



Sample Preparation Activities

Support preparation by connecting students and their families to the resources they need to create and achieve a concrete plan for the postsecondary pathway of their choice. Preparation activities should align with goals of the academic and technical training students receive to graduate and succeed after high school.

Make a College and Career Plan

At the beginning of the year, have every student in the program fill out a plan for where they are now, their goal job (their first job after high school, this can be after attending college or a certificate program) and what they need to achieve to accomplish their goal job. Have youth conduct research and update the chart periodically, especially as they accomplish the various goals listed.

Tips:

- Share students' plans with their families, guidance counselors or their teachers.
- Have students work on their plans in groups according to their career interests.

Youth College Panel

Invite students who attended the program in the past, or students attending local colleges, to share their experiences on a youth-led and moderated panel. Be sure to include the youth talking about their hopes, fears and realities when attending college.

Tip:

Use Skype to connect with college students who are not in your local area.

Family FAFSA Night

Invite parents and students to the computer lab for one or more nights to complete the Free Application for Federal Student Aid, or FAFSA. Have a guidance counselor on hand to help if parents get stuck.

Tip:

Invite youth or parents who have completed a FAFSA to speak about their experiences.



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Business Writing Workshop

Determine the purpose or main task of the writing workshop (e.g., resumes, cover letters). Have students review samples of good and poor writing to learn tips. Students create their own writing sample by using a template. Next, have students exchange and critique samples with a partner (may be a peer, volunteer or mentor). After receiving feedback, students will edit their drafts and write the final copy.

Tips:

- Have students learn e-mail etiquette in the workplace.
- Create an ongoing resume workshop for students applying to jobs and internships.

Mock Interview Session

Give students tips such as an appearance checklist, general interview questions and interview evaluation form. Divide students into people who will be interviewed and people who will be the interviewers. Have them participate in individual or group mock interviews and get feedback from peers.

Tips:

- Invite people from local businesses to conduct mock interviews.
- Have students create and rate their own interview questions.

Internship Board

Keep a job opportunities board in your program with local listings of job openings. Have youth update the board, or appoint a member of your staff. Be sure to have jobs that are open to people of the age range of students in your program.

Tip:

Every time a student gets a job or an internship, have a mini-celebration or recognition event.



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Work Values Debate

Have groups of students research and brainstorm the top five things every job should have to be a good job. Each group has to defend their statement in a debate. The group can vote on the final five things after the debate.

Workplace Problem-Solving Scenarios

Have groups of students discuss the definitions of work ethics. Give them several examples of ethical dilemmas in the workplace, and have them draw conclusions and discuss all sides of the issues.