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

SPRING 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 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.

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 work centres' employees
- ❖ Individuals who have direct responsibility for working with students and will be assisting those students with completion of their portfolios

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***If you have been designated 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 2.0 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 2.0
- ❖ 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.

For More Information and 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 us at alexk@careercruising.com or call us at 1-800-965-8541 x 105.

CAREER CRUISING TRAINING WORKSHOPS / SPRING 2015

Brandon

Date: **Monday, May 11, 2015**
Full Day Session: 9:00 a.m. to 3:00 p.m.
Registration Link or copy the text below to your browser's address field:
http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07eakrhk2m076906a1

Location: Brandon University
Faculty of Education, Room EB3
270 18th Street
Brandon, MB
R7A 6A9

Winnipeg

This session 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, May 12th, 2015**
Full Day Session: 9:00 a.m. to 3:00 p.m.
Registration Link or copy the text below to your browser's address field:
http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07eakrlj2m2f2168cf

Date: **Wednesday, May 13th, 2015**
Full Day Session: 9:00 a.m. to 3:00 p.m.
Registration Link or copy the text below to your browser's address field:
http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07eakrmjh9586e97e4

Date: **Thursday, May 14th, 2015**
Full Day Session: 9:00 a.m. to 3:00 p.m.
Registration Link or copy the text below to your browser's address field:
http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07eakrnuvl2cb0d51e

Date: **Friday, May 15th, 2015**
Full Day Session: 9:00 a.m. to 3:00 p.m.
Registration Link or copy the text below to your browser's address field:
http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07eakroew5866e5dbc

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

**NOTE ABOUT PARKING:
Parking has been reserved on location. More specific info will be shared via email.

CAREER CRUISING TRAINING AGENDA

9:00am - 3:00pm

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

What will be covered:

- How to access Career Cruising
- Introduction to layout and components – redesign 2.0 will be covered!
- Using Career Matchmaker, the interest assessment tool and My Skills, skills assessment tool
- Various career and education exploration tools
- Overview of the suggested Completion Standards, including the related Review & Revise functionality
- 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
- Updates on newer Career Cruising components and features, including 2.0 (redesign)
- Completion Standards and various aggregate reporting/ sorting options
- Best Practices discussion and sharing ideas from around the state
- Time for Questions & Answers

Session timeline:

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
- Understanding the Review and Revise feature to update completion status

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

CAREER CRUISING TRAINING AGENDA

50 minutes   New Career Cruising Components and Feature Updates
- Multiple Matchmaker Results, Learning Styles Inventory (LSI)
- Employment Section
- Explore Schools Section
- Careers Section
- New Functionalities within the Career Administration Management System

15 minutes   Break

15 minutes   Parent/ Guardian Accounts
- How to access Parent/ Guardian Accounts
- Accessing administrative features of the Manage Parent Accounts section
- Resources for engaging Parents within the Helpful Documents section of CAMS

15 minutes   Completion Standards and Various Aggregate Reporting/ Sorting Options
- How to review and track work being completed by students at your school
- 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; and more!

15 minutes   Best Practices Discussion
- Facilitated discussion among attendees to exchange information and share best practice ideas from around the state
- Other

10 minutes   Questions & Answers