



Linking Activities to Partners

Training Starter Template

Objectives: All participants in the training will be able to:

- List current and potential partners for planning college and career readiness activities.
- Identify a college and career readiness activity appropriate for the students they serve.
- Summarize a plan for engaging current and potential partners in activity development.

Total Amount of Time: _____

Number of Participants: _____

Preparation: _____

Materials: _____

Training Opening

- Engage Participants _____ minutes
(Icebreaker/warm-up activity related to the topic)

- Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, share objectives & agenda.)

Training Middle _____ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic.)

- As a large group, list all of your program’s current partners under the following categories: K-12 schools, postsecondary institutions, businesses, local government agencies, community- and faith-based organizations, and individuals. If your program does not have a partner under a given category, brainstorm potential partners. Consider having staff do online research if no potential partners are initially identified.
- Divide staff members into small teams by the grade levels of the students they primarily serve (e.g., K-2, 3-5, 6-8, 9-12). Have groups review college and career readiness activities and lesson plans appropriate to that age range. Suggested handouts from Tools > Plan and Implement:
 - Elementary: *Awareness Activities*
 - Middle: *Exploration Toolkit*





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- High: *Sample Preparation Activities*
- Have each team select from their handout one activity or lesson they would like to do with their students. Explain that college and career readiness activities provide experiential learning opportunities with real-world connections. In addition, the activities or lessons should be adapted to students' interests while building academic and 21st century skills. Ask groups to discuss which current and potential partners could support and enhance the planning and implementation of their chosen activity. Each team should outline a plan for how they will engage the partners they identified in incorporating student voice and hands-on learning.
- Provide time for teams to share the activity they chose and give feedback on each other's plans for developing age-appropriate college and career readiness activities with current and potential partners.

Training Wrap Up and Closing

- Summarize, consolidate _____ minutes
(Connect back to the objectives, check for understanding and discuss questions.)

- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

- Closing Comments _____ minutes
(Acknowledge, motivate and inspire.)

Post-Training Assessment and Revision

- Conduct formal or informal assessment of training effectiveness.
- Note changes to make in future training events.
- Note areas for additional training.

