Has some stability with respect to addictions, mental / physical health, housing, food and finances.
- ☐ Has access to dependent care (as necessary)
- ☐ Has access to transportation if being delivered face-to-face
- ☐ Has access to technology if program being delivered remotely.



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Area	Considerations	Strategies for checking fit and needed program supports
Desire for Change		
Has a feeling of being stuck or like they have been moving in a direction that is not right for them	• IM&M+ is designed specifically for those at a pre-employability stage of their careers. • Those at a pre-employability stage may reference an inability to move forward because of personal barriers that have got in their way (e.g., unhealthy relationships, inability to set boundaries, anger management, confidence, self-esteem) • Those at different employability stages can also feel stuck. E.g., folks wanting a career change but uncertain about how to go about it or uncertain about what career option to choose because they don't know where to access training. IM&M+ may be helpful to these folks but they aren't the target of the program	Things participants might say when stuck: • I don't know what to do, I can't seem to move forward. • I don't feel hopeful about my future. • Every time I feel like I might be taking a step forward, I end up taking steps backwards. Strategies: • Review pre- and pre-pre-employability definitions. • Give participants an overview of the program. • Review principles, outcomes and expectations of IM&M+. • Emphasize the program's focus on personal goals that are meaningful to participants; they do not have to be work or training related (e.g., self-care, volunteering, organizing homelife). • Reassure participants that if they have been referred it's because they have a real potential to succeed in the program and in their life.
Shows some interest in positive change in their lives	• A potential participant voices a desire for change	A potential participant might say: • I need to do something different but I'm not sure what to do or how to start. • I'm willing to try anything at this point Strategies: <i>See above</i>



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Desire for Change		
Has a desire to try something new/different	A potential participant is open to experiential, reflective activities	Potential participants: - Seem open to something different - May be nervous or anxious about starting a new program, but say that they are open to an experiential learning context Strategies: - May wish to review part of the IM&M+ curriculum with participants, explaining daily routine and giving examples of types of activities they will participate in. - Show potential
Has a desire, personal capacity, and commitment to participate fully (attend every session and actively contribute to activities)	- IM&M+ works well when participants can commit to attending the program fully - The cohort approach relies on the group supporting each other so significant absences or disruptions can get in the way of group progress - This said, it's okay if potential participants need to be away from programming occasionally (e.g., if they have scheduled appointments). - Ideally, the maximum a participant would miss is 2 days in each module.	Potential participants: - Acknowledge the time commitment of IM&M+ and let you know of scheduling issues in advance Strategies: - Review the schedule of the program, dates, days and hours with participants. - Note if participants have scheduled appointments during program time. - Explain expectations concerning attendance, including the maximum time they can miss. - If they need to miss time, discuss how they might catch up on missed time/activities. - If they have too many other time commitments, you may mutually decide that they wait until the next intake.



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Has a minimum of Grade 5 literacy level	• The reading and writing level of this program is between Essential Skills Reading and Writing Level 1-2. (e.g., the ability to read brief activity directions, find relevant words, ability make brief personal notes) • Facilitators may model or guide the group through activities prior to participants doing the activities. • Participants are encouraged to ask for clarification. • Accommodations can be made to support someone whose literacy level is lower. Accommodations must be considered prior to entry.	Things participant might say/do when there is a literacy issue: • Not wanting to look at the workbook • Not wanting to read or fill out any forms during the recruitment meeting, preferring to take them away with them. • Avoidance of emails • Saying that they don't have the ability to learn Strategies: • Show potential participants the workbook. • Ask them if they would be comfortable reading and writing simple responses to activities shown in the workbook. • If an issue is identified at recruitment, the facilitator and participant can discuss if appropriate accommodations can be made.
Can function in a group setting	• IM&M+ is a group cohort designed program. Its success depends on the group's capacity to work well together. • Some potential participants are not ready for group-based programming. • Some potential participants are more at ease working with a specific gender or identity grouping (e.g., all men or all women).	Potential participants may: • Seem nervous or ask lots of questions about group size or who will be included in the group. • Say something about being shy or that it is hard for them to speak in front of others. Strategies: • Let participants know the size and, if possible, the composition of the group. • Explore whether they have ever participated in groups before and what the experience was like for them.

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Can function in a group setting (cont'd)	The program recommended size is 8-10.	- Reassure participants that they have the choice to speak or not to speak in the group. - Note that group trust and confidentiality are an essential part of the program. - Ask the participant if a co-ed grouping works for them or if there are any other considerations that will be important for them to feel at ease.
Basic digital literacy (if delivered remotely)	- If delivered remotely, participants will need basic digital literacy at an Essential Skill Level between 1-2. - They will need basic software and video conferencing experience or coaching in preparation for the first session. - Participants will need to ideally have their own email address (this can be done through Google Support) Accommodations can be made to support those with limited digital literacy.	Potential participants might say: - They are anxious or reluctant to do the program remotely - They don't have access to technology (internet, computers) - They have no computer/tech skills or dislike computers Strategies: - Participants may want to wait until the program is delivered face-to-face. - Describe the remote delivery method and some of its features (e.g., Zoom). - If appropriate, let them know that during the program, the organization will help them to access the technology they need to participate. - Let participants know that in remote delivery sessions participants are supported to develop the skills needed to do the program. - Have a remote/in-person digital skills session prior to Day 1 of In Motion.



