

# TRAINING AGENDA TEMPLATES

These templates are crafted for web sessions in terms of timing, but can be used for in-person sessions as well. We would just stretch the sections to fill the time.

## CAREER CRUISING FOUNDATION ONLY (with PCS) – 1.5 hours

### **45 mins: Overview of the Student Side**

- Completing Assessments – including Ability Profiler for HS students (US only)
- 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

### **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 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 - 45 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
- 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 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 track student progress
- Assignments and Activities
- Viewing individual student completion
- Viewing completion reports
- Tools to ensure completion (messaging, advisement, assignments, etc.)

### **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 – 2 hours**

\*For CDN clients, 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
- 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 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 track student progress
- Assignments and Activities
- Viewing individual student completion
- Viewing completion reports
- Tools to ensure completion (messaging, advisement, assignments, etc.)

### **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
- Calendar

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

- Adding local scholarships
- Viewing reports on tracked applications
- Entering application outcomes for scattergrams
- Calendar

### **30 mins: 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 ELEMENTARY SCHOOLS – 1-2 hours**

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

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

## COMMON RESOURCES

[Career Cruising Summary of Features](#)

[Get Started with Career Cruising](#)

[Creating Your Implementation Plan](#)

[Suggested Implementation Plan](#)

[Setting Up Completion Standards](#)

[Career Cruising Implementation At-A-Glance](#)

[Tips for Communicating with Students](#)

[Infusing Career Development Into the Curriculum](#)

[Career Cruising for Middle Schools](#)

[Parent Portal](#)

[CAMS Tutorials](#)

[Getting Started with Application Planner](#)

[Scattergrams Guide](#)

[Sending Surveys in Career Cruising](#)

[Getting Started with eTranscripts](#)

[The Real Game Getting Started Guide](#)

[The Real Game Suggested Activities](#)

[The Be Real Game Getting Started Guide](#)

[Best Practices in CCR ebook](#)

[Technical Specifications - Spark!](#)

[Integrating Spark! Into Developmental School Guidance \(K-2\)](#)

[Integrating Spark! Into Developmental School Guidance \(3-5\)](#)

[Spark! K-2 Implementation Guide](#)

[Spark! 3-5 Implementation Guide](#)

[Recommended Resources to Introduce Spark!](#)

[School Counselor Career Activities Related to Spark!](#)

[Suggested Spark! Activities](#)

[Spark! and The Common Core Standards](#)