TRAINING PLAN – Internal use only

**All of the fields below must be filled in, or include a short reason why a field is left blank.**

**FORMAT (simply highlight your choice)**

Webinar

In-Person

|  |  |  |
| --- | --- | --- |
| **DATE AND TIME:** | **Date** | **Time Frame (with time zone)****e.g. 9:00am-12:00pm ET** |
| **First choice** |  |  |
| **Second choice (if possible)** |  |  |

 **CAREER CRUISING CONTACTS:**

|  |  |
| --- | --- |
| **Success Manager** |  |
| **Implementation Manager** |  |

 **TRAINING LOGISTICS:**

|  |  |
| --- | --- |
| **Location (Address + Room)****e.g. 1867 Yonge Street, Yellow Boardroom** | Please do your best to get this information early so the trainer can book travel |
| **Set up format**  | i.e. Computer lab with smart board, individual online participation |
| **Main Contact**  | NameJob TitleEmailPhone Number |
| **Status (highlight your choice)** | New Client Existing Client Recently Upgraded  |
| **Audience**  | What level do the educators work at and what type are they?i.e. HS & MS counselors, elementary teachers, district personnel |
| **Est. # of Participants** | Ask for an estimate, or enter TBD |
| **Resources** | I’ll paste relevant resources here. Don’t worry about this. |

**SUBSCRIPTION DETAILS and DEPLOYMENT STATUS** (Mark using an ‘x’)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Subscriber** | **Included in Training** | **Deployment Status** |
| **Spark!** |  |  |  |
| **Springboard** |  |  |  |
| * **Portfolio Completion Standards**
 |  |  |  |
| **The Real Game** |  |  |  |
| **The Be Real Game** |  |  |  |
| **Course Planner** |  |  |  |
| **Application Planner** |  |  |  |
| * **eTranscripts**
 |  |  |  |
| * **Survey Monkey**
 |  |  |  |
| **Inspire** |  |  |  |
| **Method Test Prep** |  | NA |  |

**EXPECTED DATA INTEGRATION STATUS (at time of training – please highlight):**

Awaiting Data

Data In-Place

Work in progress

Fully Configured

Training Complete

 **CLIENT OBJECTIVES:**

**This is your chance to give me whatever information you think I will need to build the training agenda. No need to answer ALL questions if it is repetitive or irrelevant. Just whatever YOU think is important. Please include any additional notes that the trainer should know going into the training.**

What do they hope to get out of the training?
Should there be a focus of the training?
What is level of familiarity and expertise with program and specific features?
Do you have a recommended time frame for specific features that should be emphasized (this is NOT necessary to answer – only if you have suggestions for timing)?
Do you want the trainer to introduce new features they have recently upgraded to or are considering?
Do you want the session to be more interactive, with Q&A allowed throughout, or save Q&A for the end (only if time permits)?
**Are there any other notes you wish to share with the trainer?

TRAINING AGENDA:**Here Alex will build the agenda based on the bullet points you highlight/add in the training menu

**CANCELLATION POLICY:**

Due to the extensive preparation and planning involved in providing custom training sessions,

* webinars cancelled less than one week in advance are subject to a $100 cancellation fee
* in-person training cancelled less than two weeks in advance are subject to a $250 cancellation fee.

**REMINDER:**

* Access Cards will be provided for all sessions. Inform Alex if this is not needed.
* When you submit a JIRA entry, please format the title of the entry like this: *District Name (State Abbreviation)*. For example: Robeson County Schools (NC).
* If an Implementation Manager is identified, include IM in JIRA entry.
* Add the scheduled training date to your own calendar with a reminder 1 week prior so you can check in to confirm details. All trainings should be on your radar.
	+ We have created a calendar with all trainings for the purpose of being able to view trainer availability

**TRAINING MENU**

**Highlight the agenda items you want included in the training. Feel free to modify or add any points you want (highlight these as well). Please pay close attention and highlight ONLY the items you want in the agenda.**

**GENERAL CAREER CRUISING TRAINING**

**Common Resources** (highlight ONLY the ones you want)[Career Cruising Summary of Features](http://cdn.careercruising.com/clientservice/LibraryMaterials/CC_SummaryOfFeatures_USA_85x11.pdf?cdn=a0b9c8)
[Get Started with Career Cruising](http://cdn.careercruising.com/clientservice/2016/Get%20Started%20with%20Career%20Cruising%20-%20US.pdf?cdn=a0b9c8)
[Creating Your Implementation Plan](http://cdn.careercruising.com/clientservice/Creating%20an%20Implementation%20Plan%20%28US%29.pdf?cdn=a0b9c8)
[Suggested Implementation Plan](http://cdn.careercruising.com/clientservice/Suggested%20ccSpringboard%20Implementation%20Plan%20-%20US%20%282013-2014%29.pdf?cdn=a0b9c8)
[Setting Up Completion Standards](http://cdn.careercruising.com/clientservice/Setting%20Up%20Portfolio%20Completion%20Standards.pdf?cdn=a0b9c8)
[Career Cruising Implementation At-A-Glance](http://cdn.careercruising.com/clientservice/2016/Career%20Cruising%20Implementation%20At-A-Glance%20-%20US%20%28no%20MTP%29.pdf?cdn=a0b9c8)
[Career Cruising for Middle Schools](http://cdn.careercruising.com/clientservice/2016/Career%20Cruising%20for%20Middle%20Schools%20-%20US.pdf?cdn=a0b9c8)
[Parent Portal](http://cdn.careercruising.com/clientservice/CC_ParentsPortal_8x11.pdf?cdn=a0b9c8)
[CAMS Tutorials](http://www.careercruising.com/streamingvideos/careercruising/training/US)

