

Career Café

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 Café

CAREER
 SPEAKER NAME
 SPEAKER JOB TITLE
 DATE
 TIME
 LOCATION (ROOM NAME/NUMBER)

ATTENTION SOPHOMORES AND JUNIORS!!!

Career Cafés are short sessions during the lunch period where you can gain more information about careers that may be of interest to you.

Attend this Career Café if you are interested in:

- Learning about...
- Developing and Designing...
- How things work
- Managing people or systems
- Discovering...

Lunch is provided, but space is limited!

Fill out this form and return to _____ to receive a ticket for admission. Forms must be turned in by _____.

NAME: _____

GRADE: _____

Please briefly answer the two questions below.

Why are you interested in hearing the speaker talk about _____?

What is one question you would like to have answered by this speaker?

CAREER CAFÉ | K20
 LEARN

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

| | |
|---------------|-----------------------|
| 11:10 – 11:15 | Gather and grab lunch |
| 11:15 – 11:30 | Speaker |
| 11:30 – 11:35 | Q&A |
| 11:35 – 11:40 | Student Survey |

2nd Lunch

| |
|---------------|
| 12:05 – 12:10 |
| 12:10 – 12:25 |
| 12:25 – 12:30 |
| 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?
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