

### Operation Preparation: Session Guide

Topic	Time	Guiding Questions
<b>Get Acquainted With Students</b>	10 minutes	Introduce yourself to students <ul style="list-style-type: none"> <li>• Name, Where you work, Occupation</li> <li>• Where are you from?</li> <li>• Graduated from high school/college</li> <li>• Interests</li> </ul> Have students introduce themselves <ul style="list-style-type: none"> <li>• Have students tell one interesting thing about themselves</li> <li>• Career interests</li> <li>• Plans after high school</li> </ul>
<b>Overview of Session</b>	3 minutes	Describe why you are here. Operation Preparation is a time set aside by the state to emphasize career and college readiness for 8 <sup>th</sup> /10 <sup>th</sup> grade students. Students have been grouped by career cluster according to their ILP.
<b>Explanation of Career/College Readiness</b>	5 minutes – by school staff	Explanation of what college and career ready means; academic growth from the PLAN to the ACT
<b>Focus on Careers</b>	10 minutes This part of the session should be an interactive question/answer format. Volunteers are encouraged to bring items from their respective workplaces that demonstrate skills required for their careers and that would be engaging to students.	Describe your career: <ul style="list-style-type: none"> <li>• What does your daily routine look like?</li> <li>• What other kinds of careers can someone do in this cluster that are related?</li> <li>• What kind of education is required?</li> <li>• What should students be doing in high school to prepare for this career?</li> <li>• Why did you decide to go into this career?</li> <li>• What suggestions do you have for students to get the most out of high school experience?</li> <li>• What is the beginning salary and potential for growth?</li> </ul> Expectations of Employers in Your Field <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Dress</li> <li>• Using technology/cell phones in the workplace</li> <li>• Teamwork</li> <li>• Getting a job in the field</li> </ul>
<b>Conclusion</b>	2 minutes	Stress to students the value of college/career readiness