

**Career Cruising in Manitoba:
Training Sessions are
available across the
Province!**

FALL 2015



**The world's most engaging and
inspiring career learning program**

Helping people of all ages achieve their full potential in school, career and life, ccSpringboard is the heart of our ccEngage solution. It comes complete with our interactive Living Portfolio, Matchmaker assessment tool, multimedia occupational profiles, detailed career information, and more.

IN-PERSON CAREER CRUISING TRAINING SESSIONS

These hands-on, interactive sessions will be offered at various classroom or computer lab locations in Northern and Western Manitoba along with the Winnipeg area. We hope that you'll be able to join us!

IMPORTANT TO NOTE

Sessions are very likely to fill quickly. There are both capacity and technology limits for each training location. Please register early to secure your spot. Refreshments will be provided but lunch is the responsibility of participants.

TIME: 9:00AM to 3:00PM (break from 12pm to 1pm)

WHO SHOULD ATTEND?

- ❖ Teachers, Counsellors, advisors, administrative staff and designated Administrators*** for their school or district
- ❖ Counsellors and advisors who will be reviewing and monitoring student progress toward completion
- ❖ Libraries and employment centres' employees
- ❖ Individuals who have direct responsibility for working with students and will be assisting those students with completion of their portfolios
- ❖ Career Development Practitioners

***If you have been designated as a Career Cruising Administrator for your School, Centre, Agency, Library and/ or Government Department this means that you have been entrusted with the responsibility for the overall management of the implementation and usage of Career Cruising at your site location, including the authority to add additional administrators, administrator/Counsellors, advisors, and other staff access to the student/ client/ patron Career Cruising data and reports, manage program settings, assign end-users to various staff, map high school courses (if applicable), generate customized usage and individual/ aggregate data reports for your School, Centre, Agency, Library, etc.

WHAT WILL BE COVERED?

This will be a hands-on, interactive session during which participants will learn:

CAREER CRUISING IN MANITOBA - How Students/ Clients/ Patrons can work with the program!

- ❖ The basics of how users login and create their Career Cruising My Plan Portfolios
- ❖ About the navigation, key components, features and "look and feel" of Career Cruising
- ❖ How Career Cruising interlinks with the career assessment, career, school and apprenticeship exploration Classroom Activities and Educator/ Centre supports available within CAMS
- ❖ About Manitoba Provincial Annual Education Plan (AEP) Completion Standards by grade level 7-12
- ❖ About and practice development of a Career Cruising My Plan Portfolio including best practice tips
- ❖ Employment Section including Hi-lights of Employment Guide, Job Search and Build My Resume
- ❖ Hands-on, interactive training utilizing demonstration accounts with an 'A to Z' tour of the program
- ❖ Time for questions & answers

CAREER ADVISOR MANAGEMENT SYSTEM (CAMS) – Your Administrative Access!

- ❖ How to manage student/ client/ patron, data including the process to add or revise individual (or in groups) My Plan Portfolios attached to your site location, how to create and locate student/ client/ patron usernames and passwords
- ❖ About student/ client/ patron Career Cruising My Plan Portfolios, resumes, and the Employment Guide
- ❖ For School Educators (MB grades 7-12): How to progress towards meeting the annual AEP Completion Standards by grade level
- ❖ How to send messages to students/ clients/ patrons individually or in groups
- ❖ For School Educators (MB grades 7-12): How to create and manage parent/ guardian Parent Portal access
- ❖ About the Annual AEP Review functions
- ❖ The process for setting up additional administrators, administrator/ counsellors, teacher/ advisors, and other staff with access to CAMS
- ❖ About assigning students/ clients/ patrons to your site colleagues with CAMS access
- ❖ For School Educators (MB grades 7-12): Mapping and updating high school courses within CAMS
- ❖ About usage, aggregate sorting, and reporting options of the Career Cruising data
- ❖ Updates regarding “What’s New” with Career Cruising and Manitoba Province-wide implementation
- ❖ Techniques and strategies to make Career Cruising work for everyone: students/ clients/ patrons, parents/ guardians, educators / centre and agency staff, government officials, etc.

How to register:

For detailed Manitoba Career Cruising Training Descriptions & Registration information including session dates, times, and locations, please click on the registration link according to the location you would like to attend. Confirmation email with full address will be sent immediately following the registration.

If you need any additional assistance, don't hesitate to email our Training Coordinator, Alex Knoll, at alexk@careercruising.com or call at 1-800-965-8541 x 105.

For more information:

If you have any additional questions regarding the content of the sessions and whether you should attend, please contact Ruth Stargardter, Career Development Consultant, at Manitoba Department of Education and Advanced Learning – email her at ruth.stargardter@gov.mb.ca or give her a call at 1-800-282-8069, ext. 0592

CAREER CRUISING TRAINING WORKSHOPS / FALL 2015

Dauphin

*****No computers available at this location. Please bring your own laptop to this session. 30 spots.**

Date: Monday, November 2, 2015

Full Day Session: 9:00 a.m. to 3:00 p.m.

