

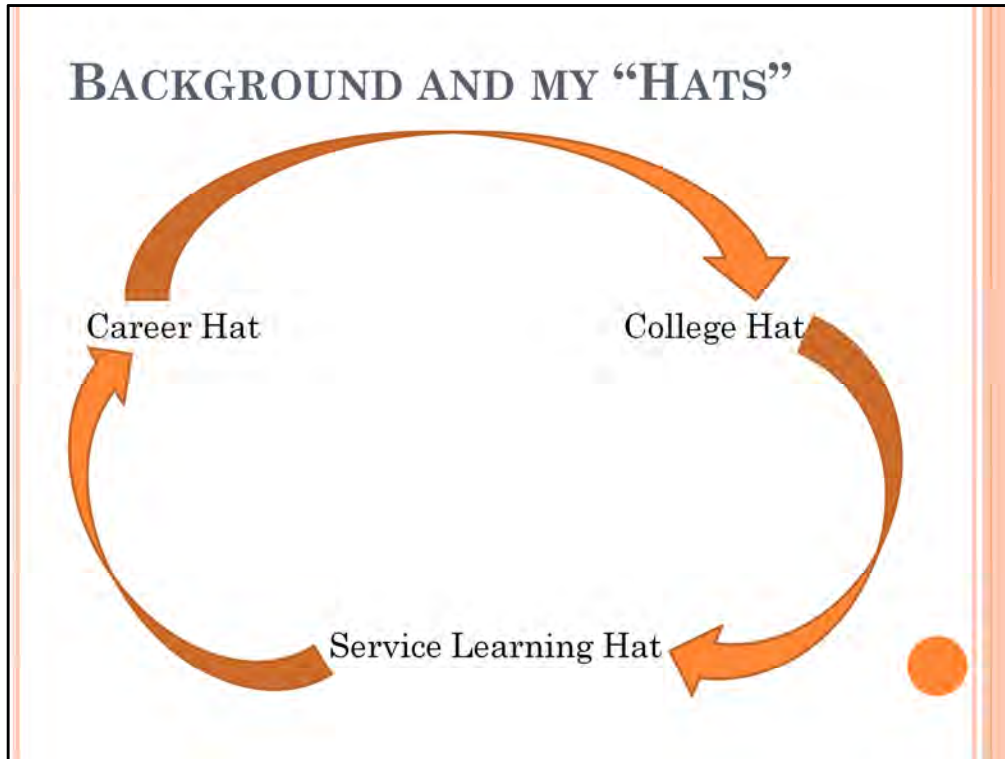


IF YOU FEED THEM... THEY WILL COME

How to implement a successful
lunchtime career exploration program

Kelly Kenny
Career & College Resource Counselor
Service Learning Coordinator
Oak Lawn Community High School
Oak Lawn, IL

Welcome to NCPN, thank you for joining me in this session!



I am the College & Career Resource Counselor and Service Learning Coordinator at OLCHS.

College Hat – Rep visits, College Fair, College App Workshops, Financial Aid Workshops, Campus visits, etc.

Career Hat – Individual career exploration, Career Night, Lunch with a Professional, curriculum support

Service Learning Hat – site coordination, tracking, curriculum support

WHAT IS LUNCH WITH A PROFESSIONAL??

Elevator Speech!

Lunch with a Professional (LWAP) is a monthly program that gives students the opportunity to meet with various individuals in the working world and learn about their education and careers. The goals of this program are to help students connect classroom learning to a variety of careers, the educational and training paths involved with various careers, and essential workplace skills involved in all careers.

GOALS

- For LWAP:
 - To encourage career exploration in an informal setting within the school day

- For Today:
 - To help you understand how to start a similar program in your school

Goals for LWAP – to encourage genuine career exploration while we have student attention
For this session – to help participants understand how to start a similar program at their schools

WHO IS INVOLVED?

- Students
- Career Speakers
- Teachers, Staff, Administration
- Community Business Partners
- Myself

Students – your audience

Professionals – your speakers; individuals in various career fields willing and able to give their time to speak with students during the school day

Teachers – key allies to recruiting student participation, providers of topics aligned with curriculum

Administration – budget guardians, calendar guardians, community liaisons

Business Partners – support allows for “details” of program

Myself – Coordinator, Director of program

WHAT HAPPENS BEFORE?

- Set dates/times
- Recruit speakers
- Advertise program
- Students sign up
- Logistical details
 - Room setup
 - Order food
 - Confirm speaker details

Determine dates (usually done the spring before the following school year)

Work with administrators that create the yearly calendar to determine what day of the week might work best for your school & student population. At OLCHS, we typically have LWAP on the 2nd Friday of every month.

Work with teachers and division chairs to determine what dates will coincide with other programs. For example, in October, LWAP is on a Thursday during Teen Read Week; in March, LWAP is during Math Week, etc.

Determine times

When do you students eat lunch?

