

# Smart Choices: Career Development 6<sup>th</sup> Grade Student/Parent Workshop Career Development

## Goal

Sixth grade students and their parents will explore the career planning process.

## Objectives

- Understand the career development process
- Understand the career planning questions: *Who am I? Where am I Going? and How am I going to get there?*
- Investigate high school diploma seals
- Introduce GCIS and GACollege411
- Understand the importance of education and how education relates to the world of work
- Become familiar with local school Career Center or career center

## Delivery

- Counselors can customize the PowerPoint presentation for local system requirements, programs, initiatives, and local policies (i.e., promotion/retention policy)
- Optional: Link to GCIS/GACollege411 in the presentation (time may not permit). If time does not permit, use the slides in the presentation to give parents/students an overview of the type of files located in the program
- Use transparencies copied from the PowerPoint presentation if an LCD projector and laptop are not available

## Materials/Personnel Needed

- Middle school guidance staff/principal are encouraged to attend
- High school guidance staff/principal are encouraged to attend
- LCD projector and laptop OR transparencies and overhead projector
- PowerPoint presentation via [www.GeorgiaCRN.org](http://www.GeorgiaCRN.org) Web site: go to "Career-Related PowerPoints", select 6<sup>th</sup> grade.
- List of internet resources for career planning (provided on [www.GeorgiaCRN](http://www.GeorgiaCRN.org) Web site "Career Center on the Web" go to "Key Components", to "Career Center"). This material can be distributed

electronically via email upon request, or added to the local school Web site as a resource, or copied to a floppy disk then handed out to parents (ask your technology specialist for assistance if needed).

- Printed information about graduation requirements, Career, Technical and Agriculture Programs of Instruction, Tech Prep, Youth Apprenticeship, College Entrance Requirements, Postsecondary Credit Transition Programs (check the SMART CHOICES manual for information or the Career Development Program Manual). Both documents can be found at [www.GeorgiaCRN.org](http://www.GeorgiaCRN.org).
- Possibilities: America's Career Resource Network (ACRN) parent brochures. You can access these 15 different ACRN parent brochures at [www.GeorgiaCRN.org](http://www.GeorgiaCRN.org) at "ACRN Parent Tool Kit." The ACRN Parent Tool kit includes both Spanish and English PowerPoints and brochures. GCIS brochures: Graduating from High School, Career Decision-Making, Financial Aid, Going to High School, After High School What Next? are located on the GCIS homepage in the lower left-hand corner. These brochures can be printed for parents.

## **Planning Considerations**

**Date and time-** Keep your date relevant to the type of workshop you are conducting. Make sure you're giving the information far enough in advance to be helpful. Avoid nights that coincide with major entertainment or athletic events, community or PTA functions, or those too close to a holiday. Choose a time late enough in the evening (7 pm) to include the widest majority of your working parents but not so late as to discourage parents from attending. Provide babysitting services—utilize the child development class from the high school.

**School approval-** Once approval is received, confirm and reconfirm that your program is on the master calendar.

**Location and Set-up-** The workshop will have more impact if it is done at the high school. Middle school parents will enjoy the new environment. The room should be large enough to accommodate the number of attendees you anticipate. If you have decided to make a hands-on GCIS/GACollege411 presentation, secure the computer lab. If you have good parent participation, you may consider a separate parent workshop for GCIS/GACollege411. Set up the room so parents can see and get handouts efficiently. (Handouts should be in packets, preferably in folders, in the order of your presentation).

**Publicity-** Publicize, Publicize, Publicize. Get your information to parents early and often. Utilize your PTSA/PTO organization. Mail flyers to parents if funding permits (if report cards are mailed home prior to meeting date, send a flyer). Advertise on your school Web site or on the kiosk in the front office if available. Use incentives to get students/parents to attend.

**Format and Handouts-** Since your purpose is to disseminate information and the one-hour-15-minute time frame will limit the time for discussion, have enough handouts for **everyone!** Print your PowerPoint presentation as handouts so parents will have something to follow. An agenda would help parents and provide names, titles, and how parents can reach counselors and administrators. Do not overlap information - make your handouts count! Avoid information overload. Let parents know you understand how overwhelmed they must feel about this amount of information. Reassure them that you will be available by telephone or email to address questions or other needs that may occur as a result of the information received. Create packets of information. Please **do not** let parents pick up individual pieces of paper nor pass out individual pieces during the presentation.

**PowerPoint-** If you are unfamiliar with PowerPoint, have students or your tech specialist assist you. If you do not have the proper computer equipment, make transparencies from the slides. The **6<sup>th</sup> Grade Student/Parent Smart Choices: Career Development PowerPoint** is available: <http://www.GeorgiaCRN.org>.