[Click here to register](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebo4g0tye225ba3c>

Location: Mountain View School Division, Conference Room on 2nd floor
Highway 5 and 10 West
Dauphin, MB R7N 3B3

****PARKING AVAILABLE ON SITE**

Winnipeg

These sessions will have seating available for 25 participants, but only **17 laptops** will be available. If you can, please bring your own laptop with you.

Date: Tuesday, November 3, 2015

Full Day Session: 9:00 a.m. to 3:00 p.m.

[Click here to register](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebo4htisf876ae90>

Date: Wednesday, November 4, 2015

Full Day Session: 9:00 a.m. to 3:00 p.m.

[Click here to register](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebo4htt9a3249c91>

Date: Thursday, November 5, 2015

Full Day Session: 9:00 a.m. to 3:00 p.m.

[Click here to register](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebo4jwwt449f0eec>

Location: Manitoba Education and Advanced Learning Lab
1567 Dublin Avenue
Room #34A
Winnipeg, MB R3E 0L4

****LIMITED FREE PARKING IS AVAILABLE on Field Street and Bangor Avenue. If you're unable to find a free parking spot, you may also park in one of the designated lots:**

1. Go directly to Lot LF (end of Field Street) and purchase a ticket from the parking ticket dispenser. Exact change is required (two loonies and two quarters). Please note that change is not available on site.
2. Park your vehicle in the visitor section of Lot LF. Visitor parking is located on the east side of the parking lot (spaces 20–27 and 32–39). Note posted signs.
3. If Lot LF visitor parking spots are full, proceed to Lot BC (1550 Dublin). In Lot BC, park anywhere except in the six spaces designated as two hour parking and the three metered spaces.

Thompson

*** These sessions will have seating **and** computers available for 30 participants. You are welcome to bring your own laptop if that is your preference (your option).

Date: Friday, November 6, 2015

Full Day Session: 9:00 a.m. to 3:00 p.m.

[Click here to register](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebo4jx1508df76dd>

Location: R.D. Parker Collegiate, Room 125
272 Thompson Dr N
Thompson, MB
R8N 2B5

Please do not park in any of the numbered parking stalls for school staff. Participants can either park behind the school between the school and the TRCC (Thomson Regional Community Center). Or if that is full, will need to park on the far side of the TRCC, in the TRCC parking lot.

***Contact information for all sites can be found in the confirmation email for the event you register for.**

CAREER CRUISING TRAINING AGENDA

9:00am - 3:00pm

Duration: 5 hours (with break from noon to 1pm)

What will be covered:

- Overview of Career Cruising Comprehensive K-12 Program & how to access Career Cruising
- Introduction to layout and components
- Using Career Matchmaker, the interest assessment tool and My Skills, skills assessment tool
- Various career and education exploration tools
- Overview of the suggested Portfolio Completion Standards (PCS)
- Introduction to the administrative and reporting components, including how to retrieve students access and how to run aggregate reports
- Accessing the Helpful Documents section, including Users Guides, Classroom Activities and available educator resources
- Completion Standards and various aggregate reporting/ sorting/ query options
- Best Practices discussion and sharing ideas from around the Province
- Time for Questions & Answers

Session timeline (Afternoon sessions will be more flexible based on audience interest and your student/ client/ patron population – will be possible to demo other parts of the K-12 Program):

Morning Session 9:00am-12:00pm

- 75 minutes Student Perspective, Part 1
- Introduction to and tour of Career Cruising
 - Using the Multiple Matchmaker career interest assessment to help students identify careers and career clusters of interest
 - Learning Styles Inventory (LSI)
 - Exploring career profile information
 - Using exploration tools to research and identify post-secondary schools of interest
- 15 minutes Break
- 30 minutes Student Perspective, Part 2
- Showing students where to enter and save different information
 - Introduction to the Employment Section and Resume Builder
- 45 minutes CAMS
- Where to find student information including usernames and passwords
 - How to review, monitor and update My Plan work being completed by each student
 - How to view and export/print data reports for your school on key topics, such as your students' careers, career clusters, schools of interest; extracurricular activity involvement; career preparation activities; post-secondary plans; and more!
 - Where to find users guides, classroom activities and other teaching resources
- 15 minutes Questions & Answers

Lunch Break 12:00-1:00pm On Your Own

Afternoon Session 1:00-3:00pm

- 100 minutes **Possible* Topics: (*Flexible Agenda- based on attendee feedback day of session)**
- Newer Career Cruising Components and Feature Updates
 - Employment Section including various Resume Formats
 - Advanced Explore Schools & Careers Sections
 - Parent/ Guardian Accounts (7-12 Schools)
 - Implementation Suggestions
 - Completion Standards and Advanced Aggregate Reporting/ Sorting/ Query Options
 - How to create, revise, export and print data reports for your students/ school on key topics such as students careers; career clusters; schools of interest; career preparation activities; extracurricular involvement; post-secondary plans, etc.
 - Other topics of interest TBD for attendees and their student/client populations served (i.e. The Real Game program for financial literacy)
- 15 minutes **Best Practices Discussion**
- Facilitated discussion among attendees to exchange information and share best practice ideas from around the Province
 - Other TBD
- 5 minutes **Questions & Answers**