

Student Career Exploration: A New Approach Event Guide

**A Model for Organizations and Communities
to Work Together**

In Partnership with the following:
Northern Health Strategy, Areva, Cameco and
Northern Sports, Culture and Recreation District



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ACKNOWLEDGEMENTS

The Initiative

An idea was brought forth and the need for a general model should be created to improve career presentations to youth. The model should be more of a *wholistic approach* and engage the youth in a more *interactive approach* during the event. The idea of organizations and communities working together and complimenting each other will ensure the success of the new *Student Career Exploration Model*.

After a couple of meetings with emails sent back and forth, Nap Gardiner, Coordinator of the Northern Health Strategy and Andrea Custer, Special Projects Officer, Northern Health Strategy located in Prince Albert, have created a *Model* that encompasses the idea in a visual context. This context is to help with the understanding of the Model. It includes the three main parts: a) Commitment/Agreement; b) Time Frame and c) Evaluation. Other components have been mentioned for the overall success of the *Model*.

The *Guide* has been written by Colleen Charles, Community Relations Coordinator for the Northern Sport Culture and Recreation District. This *Guide* is an easy-to-follow framework for students, organizations and communities. It describes how a single idea can manifest or magnify to greater heights with the support of partnerships and the common goal of building youth leadership in northern communities.

The Appendices were a collaborative effort of the Task Group/Steering Committee of the Student Career Exploration: A New Approach. These individuals believe there needs to be a change of how to reach the young people in regards to career exploration. A special mention to Eric Gardiner, Coordinator Northern Community Relations for Cameco Corporation, Northern Affairs Office, who created the *Commitment/Agreement Form*. The other appendices are made up of an *Agenda: Easy-to-Follow Format*, *Checklist Form*, and an *Evaluation Tool*.

The last meeting included Youth Town Councils to have their input in the planning process. Special thanks to Charlene Bosiak, Youth Town Council Coordinator, New North – SANC Services Inc. She invited Youth Town Councils to a special meeting and the ones who responded were: Sandy Bay, Buffalo Narrows and Pinehouse. As a result, Sandy Bay Youth Town Council has come forward to be the first community to initiate this pilot project. Congratulations, Sandy Bay! We look forward to working with Buffalo Narrows and Pinehouse Youth Town Councils.

***“To be or not to be? That is the question....”
a quote by William Shakespeare***

FOREWARD

Using this Guide and Model

The Student Career Exploration: A New Approach Event Guide is a Model for organizations and communities to work together has been created to use as a generic template that can be utilized by any organization and any community. It is based on the premise of promoting career awareness to students during school and/or career fairs. The Student Career Exploration Event Guide concept and model will be presented, however, it is up to each community to plan and prepare for this special event. Therefore, it relies on the collaboration between organizations and communities to work with students to ensure the success of this event.

The unique process of this event is totally relied on the students and their ability to plan and organize this event with the help and support from the leaders of the community. This Guide and Model will help the students to become *better leaders* in their community because they are already leaders, they may not realize it yet.

In this Guide you will find:

- A brief overview of the initiative's history, the Student Career Exploration concept and the program objectives.
- How to empower the youth and establishing leaders in your community.
- The reasons why creating partnerships between organizations and communities are important to any successful event.
- Why community involvement is very important.
- Appendices which include how the Model is presented, a contract or commitment form that needs to be signed and agreed upon, an easy-to-follow agenda for the students to act as a guide, a checklist to use prior and after the event and most importantly, an evaluation tool to monitor the success and make improvements where needed.

A Brief History

Organizations have been promoting career awareness in northern communities to students in the past for a number of years. This was done and continues to do so through networking and building relationships in various schools, career fairs and/or youth conferences. IANE (Interprovincial Association for Native Employers) is an example of an annual north-wide career fair. It has been primarily Cameco and Health Departments that have been and continue to promote careers in their industry in schools and there are others who do this as well. However, and not to discourage these organizations, the students lose interest in their presentation after fifteen minutes. There needs to be a new approach to reach these students. How do we keep them focused and interested in what organizations are trying to tell them?

