What is the AEM Workforce Solutions Toolkit?
AEM’s Workforce Solutions Toolkit is a collection of researched-based industry best practices, articles, and action plans assembled to help our members recruit and retain employees.

Where should I start?
We recommend checking out one of the following toolkit overview resources prior to logging into the toolkit. All resources are available at aem.org/toolkit.

Toolkit overview resources:
• Recorded video tutorial from AEM Director of Workforce Development Julie Davis
• Self-paced learning PowerPoint slides of the toolkit overview

HAVE MORE QUESTIONS HOW TO GET STARTED?
Contact Julie Davis, AEM Director of Workforce Development at jdavis@aem.org to set up a live virtual tutorial of the toolkit.

How do I access the toolkit?
1. Visit aem.org/toolkit
2. Click “Login Now”
3. Create a login, or if you are an AEM member, use your existing aem.org AEM username and password.
4. Start exploring
What will I find inside the toolkit?

**Action Plans:** Explore new ideas or evaluate your organization against current workforce best practices.

*Note:* Upgrading to premium access of the toolkit allows users to view step-by-step tactics, ideas, questions, and tactical resources for each action.

**ACTION PLAN TOPICS:**

**Recruiting Employees:**
- Outreach
- Hiring
- Education Partnerships
- Internships
- Apprenticeships
- Technician Challenge

**Retaining Employees:**
- Culture
- Community Engagement
- Rural Workforce
- Community Engagement
- Increasing Diversity

**Industry Challenges:**
- Community Engagement
- Culture
- Employee Engagement
- Aging Workforce
- Increasing Diversity
- Technician Challenge

**Search articles or research:**
Type key words into the search bar at the top of the dashboard located next to “Account” to find topics located in the toolkit’s action plans, articles, research, and resources. Also, you can use filters to narrow your results.

- Coming in April 2021! **Organizational Workforce Development Assessment:**
Get feedback on your organization’s workforce strengths and opportunities.

- **Customized 12-month workforce development plan:** Create your own 12-month workforce development plan using the Organizational Assessments and Action Plans to prioritize and create tactics.

**STILL LOOKING FOR MORE WORKFORCE RESOURCES?**
Try Customized Consulting
Get one-on-one advice and support from our workforce expert Julie Davis.
Contact Julie at jdavis@aem.org

**Frequently Asked Questions:**

**Is this toolkit only for the manufacturing industry?**
The toolkit was designed to focus on the manufacturing industry, however, the content reflects best business practices that are relevant to many industries.

**Is the content relevant to Canadian-based companies?**
While the primary research focuses on American workforce topics, Canada has very similar workforce issues, including an aging workforce, rural challenges, disengaged youth and a need to partner with educational organizations. The toolkit also contains articles that are specific to Canada.

**Why are some articles older?**
Most of the articles featured in the toolkit were published within the last three years. Any older content in the toolkit was selected because it is still relevant today. Articles will be updated and replaced as newer content is released.

**Can I search by a topic?**
Yes, you can search by topic using the search bar at the top of the dashboard. The results will be grouped by action plan, article, research, or resource.