**Overview of the Student Side (SB) of Career Cruising (6-12)**

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

***ADVANCED***

* Trainer can gauge audience and also ask questions to find about what they’re comfortable with/uncomfortable with
* More Detail under certain areas – Career Database, Cluster/pathway/industries
* More Detail under My Plan
* Resume Builder

**Portfolio Completion Standards – student side**

* 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

**Overview of the Career Advisor Management System**

* 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

***ADVANCED***

* Parent Portal
* Pulling Detailed Custom Reports
* Independent Research Projects/Green Careers
* Assignments & Activities
* Advisement Log
	+ Notes vs. advisement log
* Annual Review
* Site Settings
* Portfolio Options

**Portfolio Completion Standards – CAMS**

* Viewing individual student completion
* Viewing completion reports
* Tools to ensure completion (messaging, advisement, assignments, etc.)

**APPLICATION PLANNER (HS only)**

**Common Resources** (highlight ONLY the ones you want)[Getting Started with Application Planner](http://public.careercruising.com/us/en/support/onboarding/getting-started/application-planner/)
[Scattergrams Guide](http://cdn.careercruising.com/clientservice/Scattergrams%20Guide.pdf?cdn=a0b9c8)
[Sending Surveys in Career Cruising](http://cdn.careercruising.com/clientservice/Sending%20Surveys%20in%20Career%20Cruising.pdf?cdn=a0b9c8)
[Getting Started with eTranscripts](http://public.careercruising.com/us/en/support/onboarding/scrip_safe/getting-started-with-scrip_safe/)

 **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

**REAL GAME or BE REAL GAME**

**Common Resources** (highlight ONLY the ones you want)
[The Real Game Getting Started Guide](http://cdn.careercruising.com/clientservice/2016/The%20Real%20Game%20Getting%20Started%20-%20US.pdf?cdn=a0b9c8)
[The Real Game Suggested Activities](http://cdn.careercruising.com/clientservice/2016/The%20Real%20Game%20Suggested%20Activities.pdf?cdn=a0b9c8)
[The Be Real Game Getting Started Guide](http://cdn.careercruising.com/clientservice/US%20-%20TBRG%20Getting%20Started.pdf?cdn=a0b9c8)

**Overview of the Facilitator’s Zone**

* Tour of the program and resources
* Flow of the game
* How to get student accounts set-up

**Overview of the Student’s Zone**

* How students login
* Activities from the student’s perspective
* Using TRG/TBRG alongside Springboard

**BEST PRACTICES**

**Resource**

[Best Practices in CCR ebook](http://cdn.careercruising.com/clientservice/Career%20Cruising%20Best%20Practices%20in%20CCR.pdf?cdn=a0b9c8)

* Engaging the Community
* Initiatives and Activities
* Specialized Programs

*Allow around 15 minutes extra for this*

**Interactive Tasks – This could be added on to any session**

* Adding Students to My Student List or My Groups
* How to create/add an assignment
* Send Messages
* Class set-up for The Real Game
* Pulling Reports

*Allow about 10 minutes per task*

**Spark! (ELEMENTARY)**

**Common Resources** (highlight ONLY the ones you want)
[Technical Specifications - Spark!](http://public.careercruising.com/us/en/support/ccspark%21-tech-spec/)
[Integrating Spark! Into Developmental School Guidance (K-2)](http://cdn.careercruising.com/clientservice/2016/Integrating%20Spark%21%20into%20Developmental%20School%20Guidance%20K-2.pdf?cdn=a0b9c8)
[Integrating Spark! Into Developmental School Guidance (3-5)](http://cdn.careercruising.com/clientservice/2016/Integrating%20Spark%21%20into%20Developmental%20School%20Guidance%20-%20Grades%203-5.pdf?cdn=a0b9c8)
[Spark! K-2 Implementation Guide](http://cdn.careercruising.com/clientservice/Spark%21%20K-2%20Implementation%20Guide.pdf?cdn=a0b9c8)
[Spark! 3-5 Implementation Guide](http://cdn.careercruising.com/clientservice/Spark%21%203-5%20Implementation%20Guide.pdf?cdn=a0b9c8)

[Recommended Resources to Introduce Spark!](http://cdn.careercruising.com/clientservice/2016/Recommended%20Resources%20to%20Introduce%20Spark%21.pdf?cdn=a0b9c8)

[School Counselor Career Activities Related to Spark!](http://cdn.careercruising.com/clientservice/2016/School%20Counselor%20Career%20Activities%20related%20to%20Spark%21.pdf?cdn=a0b9c8)

[Suggested Spark! Activities](http://cdn.careercruising.com/clientservice/2016/Suggested%20Spark%21%20Activites.pdf?cdn=a0b9c8)

[Spark! and The Common Core Standards](http://cdn.careercruising.com/clientservice/2016/Spark%21%20and%20Common%20Core%20Standards.pdf?cdn=a0b9c8)

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

**COURSE PLANNER**

**GENERAL OVERVIEW
Available Trainers: All**

* 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

*30 minutes – intended for all educators at all schools*

**IN-DEPTH
Available Trainers: Jim Daigneau**

* This session is a working session intended for the assigned School leads post-set up and in preparation for launch to their students
* Recap of CP Trainings #1 through #4. School Leads will have completed these online sessions and all of their required ‘homework’ BEFORE this training session.
* Overview of the tools available in Course Planner for students
* Tracking student course plans in Career Cruising through CAMS
* Implementation tips and best practices

*3-4 hours in length – intended for HS leads
Should be lab/workshop style so all attendees have computers*