



Learning for Life
Pre K-12 Programs *Student Success*

PRESENTS

CAREER AWARENESS SPEAKER TRAINING



INTRODUCTION

Thank you taking a few minutes of additional preparation before your scheduled appearance at your assigned school by completing the following Career Awareness Speaker Training.

We know your time is valuable which is why we have arranged for an online training program that we trust you will find concise and helpful in the construction of your speech.



WELCOME

You are about to play an important part in the career planning of high school students. What should you say to be helpful to them? Whatever you say will be accepted as important information concerning your career field; whatever you say will be a form of guidance. You are a role model for these students.

Career guidance is the process that aims to HELP the individual be objective about his or her future career field and to:

- Understand oneself
- Make the best of one's interests, capabilities, and other qualifications.
- Adjust oneself satisfactorily to the varied situations within one's environment.
- Develop the ability to make wise decisions and to solve problems independently.
- Make one's own unique contribution to society.



WHAT TO EXPECT

Upon arrival at the school, please go to the front office, sign in and you will be greeted by a representative of from the administration office who will show you to the appropriate classroom. (You will be required to have your drivers license)

The class period is approximately 45-60 minutes long. You should set aside approximately 30-40 minutes to speak and allow any remaining time for questions and answers.



TOPICS WE RECOMMEND...

1) Brief Summary of Your Background

- Brief background of your personal life
- Your educational background
- Your employment background

2) Brief Overview of the Job

- General nature of the position.
- Example of a typical work day
- Hours and working conditions-overtime, day/night shifts, vacations, sick leave, location, mobility unions.
- Working contacts-clients customers, supervisors, coworkers. Prestige and social values.
- Equipment, tools, and materials used.

3) Requirements

- Training, education or experience necessary (length of time, cost, local recommended schools and school entrance procedures-waiting list, minimum GPA, qualification)
- Licensing (tests and exams).
- Unions or professional affiliations.
- Personal qualifications/characteristics (age, physical stature, abilities and personality type)



TOPICS WE RECOMMEND...

4) Earnings and Promotions

- Beginning level and steps of advancement.
- Average increase rate
- Opportunities for transfers or promotions.

5) Advantages and Disadvantages

- Present realistic picture.
- Clarify common stereo-types and misconceptions.
- Do not try to sell or recruit.

6) Trends and Opportunities

- Equal opportunity (sex, cultural and ethnic background)
- Employment outlook
- How to get “Your foot in the door”
- Related jobs for which this will prepare you

7) Steps to Take Right Now to Prepare for the Job

- Take relevant high-school courses.
- Select major fields of study
- Acquire experience through related summer jobs.
- Work as a volunteer.
- Join clubs, organizations, affiliations that are advantageous.
- Acquire helpful skills or general background knowledge.
- Determine how to be “marketable.”



TOPICS WE RECOMMEND...

8) Where to Find Future Information

- People or Organizations willing to talk to students.
- Companies to visit or tour.
- Written literature, websites, or sources.
- In-depth research resources

9) Character, Citizenship, Fitness

- Ethical issues that may be encountered on the job
- Value judgments that must be made.
- Importance of integrity and honesty
- Importance of community involvement within the career
- Appropriate grooming for interviews and the work environment
- Importance of teamwork, collaboration, compromise, problem solving, communication, conflict resolution, participation in extra curricular activities, staying out of trouble with the law.



DO'S

- Keep in mind the age, nature, and interest of your audience, and adapt your presentation to their level.
- Be objective, honest, and realistic in describing your vocation. Give facts or state opinion as such.
- Relate your topic to the immediate experiences and concerns of the students, showing a connection with what they are doing in school.
- Use available visual aids to capture attention or clarify a point. (keep your time limit in mind when using films or slides.)
- After your presentation, stimulate questions. Encourage student participation by involving the audience in some way. Ask them questions, have them participate in a demonstration, etc.
- Use human interest stories to illustrate a point. Students are always interested in the personal side of the job. Your own personal pathway to your current level of occupation will also capture interest.



DO NOT

- Oversell or “recruit”
- Discourage consideration of your vocation
- Dwell upon your personal biography and successes.
- Overload your material with detailed facts and figures or technical jargon
- Try to advise individual students of their personal qualifications.



CONCLUSION

Thank you for your willingness to share your career and self with these young adults. Together we are making our young community the bright professionals of tomorrow!

For questions, comments, or concerns.....

.....Please Contact:

Learning for Life Director.....	Ann Bradbury 720-266-2138
District Executive.....	Angelo Ortiz 720-266-2126
District Executive (Special Needs).....	Laura Soots 720-266-2140