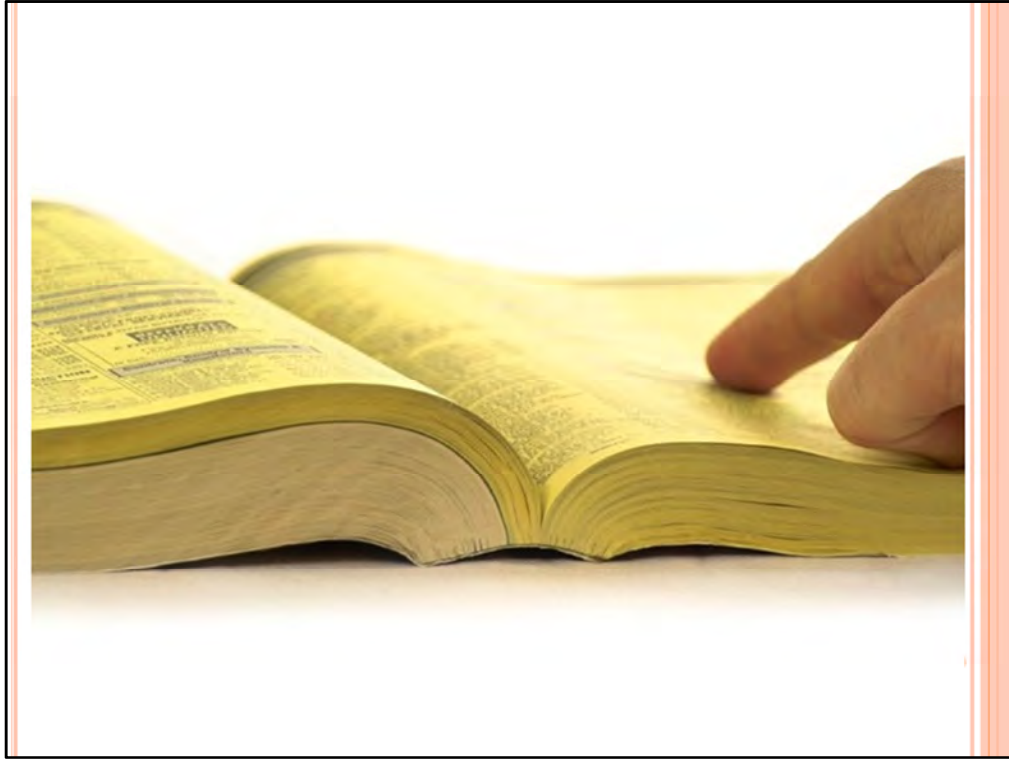
How many lunch periods are there in your school?

At OLCHS, LWAP has 6 sessions based on our bell schedule. Periods 4,5,6 are each split into A & B. Students each lunch one half and are in study hall the other half.

Determine themes

What professions do you think your students want to learn about the most?

Are there any curricular celebrations/tie-ins that you can highlight (i.e. Math Week?)



My boss didn't tell me I would be a cold-calling salesperson!

WHAT HAPPENS BEFORE?

- Set dates/times
- Recruit speakers
- Advertise program
- Students sign up
- Logistical details
 - Room setup
 - Order food
 - Confirm speaker details

Now that all of the administrative-type of things are set, here are the detailed steps to a successful LWAP program:

Contact/recruit professionals to come in as guest speakers (1-2 months before)

I have a database of individuals that have participated in Career programs at OLCCHS that I use as a reference. Many times, once I know my theme, I pick up the Yellow Book and start cold-calling.

Use parents as a resource! If they can't do it, maybe they have friends who will and can.

Use staff members... networking is key to developing a database of individuals willing to participate in Career programs.

Reserve your space according to school policy (as soon as you know dates)

Advertise! (when you have dates, speaker secured)

Student Announcements

Posters

Counselors

Website

Student Newspaper

Parent newsletters

Teachers

Sign up interested students (1-2 weeks before)

In your office

Through classroom teachers

In the cafeteria

Confirm speaker, send packet of information (1 week before)

Order food (3 days before)

I order pizza from a local restaurant that gives OLCCHS programs a discount. What places in the area can you order from?

I get the pop and paper good from OLCCHS student/staff cafeteria. Is it possible to utilize your school's Food Services for ordering of anything?

Request check for payment (per school policy)

Confirm speaker, room reservation, food delivery (day before)

WHAT HAPPENS THE DAY OF?

- Student reminder slips/announcements
- Meet & greet speaker
- Pizza delivery/storage
- THE presentation
 - Speaker spiel
 - Handouts
 - Student Q&A
 - Discussion

Remind students (day of)

- Student announcements
- Student reminder slips/passes

Meet speaker at Visitor's entrance

- Check-in procedures
- Escort to room for presentation
- Assist with any setup necessary

Check-in students

- I only admit students who signed up beforehand
- Maintain attendance records for school records, teacher extra credit offerings, etc.
- Direct to food/drinks

Welcome, overview

- Introduce self, thank you for coming
- Introduce speaker
- Outline expectations for behavior, questions, etc.

Facilitate discussion as necessary

Escort speaker when program completes

WHAT HAPPENS AFTER?

