**Employment Readiness Workgroup #3**

**July 11, 2018**

**10:00 – 12:00 p.m.**

**ACTIVITY**

**PURPOSE**

To begin process of developing a framework for employment readiness: intake, orientation, and career guidance and exploration before education planning.

**FORMAT**

* Break into three groups:
	+ Intake
	+ Orientation
	+ Career before education planning
* In their small groups, group members:
	+ Identify a notetaker and reporter
	+ Share their respective college’s approach to their assigned topic
	+ Address discussion questions
	+ Choose 2-3 discussion highlights for reporter to share with larger group

**MATERIALS**

* Sample intake forms (e.g., see examples from Wisconsin)
* Sample orientation descriptions (see example from Karl Cameron from Miramar)
* Student Road to Success graphic
* Notetaking protocol

**INTAKE - SMALL GROUP DISCUSSION QUESTIONS**

1. What are the common elements of the intake process across the colleges?
2. Where are there significant differences?
3. Are there gaps? Is there anything missing?
4. Do the additional examples offer any new ideas?
5. What are your recommendations for core elements of a common intake process across the colleges?
6. What elements should allow for flexibility?
7. What is needed to move forward?

**ORIENTATION - SMALL GROUP DISCUSSION QUESTIONS**

1. What are the common elements of the orientation process across the colleges?
2. Where are there significant differences?
3. Are there gaps? Is there anything missing?
4. Do the additional examples provided offer any new ideas?
5. What are your recommendations for core elements of a common orientation process across the colleges?
6. What elements should allow for flexibility?
7. What is needed to move forward?

**CAREER BEFORE EDUCATION PLANNING - SMALL GROUP DISCUSSION QUESTIONS**

1. What are the implications for career planning to occur before education planning?
2. What processes and practices need to change?
3. What are your recommendations for core elements of a career before education planning approach?
4. What is needed to move forward?