INTRODUCTION

Student Career Exploration: A New Approach

There were two formal meetings. One with interested organizations who were sold on this idea and the other meeting that included the student's input in the planning process. The three Youth Town Councils consisted of Sandy Bay, Buffalo Narrows and Pinehouse via video-conferencing. The organizations who initiated this new challenge were the Northern Health Strategy of Prince Albert and the Northern Sport Culture and Recreation District of La Ronge. The other organizations who were interested in this concept were Prince Albert Urban Alternative Measures Program, New North, IANE and Cameco of La Ronge. Other organizations that may have interest are Areva, various health regions, Canadian Forces and/or Universities/Colleges.

Purpose

To work together and compliment each other as a collective and create partnerships to promote career exploration and the overall wellness in northern communities. To empower the youth in their leadership skills and abilities.

Goals and Objectives

The overall goal is to increase awareness and career opportunities for students. Other goals for this new approach are to create a model and agenda that is cohesive to all organizations and communities and to create a fresh, interactive and stimulating experience for students to participate in the presentation.

Objectives:

1. To increase participation opportunities by providing a simple and concise guide and model for organizations, students and communities to follow.
2. To increase leadership development opportunities for students and community members.
3. To establish partnerships by working together and complimenting each other to enhance career exploration.
4. To ensure community direction and support by establishing a steering committee.

WIN-WIN SITUATION

Empowering our Youth: Establishing Leaders

One of the students proposed the question, “Who is going to plan this event?” The answer was, “Why, it should be you, with help from the adults of your community.”

This is a great idea because it promotes leadership and the skills of these young people. With help and support from the community leaders, these young people can and will inspire the children to follow in their footsteps. Everyone is a role-model, good or bad, but let’s concentrate on the positive and let that energy ignite passion into the spirit of the soul. The idea of hope and belief in these young people will exceed wonders.

These young people of our communities have what it takes to be leaders and we, as adults, just need to let them show us that they can take this opportunity and prove to us they are very capable of planning and organizing a special event. By providing skill development and leadership development opportunities, communities can and will see success through on-going supervision, training and education support.

This guide and model will do more than shape the leaders of today, but it is they who will shape the leaders of tomorrow. They will do this by working and collaborating with the younger students and children. The recruitment of volunteers will not be an issue. For example, the seniors will work with the juniors to plan and organize this event. Together, they will show the children how to plan and organize. For as long as career exploration remains constant, then should the cycle of establishing leaders in your community be continuous as well.

Creating Partnerships in Communities with Organizations

It has been proven that one person can plan an event. However, to be successful, they need support from the community through partnerships with various organizations and/or partnerships out of the community. An example of this would be Cameco, the Northern Health Strategy or the Northern Sport Culture and Recreation District.

Creating partnerships is a sharing of information and resources between organizations and communities. It is about establishing relationships between students, community members and organizations. It is about working together and complimenting each other with collaborative efforts towards a common goal to ensure success.

The guide and model does not dictate which organizations will be in the planning process. It is up to the students who are planning and organizing this event. And if the students choose to invite those organizations in the planning process, it would be at their best interest to do so. However, the decision-making rests upon the students. Remember, as organizations and communities, we need to give the students room to grow.

THE MODEL

Three Main Parts

1. Commitment/Agreement

This is a form that states the names of the organizations involved in the model and the names of the community representatives. It is an agreement that is signed whereby all parties agree to participate in the career exploration initiative. Also, all parties agree to provide the necessary resources to successfully implement this event.

2. Time Frame

This event could take three hours or five hours. However, it is the discretion of the community members and students. Three hours consists of three or four presenters along with a youth motivational speaker. They present for fifteen minutes each with a break in between. To engage the youth, before or after the break, have them participate in creating “vision boards.” The youth motivational speaker is last on the agenda. Following right after, have the students participate in a “goal-setting session.” This will compliment with their vision boards.

Five hours include a feast/supper and have the same presenters facilitate another fifteen minute session. Usually, this could take the event into the evening whereby, community members can be invited to participate.

3. Evaluation

There should be two parts: informal and formal.