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Wrap-Around Support		
Has some stability/supports with respect to addictions and/or health (physical/mental)	- Many IM&M+ participants have had mental health issues or have a diagnosis of mental illness. - Prior to enrolling in IM&M+ they have sought treatment, worked with therapeutic supports and/or have been part of health-specific programming/treatment - IM&M+ is not a therapeutic program and should not be considered a form of treatment or programming specifically to address mental illness, addictions, or acute mental health challenges.	Potential participants: - Tell you that they have been in treatment but have stopped. - Tell you they do not have adequate support for an addiction, mental or physical health issue. - Do not have a case manager or others in their network who agree to be a ready support - Tell you that they have self-control issues Strategies: - Reassure participants that you want them to be successful in participating/completing the program. - Ask participants what types of supports they have to help them with these concerns. - Establish if the participant has current community supports or services in place. - If the participant has no current supports, discuss how the participant can access these community supports/services. - Ask the participant if they are willing to have you connect with their support services as needed.
Housing stability/support	- A lack of stable housing may be a barrier to participation. - Participants struggle to complete IM&M+ when their housing is unstable especially when it is delivered remotely (i.e., it may be	Potential participants might have the following housing insecurities: - Are living in the shelter network - Do not have a fixed address or couch surfing with friends - Tell you it is best to reach them through another person

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Housing stability/support (cont'd)	hard to access the internet or protect computer equipment). It is very difficult for a participant to successfully complete the program if they are homeless.	- Tell you they live with different people depending on the day/week - Tell you they have moved many times within a short period of time Strategies: - Discuss with the participant the importance of stable housing for their general health and well-being. - Ask the participant what they need to secure stable housing (rental information, finances, references, etc.). - If appropriate and available, link the participant with housing services. - Discuss with the participant the importance of a quiet, private space when attending the program remotely. They may need support to buy headphones.
Food security/support	- As most participants live in poverty, food security may be an issue. - IM&M+ suggests that delivery agents provide morning snacks, group lunches and if possible, voucher options to support participants while in the program.	Potential participants: - May discuss diet-related health conditions - May ask questions about meals (lunches) provided during program time - May ask for time away from the program to visit food banks Strategies: - Let participants know that food is available for them in the mornings and during group lunches. - If applicable, let participants know they will receive vouchers or gift cards for food during the program. - Ask participants if they have any specific needs around diet. - Connect them with a food bank and give other options.



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Financial security/support	- IM&M+ acknowledges that most of its participants live in poverty. - IM&M+ participants are able to engage with and complete programming when delivery agencies ensure that participants have needed financial supports.	Potential participants: - May ask questions about the impact of the program on income support payments/unemployment subsidies/ disabilities pensions, etc. - May ask if the program provides any financial support (e.g., attendance allowances) Strategies: - Assure participants that attending the program will not impact any subsidies they may be receiving. - Let participants know of any financial support they will be receiving during the program (e.g., transportation allowance, gift cards for food, attendance allowances, etc.). - If necessary, contact their income support worker to ensure the participant maintains subsidies during the program.
Has access to dependent care (as necessary)	- Participants with dependents will need to access care programs for the duration of the program. - It is important to have dependent care during the program whether it is offered remotely or face-to-face.	Potential participants: - May bring up concerns about dependent care responsibilities during the program - May tell you that they can't attend certain days or time due to dependent care responsibilities - May ask for time away from program related to dependent care appointments and schedules Strategies: - Reassure the participant that the program is sensitive to dependent care issues and will work with the participant to address these.

Cont'd.



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Wrap-Around Support		
Has access to dependent care (as necessary) (cont'd)		Strategies: • Ask what types of dependent care support they will need to participate in the program. • Ask the participant what, if any, supports they already have in place. • Identify available supports and connect the participant to these.
Has access to transportation (if being delivered face-to-face)	• Transportation to and from the delivery site is critical to the completion of the program. • Transportation needs should be considered and addressed prior to attendance. • IM&M+ suggests that delivery agencies consider remote delivery or a blended delivery of the program if servicing communities where transportation may be a factor for potential participants. 11	Potential participants: • May express concerns/anxiety about getting to the program, or getting to the program on time. • May express worry about money for gas, bus passes, etc. • May express concerns around transportation and special mobility issues. Strategies: • Ask the participant about their plan to get to the program. • Let participants know of appropriate transportation allowances and subsidies (gas vouchers, taxi vouchers, bus passes). • If possible, prepay transportation costs or provide vouchers so the participant is not out of pocket.
Access to technology (if being delivered remotely)	• Participants will need access to a computer/tablet with a webcam, internet, video conferencing (e.g., Google Meet or Zoom) and some programs (Google Suite or Microsoft Word, PowerPoint).	See <i>digital literacy</i> above. Strategies: • Reiterate the opportunity to participate in one-on-one sessions to work on computer skills, sufficient enough to feel some sense of confidence. • Help them access community resources that provide access to technology for free/minimal cost



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Wrap-Around Support		
Access to technology (if being delivered remotely) (cont'd)		• Ask if you can connect with their caseworker to see if they can support with access to technology/internet • Provide supports (i.e., purchasing laptop/tablet, internet supports, Wi-Fi extenders, headphones etc.) to participants if budget is available.

