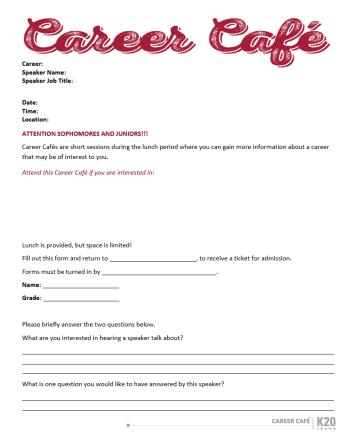
# **CAREER CAFÉ: A RECIPE TO STUDENT SUCCESS**

## How to have a Career Café

- Identify potential speakers
- Identify dates for Career Cafés at your school
- Identify an on-site space large enough to accommodate the group
- Identify at least one staff member to attend with the students
- Once a date is settled and a speaker is confirmed, notify students and collect interest forms
- Order food

#### What You Need to Host a Career Café

- Posters
- Information/Sign-up Sheets
- Career Planning Note-Sheets (optional)
- Volunteers
- Lunch (approx. cost, \$2–10 per student)
- Thank You Notes



Monday, September 21, 2015 11:00 am – 12:00 am Library

> Your speaker will be: Speaker Name

Speaker Title and Place of Employment (Forensic Scientist)

Attend this Career Café if you are interested in:

- Working with technology
- Helping to solve problems
- Reconstructing or analyzing crime scenes
- Working with others
- Using scientific methods to gather evidence

# TEATURING: FEATURING: FEATUR

# **Career panel worksheet**

Santa Cruz Country Regional Occupational Program:

http://www.rop.santacruz.k12.ca.us/resources/career\_planning/step3tool2.pdf

#### **Finding potential speakers**

- Alumni groups
- Sororities and fraternities
- Professional organizations (e.g., Oklahoma Bar Association, Alliance or Emerging Professionals, etc.)
- Service organizations (e.g., Lions Club, Rotary Club, Junior League, etc.)
- Local colleges and universities
- Acquaintances of parents or school staff
- Social media
- Volunteermatch.org

### **Career Clusters (**http://www.iseek.org/careers/clusters.html)

- Agriculture, food, and natural resources
- Architecture and construction
- Arts, audio/video technology, and communications
- Business, management, and administration
- Education and training
- Finance
- Government and public administration
- Health science
- Hospitality and tourism
- Human services
- Information technology
- Law, public safety, corrections, and security
- Manufacturing
- Marketing, sales, and service
- Science, technology, engineering, and mathematics
- Transportation, distribution, and logistics

#### **Briefing your speakers**

- Provide an orientation (tell them about the program)
- When date is agreed upon send them information:
- School location
- Where to park
- Where and how to check in with the office
- Contact name and phone number
- Time of Café, estimated schedule, and room location
- Outline of important points to cover

#### **Sample Speaker Outline**

- School name
- School address
- Please arrive by 10:55 am
- Ask for
- [Room name and number where the café will be held]

#### Agenda

1st Lunch		2nd Lunch	
11:10-11:15	Gather and grab lunch	12:05-12:10	
11:15-11:30	Speaker	12:10-12:25	
11:30-11:35	Q&A	12:25-12:30	
11:35-11:40	Student Survey	12:30-12:35	

#### **Important Points to Cover**

- Name
- Job title
- What they do in their job
- Why they chose the career
- What interests led them to the career
- What the educational and skill requirements for this profession are
- Description of their typical day
- Different types of jobs in their career field
- Whether it is difficult to find a job in this career field
- Salary range (beginning, middle/average, high)
- The pros and cons of the profession
- Their typical work hours within a week

CAREER CAFÉ

#### What if I can't get volunteers to my school?

- Video conference
  - Skype, Google Hangout, Facetime, Zoom, etc.
- Online career videos (these don't capture the spirit of Career Cafés but provide great information and can be used for follow-up)
  - Virtual job shadow
  - Career one stop

#### **Funding Career Café (sponsorships or donations)**

- Alumni groups
- Local businesses
- Sororities and fraternities
- Professional organizations (e.g., Oklahoma Bar Association, Alliance of Emerging Professionals, etc.)
- Service Organizations (e.g., Lions Club, Rotary Club, local church, etc.)
- PTSA, PTO, PTA (i.e., parent-teacher organization at your school)

#### Sample questions to stimulate planning

- What are our first steps to organize the career café?
- Who is going to be the main contact person for the event?
- Should we make a sign-up sheet for teachers to take turns planning and organizing on specific dates?
- Which room or area of the school can we use to hold the café?
- How are we going to fund the lunch food for the event?
- How do we promote the event?
- How many students are we going to allow to attend each time?
- How many sessions do we need and how often?