The informal evaluation consists of a flipchart where there are two headings: a) What Worked and b) Any Suggestions. Have someone write these down when you ask the audience.

The formal evaluation consists of a few questions on a sheet of paper that all the participants need to fill out. This ensures how well your event was planned and if there any improvements that need to be made.

Other Components

Key Players (Organizations)

Any organization who you invited to your event, could be in your community or have organizations come into your community.

Community Feast

The Feast/supper can be potluck or however it is planned out. It should include local *youth* talent in drama or music. The students will decide.

Dignitaries

There could be dignitaries at this feast such as the Mayor or Chief. Councillors or other important leaders in your community can be invited to speak as well. But, limit their time to five minutes or shorter. You do not want someone who is going to speak a long time and disrupt your plan. Also, most importantly, have a Youth speaker for 'Opening Remarks!'

Youth Talent

This is time to showcase the youth talent in your community. They could be singers, dancers, poetry writers, etc. Show off youth artworks, maybe even have a silent auction with the artworks.

Checklist (Two)

A checklist should be made prior to the event and after the event. This is so that everything that is planned follows through and have a plan B, just in case.

Target (Age Groups)

Grade 7 – 9 (could be a 3 hour time frame with feast)

Grade 10 – 12 (could be 3 hour time frame with feast)

Could target both Seniors and Juniors and have a 5 hour time frame with feast

Could invite interested community members for an evening event

Overall Wellness Approach

The event needs to address, not only 'career opportunities,' but have it to be more on a personal and emotional level that is integrated in the planning process. This could be the *Youth Motivational Speaker*. The need to incorporate the Medicine Wheel is crucial and as well as its' balance of physical, emotional, mental and spiritual aspects.

COMMUNITY INVOLVEMENT

Support and Direction

To ensure the success of this Student Career Exploration Event, it calls for community involvement.

The students need to ask for help from their teachers, leaders in the community with different organizations, etc. However, do not let them take over your project. Ask for guidance and input and how to do certain things, but it is the students that will do the bulk of the work.

The students mentioned that they wanted their parents to listen in on what career options they have available to them and that they should be invited to listen and participate.

Feast

As mentioned before, the feast can be potluck. The advantage to that is there is very little cost and the community involvement is very high. The feast can be catered, but it will be the cost for the community. There should be a feast with youth talent or it would not be an event.

KEEP IT GOING

Challenges: Continue to Work Together

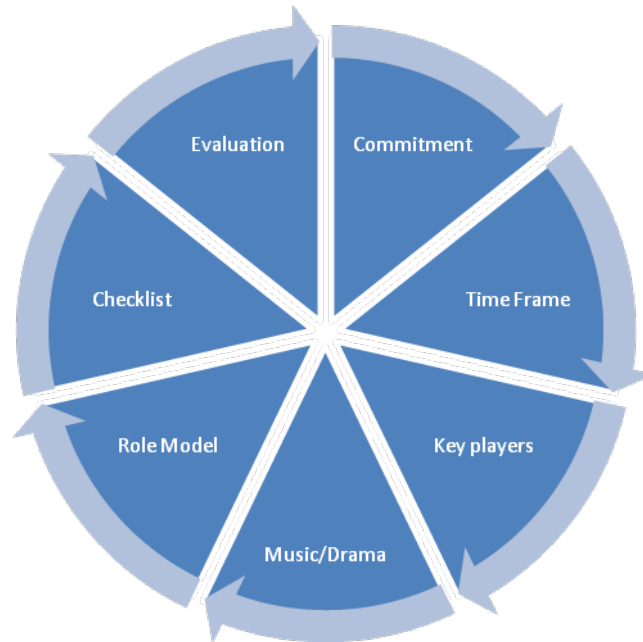
With new projects and change comes new challenges, but as the students mentioned at the video-conference meeting, it is up to us to overcome those challenges and move ahead or get passed them some how, some way.

People possess different talents when working in groups. It is good to know who does what well, whether it is taking minutes, working behind the scenes or talking to people on the phone.

Remember partnerships are an essential part of a successful event!

