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 those items you want in the agenda.**

**GENERAL CAREER CRUISING TRAINING**

**Overview of the Student Side (SB) of Career Cruising for Libraries/Employment Centres**

* Completing Assessments – including Ability Profiler for patrons/clients/students 16+
* Exploring careers
* Exploring post-secondary education – for higher ed, focus on Graduate Programs
* Exploring financial aid (only for US)
* Exploring 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

**Overview of the Career Advisor Management System for Adult Ed**

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

***ADVANCED***

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

**Overview of CAMS for Employment Centres or Higher Ed**

* *Searching* My Plan accounts for their clients/students

o   Finding a username and password

o   Looking at a My Plan and Resume

o   Sending a message

o   Writing a note

o   Recording an advisement log

* Printing Access Cards
* Creating a My Plan as part of the client/student registration process
* Adding/Deleting and Advisor
* Adding My Plans to your List
* Adding documents (Additional resources from the centre/college that they wish to share with clients/students)
* Adding websites (Additional resources from the centre/college that they wish to share with clients/students)
* Creating Groups by type of client/students

o   New Immigrants, Needs, Languages, Economic Parameters, Programs, Majors, Non-Graduates/Graduates etc.

o   By Creating groups, it allows centres/colleges to attach files, add URLs, message, create advisement logs, print off access info., etc. by group

* Adding level of education question to beginning of Matchmaker assessment
* Activating/Deactivating features

o   Centre/college may want to use their own Work Search and disable this within CC

o   Centre may want to register their clients and do not want clients to create their own plan

o   Etc.

* Mass Print My Plan and  Resumes
* Pull reports to gauge interest in careers, etc.

o   Use reports to facilitate a Career Fair

* Accessing Helpful Documents
* Review Documents which may be helpful

**REAL GAME or BE REAL GAME (Employment Centres/Adult Ed)**

**Overview of the Facilitator’s Zone**

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

**Overview of the Student’s Zone**

* How clients/students login
* Activities from the clien’s/student’s perspective
* Using TRG/TBRG alongside Springboard (see document)

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

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