**STANDARD TRAINING AGENDAS**

CAREER CRUISING FOUNDATION ONLY (with PCS) – 1-2 hours

**30-45 mins: Overview of the Student Side**

* Completing Assessments – including Ability Profiler for HS students
* Exploring careers, post-secondary education, financial aid, employment
* Navigating My Plan
* Resume Builder
* How students see completion requirements
* How students access components required
* Implementation strategies by grade level of required components
* How standards reset at the end of each grade level
* Local vs regional completion standards

**30-45 mins: Overview of CAMS**

* How to organize staff and student accounts
	+ Organizing students by advisor
	+ Managing different types of groups
* How to communicate with students and parents
* How to personalize the Career Cruising experience
* How to track student progress
* Viewing individual student completion
* Viewing completion reports
* Tools to ensure completion (messaging, advisement, assignments, etc.)
* Assignments and Activities

CAREER CRUISING for MIDDLE SCHOOLS – 1.5-2 hours

**30 mins: Overview of Career Cruising – Student Side**

* Completing Assessments – including Ability Profiler for HS students
* Exploring careers, post-secondary education, financial aid, employment
* Navigating My Plan
* Resume Builder

**30 mins: Overview of Career Cruising – CAMS**

* How to organize staff and student accounts
	+ Organizing students by advisor
	+ Managing different types of groups
* How to communicate with students and parents
* How to personalize the Career Cruising experience
* How to track student progress
* Assignments and Activities

**30 mins: Intro and Overview of Course Planner for Students**

* Overview of the tools available in Course Planner for students
* Tracking student course plans in Career Cruising through CAMS
* Implementation tips and best practices
* Intro to Course Planner tutorials – what they cover and how to access

CAREER CRUISING FOR HIGH SCHOOLS – 1.5-2 hours
**\*For Canada, take out App Planner**

**30 mins: Overview of Career Cruising – Student Side**

* Completing Assessments – including Ability Profiler for HS students
* Exploring careers, post-secondary education, financial aid, employment
* Navigating My Plan
* Resume Builder

**30 mins: Overview of Career Cruising – CAMS**

* How to organize staff and student accounts
	+ Organizing students by advisor
	+ Managing different types of groups
* How to communicate with students and parents
* How to personalize the Career Cruising experience
* How to track student progress
* Assignments and Activities

**30 mins: Overview of Application Planner**

*Student tools for the college application process*

* Tracking applications (schools and scholarships)
* Search for local scholarships
* Ranking schools
* Completing a personal college profile
* Using Scattergrams
* Requesting transcripts
* Calendar

*Tools for advisors to assist with the College Application process*

* Adding local scholarships
* Viewing reports on tracked applications
* Entering application outcomes for scattergrams
* Who to contact to get eTranscripts set-up
* Surveys
* Calendar

**30 mins: Intro and Overview of Course Planner for Students**

* Overview of the tools available in Course Planner for students
* Tracking student course plans in Career Cruising through CAMS
* Implementation tips and best practices
* Intro to Course Planner tutorials – what they cover and how to access

\*Any items that cannot fit into their training can be offered via recorded tutorials. TRG and TBRG are best trained via Mark Jaillet’s tutorials.

CAREER CRUISING for ELEMENTARY SCHOOLS – 1-1.5 hours

* Setting the stage for career development in the elementary grades
* Using Spark! K-2
* Using Spark! 3-5
* Implementation tips and best practices
	+ Alignment to Common Core (US only)
	+ Review of curriculum docs
* CAMS