Evaluation

Informal and formal evaluation, very important tools! Do not forget them!
This is a form of monitoring success each time an event has taken place. It is a great tool to use to make improvements on.



You can see that all of these elements are needed in order to make this work, everything is interconnected:

Commitment – All parties must be committed, this includes the organizations/companies, youth, school and community to have a successful event

Time Frame – The time frame could be an afternoon or an all day event

Key Players – The key players are the youth, school, community members and the organizations/company

Music/Drama – It will be up to the youth who will be providing the entertainment, an opportunity to showcase local talent

Role Model – a youth representative because youth listen to other youth thus having a bigger impact

Checklist – Do we have all the necessary tools to make this successful?

Evaluation – What worked and what didn't? Do we need to make any changes?

Commitment – Agreement Form

Date: _____

_____ (Company/Organization) and the Student Career Exploration Organizing Committee agree to participate in the career exploration initiative. All parties agree to provide the necessary resources to successfully implement this program.

We hereby agree to and support to this agreement knowingly and voluntarily to participate in the Student Career Exploration events in Northern Saskatchewan.

(Company Representative)

(Youth Representative)

(Organization Representative)

(Community Representative)

(Date)

(Date)

Letter Head

Village/Town or First Nation Community

The Mayor and Council/Chief and Council of the community of _____
fully support the **Student Career Exploration Task Force Pilot Project.**

Now, Therefore I, _____, Mayor/Chief of _____,
do hereby proclaim the ____ day of _____ 20__ as:

CAREER EXPLORATION DAY

in _____ and encourage all residents to support and participate in
the planned activities scheduled on this day.

Signature

Village seal/Town logo
or First Nations logo

TEMPLATE AGENDA (Planning Meetings)

Meeting Title
(Date)
(Time)

Meeting called to order by: (Name)
Attendees: (Names)

Opening Prayer
Introductions (if anyone new joins)
Review agenda
Opening remarks (optional)
Additions/deletions to agenda

Outstanding Issues/Old Business
New Business

Other Business:
Next Meeting: _____
Closing Prayer:
Adjournment

**Student Career Exploration Task Group
RELEASE FORM**

1. Please print name (child's name if applicable) : _____

2. Signature(s): _____
3. Phone number: _____
4. Mailing Address: _____

I _____ give permission to the Student Career Exploration Task Group to use photographs, voice recordings, or videos of me and/or my child to make posters, pamphlets, videos, or ads on radio or TV. The Career Exploration Task Group may use these materials for the purposes of Career Exploration Task promotion.

Signature

Date

Student Career Exploration Event ‘*Checklist*’

Prior to the Event

Program

- _ What is the program?_ How long will it run?
- _ When? _ Where? _ Who will be leading?
- _ What equipment & supplies needed?
- _ Who does the paperwork? _ Sponsor recognition
- _ What kind of promotion will be used?
- _ What’s the back-up plan?

People

- _ Recruit leaders _ Recruit volunteers
- _ Provide necessary training & information
- _ Inform key people that program is happening

Facility

- _ What facility is to be used? _ Who cleans up?
- _ Who books the facility in advance?
- _ Who will open/lock up facility?
- _ What if something gets broken?
- _ Is there appropriate insurance?
- _ What if there is a fire?
- _ What if someone gets hurt?
- _ Is there enough space? _ Is it suitable?

Equipment

- _ Gather equipment _ Borrow _ Purchase
- _ Improvise with available resources
- _ Determine a method to track equipment
- _ Record equipment condition

Budget

- _ Prepare budget
- _ Look at costs for travel, equipment, meals, accommodations, facility rental, etc.
- _ Review funding resources including recreation budget, grants, donations, council, community organizations, fees

Promotion

- _ Create and distribute flyers, posters, etc. _ Use word of mouth
- _ Announce on radio, TV, school, band office, health centre, etc.

Miscellaneous

- _ Confirm presenters coming into the community.
- _ Who will meet the visitors? _ Arrange visitor accommodation.

After the Event

Program

- _ Evaluation Tool
- _ Summary Report

People

- _ Thank you cards
- _ Gifts for presenters (optional)
- _ Volunteer Recognition

Facility

- _ Make sure it’s clean
- _ Recognition of facility
- _ Make sure it’s locked
- _ Anything broken?

