

**A Recipe to Student Success**

Resource Handout

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

Career%20Cafe%20flyer.pdf

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



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 (i.e. Oklahoma Bar Association, Alliance or Emerging Professionals)
* Service Organizations (i.e. Lions Club, Rotary Club, Junior League)
* Local Colleges and Universities
* Parents and School Staff (someone knows someone)
* 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

Prepare 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 café will be held

Sample Agenda

**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 does your Job Title mean (what do you do)?
* Why did you choose this career?
* What were your interest that lead you to this career?
* What are the educational and skill requirements for this profession?
* Describe a typical day
* How many different types of jobs are in your field and what are they?
* Will it be easy or difficult to find a job in this profession?
* Salary range (beginning, middle/average, high)
* What are the pros and cons of this profession?
* What are the typical hours you work within a week?

What if I Can’t Get Volunteers to My School?

* Video Conference
  + Skype, Google Hangout, Facetime, etc.
* Online Career Videos
  + Virtual Job Shadow, Career One Stop
  + These don’t capture the spirit of Career Cafés, but do provide great information and can be used for follow-up

Funding Career Café (Sponsorships or Donations)

* Alumni Groups
* Local Businesses
* Sororities and Fraternities
* Professional Organizations (i.e. Oklahoma Bar Association, Alliance of Emerging Professionals)
* Service Organizations (i.e. Lions Club, Rotary Club, Local Church)
* PTSA, PTO, PTA (Parent-Teacher Organization at your school)

Questions to Stimulate Planning:

* What are our next steps?
* Who is going to be the main contact person?
* Do we create a sign-up sheet with dates that different teachers are in charge of planning and organizing?
* Where are we going to host? Which room or area of the school?
* How are we going to fund the food for the lunches?
* How do we promote?
* How many students are we going to allow to attend each time?
* How many sessions do we need? How often?