

Smart Choices: Countdown to High School

8th Grade Student/Parent Workshop

Career Development

Goal

Participants will investigate the local high school curriculum and career-development initiatives.

Objectives

- **Collaborate** to provide information about transition from middle school to high school
- Understand diploma selection (CPC, CPC+, TC, TC+, IB, if appropriate), course selection, six-year individual career plans (ICP), advisement sessions, and GCIS portfolios.
- Understand how to complete an Individual Career Plan
- Understand the relationship between education and the world of work
- Be aware of current career trends and receive BLS information about the labor market projections for 2000-2010
- Understand high school curriculum and graduation requirements
- Understand the career planning process

Delivery

- Counselors can customize the PowerPoint presentation for local system requirements, programs, initiatives and local policies (i.e., promotion and retention policy)
- Optional: Link to GCIS in the presentation. 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
- "*Smart Choices: Countdown to High School*" powerpoint presentation via www.GeorgiaCRN.org. Follow the directions for accessing the PowerPoint presentation at the bottom of the web page.

- List of resources for career planning (provided on the GeorgiaCRN website "Career Center on the Web" which includes GCIS). This material can be distributed electronically by email upon request, or added to the local school website as a resource, or copied to a floppy disk then handed out to parents; [ask your technology specialist for assistance].
- Printed information about graduation requirements, Career, Technical and Agricultural Programs of Instruction, Tech Prep, Youth Apprenticeship, College Entrance Requirements. Labor market information can be found at <http://stats.bls.gov/emp/emptab3.htm> for *fastest growing jobs*, <http://stats.bls.gov/emp/emptab4.htm> for *occupations with the largest job growth*, ftp://quicksourc.dol.state.ga.us/Current/hot_careers_current.pdf for hot careers in Georgia, and <http://www.bls.gov/oco/ocotjt1.htm> for *fastest growing occupations and occupations projected to have the largest numerical increases in employment by levels of education*

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 (7:00 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 presentation, secure the computer lab. If you have good parent participation, you may consider a separate parent workshop for GCIS. 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 website 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 **8th Grade Student/Parent Smart Choices: Countdown to High School PowerPoint** is available: <http://www.GeorgiaCRN.org>.