Equipment

- _ Do an inventory
- _ Give back if borrowed
- _ Was there anything broken?

Budget

- _ Determine under/over budget
- _ Keep lists organized
- _ Honorariums, if applicable

Promotion

- _ What worked?
- _ Remove posters, etc

Miscellaneous

- _ Thank the visitors
- _ Door prizes

Student Career Exploration Event
EVALUATION FORM

Name: _____

Please state if you are staff, student or community member

Grade: _____

School: _____

E-mail: _____
please print clearly

Cell #: _____

Do we have permission to contact you with the information you have provided?

Yes _____ No _____

Signature: _____

Date: _____

What do you think worked best at this career exploration event?

Do you have any suggestions as to what might make this event better?

Please note that your feedback is needed to help make future events a hit for everyone involved.

When completed please hand in to: _____

1= Excellent 3= Okay 5= Poor	1	2	2	4	5
Outline					
Did the presenters seem clear to you and did they make sense?					
Were the presentations appropriate?					
Contents					
Were the presenters well prepared?					
Did the presenters show enthusiasm while they spoke to you?					
Were the presenters open for questions?					
Language and Voice					
Were the voices loud and clear?					
Did the presenters use simple language?					
Visual Aids					
Did you appreciate the visual aids?					
Computer use (powerpoint presentations)					
Overall Presentation					
Interesting					
Presenter made an impact					
I specifically liked?					
The presenter could improve on?					

Student Career Exploration Task Group – Contact Information

Nap Gardiner
Northern Health Strategy Coordinator
Prince Albert, SK
Ph. 306.765.1263
Fax. 306.764.1276
napg@healthnorthcareers.ca
www.healthnorth.ca

Andrea Custer
Special Projects Officer
Prince Albert, SK
Ph. 306.765-1260
Fax. 306.764.1276
andrac@healthnorthcareers.ca
www.healthnorthcareers.ca

Glenn LaFleur
Northern Community Relations Advisor
Areva: Northern Affairs Office
La Ronge, SK
Ph. 306.425.6687
Fax. 306.425.6686
Glenn.LaFleur@areva.ca
www.arevaresources.ca

Eric Gardiner
Coordinator Northern Community Relations
Cameco: Northern Affairs Office
La Ronge, SK
Ph. 306.425.6296
Fax. 306.425.2153
Cell. 306.420.7565
Toll Free: 1.866.323.5955
eric_gardiner@cameco.com
www.cameco.com

Colleen Charles
Community Relations Coordinator
Northern Sport Culture and Recreation District
Ph. 306.425.3127 ext 3
Fax. 306.425.4036
Cell. 306.425.0069
ccharles@nscrd.com
www.nscrd.com

TEMPLATE AGENDA (Program Plan SCE Event)

Remember this is a 'Community Event' when planning the event is going to take place!

Program Plan Guide

Note: this is only a guide, it is up to the community to decide the final plan. Please ensure you consider all who may most benefit from this special event. Here is an example of what the program plan may look like and be the most beneficial.

1 pm to 3:20 pm (Target Group / Grades 7 – 9)
(note: when school is out for the day)

10 min Introductions: Dignitaries, including the youth who want to say a few words.
5 min Opening Prayer

15 min presentation (organization – Northern Health Strategy)

15 min presentation (organization – Areva)

15 min (design a vision board)

10 min BREAK

15 min presentation (organization – Cameco)

15 min presentation (organization – Northern Sport Culture & Recreation District)

15 min presentation (Youth Motivational Speaker)

10 min (short term goals to compliment the vision board)

5 min (informal evaluation)

5 min (formal evaluation)

BREAK:

Presenters may take a tour of the community?

Other presenters can be utilized for an hour afterschool? ie. Filling out university forms?

Students can complete their 'Vision Boards' and share it at the feast.

FEAST: one hour, includes dignitaries and youth speakers, showcase youth talent!

PROGRAM PLAN: follow above agenda, invite Grade 10 – 12 and interested community members.

