

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

SPRING 2016



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.

Career Cruising

IN-PERSON CAREER CRUISING TRAINING SESSIONS

These hands-on, interactive sessions will be offered at various classroom or computer lab locations in Western Manitoba, Northern Manitoba and 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 (with lunch break from 12:00 to 1:00pm)

WHO SHOULD ATTEND?

- ❖ Teachers, Counsellors, advisors, administrative staff and designated Administrators*** for their school or school division
- ❖ Counsellors and advisors who will be reviewing and monitoring student progress toward completion
- ❖ Libraries and/ or employment centre professionals
- ❖ Individuals who have direct responsibility for working with students/ clients/ patrons and will be assisting those students/ clients/ patrons with completion of their portfolios

***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 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 highlights 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
- ❖ Available time for questions & answers

Career Cruising

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, please feel free to contact Ms. Alex Knoll, Training Coordinator either by email alexk@careercruising.com or call 1-800-965-8541 x 105

CAREER CRUISING TRAINING WORKSHOPS / SPRING 2016

Brandon (Western Manitoba) ***REGISTRATION CLOSED**

Date: Monday, April 25, 2016

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=a07ec4bu4j9e82fcef2>

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

Winnipeg (and Southeast Manitoba)

Date: Tuesday, April 26, 2016 ***REGISTRATION CLOSED**

Full Day Session: 9:00am to 3:00pm

[Registration Link](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ec4bwyqz35691a6e>

Date: Wednesday, April 27, 2016

Full Day Session: 9:00am to 3:00pm

[Registration Link](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ec4bwz36096f33d1>

Date: Thursday, April 28, 2016 ***REGISTRATION CLOSED**

Full Day Session: 9:00am to 3:00pm

[Registration Link](#) or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ec4bwzepcd852ffd>

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

*****PLEASE NOTE PARKING INSTRUCTIONS WHEN REGISTERING VIA LINKS ABOVE**

The Pas (Northern Manitoba)

Date: Friday, April 29, 2016

Full Day Session: 9:00am to 3:00pm

[Registration Link](#) or copy the text below to your browser's URL field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ec4bxqx6f06acb72>

Location: Margaret Barbour Collegiate Institute
429 Smith Street
The Pas, MB
R9A 1R4

CAREER CRUISING TRAINING AGENDA

Full Day 9:00am - 3:00pm

Duration: 5 hours (with 1-hour break from 12:00 noon to 1:00pm)

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 (Noting that the afternoon session agendas will be more flexible based on audience interest, your student/ client/ patron population, and region of Manitoba! Also, upon request it will be possible to demo other parts of the K-12 Program):

Career Cruising

9:00am-12:00pm Morning Session (3 hours)

75 minutes Student/ Client/ Patron Perspective, Part 1

- Introduction to and tour of Career Cruising
- Using the Multiple Matchmaker career interest assessment to help students/ clients/ patrons 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 / apprenticeships of interest

15 minutes Break

30 minutes Student/ Client/ Patron Perspective, Part 2

- Showing students/ clients/ patrons where to enter and save different information
- Introduction to the Employment Section and Build My Resume

55 minutes Career Advisor Management System (CAMS)

- Where to find student/ client/ patron 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 / centre 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

5 minutes Questions & Answers

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

1:00-3:00pm Afternoon Session (2 hours)

100 minutes Possible* Topics: (*Flexible Agenda- based on attendee feedback from 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 on key topics such as students/ clients careers; clusters; schools of interest; career preparation activities; post-secondary plans, etc.
- Other topics of interest TBD for attendees and populations served (i.e. ccSpark! (K-5); The Real Game program for financial literacy; Course Planner, etc.)

20 minutes Best Practices Discussion and Wrap-Up Questions & Answers

Facilitated discussion to exchange information and share best practice ideas from around the Province