- The Speaker Sigh
- Speaker feedback
- Thank you's
 - Involved teachers, staff, admin
 - Cafeteria staff
 - Speaker

Speaker Sigh – how appreciative they are of teachers!

Speaker feedback – feed your speakers, ask them how they liked the program, what they would change, etc.

Clean up after program

Provide student attendance records as necessary

Thank you to guest speaker

Press releases as appropriate

WHERE DO YOU HOST?

- Special classrooms
- Library
- Smart Room

Depends on the theme!
Relate to the theme
Smart Room – Skype capabilities

WHEN DO YOU HOST?

- o September – Constitution Week
- o October - Teen Read Week
- o November – National Addictions Awareness Month

- o January – National Eye Care Month
- o February – CTE Week
- o March – Math Week
- o April – National Library Week



Get creative with your theme!

EXAMPLES



Clinical Additions Psychologist
Role plays with students

EXAMPLES



Math Week

Local banker – talked about entry level, difference between personal and commercial banking

EXAMPLES



National Library Week: Worlds Connect @ Your Library
Systems Administrator
Students knew computer language!

HOW DO YOU....

- Pay for it?
 - Grant money
 - Administrative Support
 - Community Business Partner support

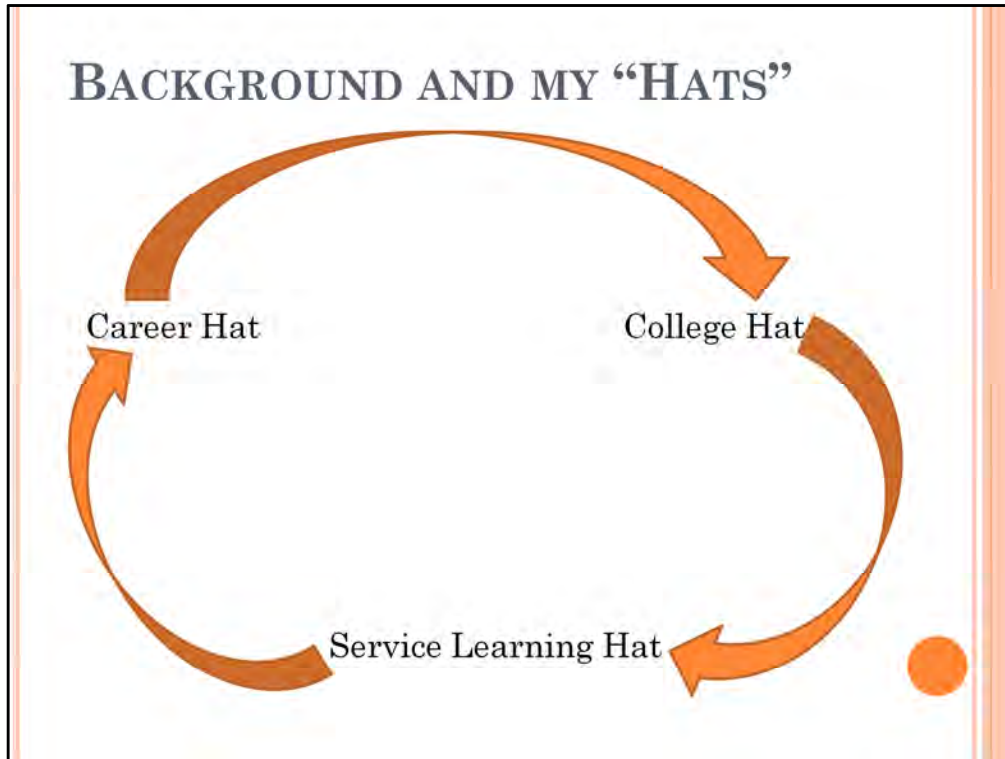
- Give away free food?

- Make connections?

- Get the word out?

http://www.olchs.org/news/article.asp?ARTICLE_ID=412&F_PG=3&F_MONTH=9&F_YEAR=2009&F_CATEGORY_ID=12

They come for free pizza and are surprised by what they learn
Invite only – they must have gone out of their way to sign up, or they have demonstrated an interest in the career area being discussed



Making connections

I always make sure the following essential questions are addressed:

- What education and/or training is required to be successful in this career?
- What specific schools or training centers would you recommend?
- What experience can I get in high school?
- What volunteer work might I do to gain experience?

HOW DO YOU....

- Pay for it?
 - Grant money
 - Administrative Support
 - Community Business Partner support

- Give away free food?

- Make connections?

- Get the word out?

http://www.olchs.org/news/article.asp?ARTICLE_ID=412&F_PG=3&F_MONTH=9&F_YEAR=2009&F_CATEGORY_ID=12

They come for free pizza and are surprised by what they learn
Invite only – they must have gone out of their way to sign up, or they have demonstrated an interest in the career area being discussed

Making connections



QUESTIONS?



CONTACT ME!

Kelly Kenny
College & Career Resource Counselor
Service Learning Coordinator
Oak Lawn Community High School
9400 Southwest Highway
Oak Lawn, IL 60453
708-741-5853
kkenny@olchs.org