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| **BOMC Training Plan** |
| **Session for community college and high school advisors, career coaches, workforce development professionals and veteran's advisors** |   |   |
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| **Topic** | **Details** | **Slide** | **Approximate Time** |
| **Materials** | Slide deck (PowerPoint), laptop (& cord), remote (optional), training evaluation form, student/job seeker scenario cards for role play, job aid, project infographic, scavenger hunt, outreach table (includes stickers, posters, how to sheets, swag.), sticky notes (post it's), tape, rubber bands, pens, markers. | n/a |   |
| **Goal** | This training is for the purpose of developing a full understanding of the BankingOnMyCareer (BOMC) site to promote best practices and richer use and dissemination of the site and its resources. This is an important part of promoting work-ready education and populations. - Background on how this came to be- Communication strategy and tactics- Why this content can be trusted- Articulate the purpose/importance of the site- Identify relevant distribution/uses of the site | n/a |   |
| **Introduction** | The trainer(s) will introduce themselves to group, stating their name, position and any relevant information to the training. Presenters will ask the group to share their name, position. Thank hosting org and support people for helping make the training possible. | 1 & 2 | 10 |
| **Agenda** | We’ll be together for 2 hours today and we’ve scheduled a break after the first hour. Following a brief introduction of the site, the facilitator will conduct a brief site tour. Next, the session will be opened up for group activities.  | 3 | 5 |
| **Learning Objectives** | As a result of this session, attendees will be able to:Locate key webpagesStrategize for site usePractice the processDeploy resourcesCollaborate for successIn a nutshell, our goal is to make your life easier when talking with students and job seekers. Helping people plan their future is hard when there are so many options available to them, this is one resource to help you have great conversations with students and inspire them with the possibilities. What do you want to get out of today’s session?Expectations: Stop and ask training participants if they have any expectations for the training. Take note of these on a dry erase, turn chart or another highly visible option, so they can followed and reviewed at the end of training. | 4 & 5 | 20 |
| **Ground Rules** | Quickly review ground rules, logistics (bathroom location, planned break, etc.) Explain that the content, slides and activities are designed to teach and engage. The depth and experience in learning will also depend on the groups’ level of involvement. Encourage them to interact, participate and have fun.*The Parking Lot*: Any questions asked that either cannot be answered today or that are outside of the training material will be “parked” in the Parking Lot and addressed by the end of training. Any questions asked that the trainer doesn’t have the answer to will be addressed within 24 business hours or ASAP. | n/a |   |
| **Pre-work (optional)** | Activity / Video / Anecdote NameScavenger Hunt- questions sent ahead of session to encourage site exploration and adoption. | n/a |   |
| **Topic One** | Topic Name- Navigating the siteLearning Objective 1- What is your top-matching job? What jobs do you think your clients will frequently match to? Was it a helpful way to start digging into the site?Points to underscore- 1. There are many avenues to each section or page on the site. No right or wrong way, but there is an ever-present header and footer to help you navigate to key sections of the site. 2. Progressive Reveal- There is a LOT of information on this site. In an effort not to overwhelm users, initial pages contain less text and deeper pages contain more. This is because initial pages exist to whet the appetite and inner pages contain the information users must be seeking because they are several pages deep. Site Demo | 6 & 7 | 15 |
| **Topic Two** | Topic Name- Strategies for Success Learning Objective 2 – Now that we’ve explored the site a bit, tell me what you see as the potential uses of the site AND how you will use it in your work ("Strategies for success"). 1. Benefit to HS students? Start to think about career options2. CC students? Pick or solidify a major3. Career changers? See transferable skills on Matching Tool4. Other groups?Write benefits on white board. Examples: 1. Educators- know the possibilities, see links to scholarships2. Employers- start to envision the future, get to know the plant down the road from you3. Matching Tool- integrated with cues to remind users to complete the match so the results revealed are specific to them4. Job Descriptions- start thinking about what you (the student) want to do, relatability to make a realistic plan5. About FS- understand the myriad of career possibilities, understand the roll the industry plays in people’s lives and how the students can contributeSelf-Assessment- info about the Matching Tool | 8 | 15 |
| **Topic Three** | Topic Name- ScenariosLO3 - Activity: Student scenarios are provided for groups of 3 to play the student or job seeker /advisor/observer role while talking about the site/jobs in the industry. Groups will switch roles and have the opportunity to go through several scenarios.We want to give you a chance to utilize your skills in conjunction with the site. We’ve heard from previous trainings on these sites that having a chance to use the site to counsel a student was very helpful. Questions for Discussion1. How did the site help you talk about the industry with your student?2. How did the site empower you as the counselor? 3. How did the site empower you as the student? | 9 & 10 | 30 |
| **Topic Four** | Topic Name- ResourcesLO4- Summarize resources for distribution and use of site.We’ve created several resources to help you get the word out about the site, remember how to leverage it after today, and to help you integrate it into your student activities. Walk through the Marketing Resources page in the Resources section of the site.In addition to these materials, we’re doing other things to promote awareness- video, ad campaigns, etc. |   | 10 |
| **Check for Understanding** | Activity or Review NameGroup Quiz- Participants will be asked how they will use the site in their work to help students and job seekers | 12 | 10 |
| **Commitment to Action** | How will you use this in your work tomorrow? This week? Over the next 6 months? | 12 |   |
| **Closure** | Question and Answer (The Parking Lot): The trainer will briefly field questions from participants. Resources: The trainer will remind participants of the handouts, training tools, follow up process, follow up training(s), and point of contact going forward. Training Evaluation: The trainer will ask each participant to take a minute and complete the evaluation provided.  | 13 | 5 |