

# ODWBL RESOURCES

# **PRESENTER**





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ASH & WBL Resources upgrades

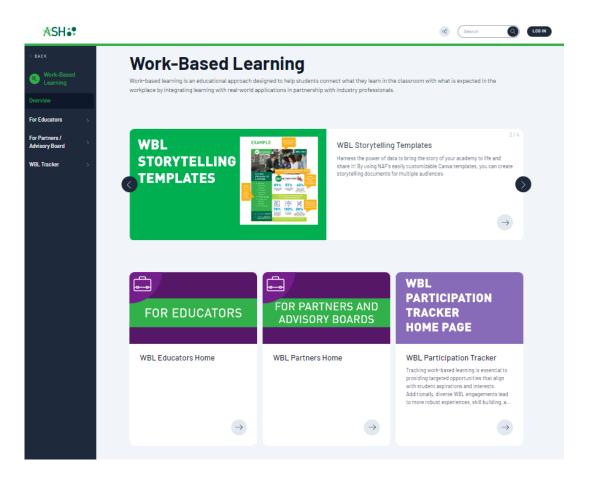
Overview of ODWBL resources and strategies for using them

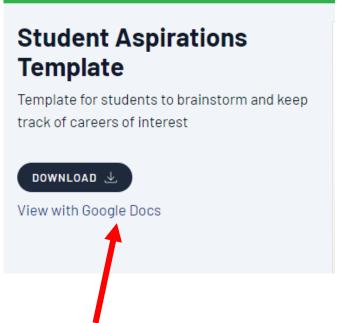
- Educators
- Students
- Advisory Board members
- Partners

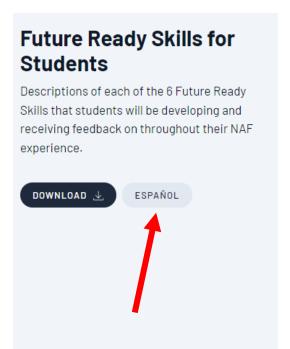
Live demo



# **UPGRADED FEATURES IN ASH**









## WBL RESOURCE DIRECTORY

# Visit and explore the many resources available!

## **Work-Based Learning**

Resources



#### RESOURCE DIRECTORY

#### Get Started with Work-Based Learning

Work-Based Learning Activity Definitions

Future Ready Skills Overview

Future Ready Skills for Students

Student Connections Template

Student Activity: Close by Connections

WBL Engagements and Skills Crosswalk

Integration & Implementation Guide

Resume Review/Coaching Session

Mock Interview

Worksite Tour

Skills Workshop

Informational Interview, Grades 9 & 10

Informational Interview, Grades 11 & 12

Work-Based Learning Tracking Spreadsheet

Student Professional Development Resources

Student Activity: Solving International Challenge

Student Activity: Interviewing Career Professionals

Outcomes-Driven Work-Based Learning Intro for Students

- Work-Based Learning Standards
- Educator Development Opportunities
- Work-Rased Learning Plan and Calenda

#### Outcomes-Driven Work-Based Learning

- Outcomes-Driven WBL Overview for Educators
- Outcomes-Driven WBL Overview for Partners
- 3 Student Goals for Outcomes-Driven Work-Based Learning

#### Prepare for Work-Based Learning

- College & Career Readiness vs Work-Based Learning
- Planning for WBL: Part 1 & Part 2
- Student Aspirations Template
- Student Activity: Personality & Career Exploration
- Student Skills Self-Assessment

#### **Designing for Impact**

- Designing for Impact Guide
- Outcomes-Driven Work-Based Learning Continuum

#### Plan and Implement Work-Based Learning

Lesson Plans

#### Planning and Implementing

- Communications Toolkit
- Planning Timeline
- Resume and Cover Letter
- Sample Questions (Mock Interview)
- Mentoring Guide

#### Student Facing

- Student Timeline (Informational Interview)
- Phone and Video Call Etiquette and Scripts
- Professional Dress Guidelines WBL Research Prep Activity
- Consent Form
- Student Thank You Note

#### Engage in Work-Based Learning

### Preparing for Engagement

- Presentation Template (Guest Speaker
- Partner Preparation Guides
- Worksite Tour
- Career Fair
- Informational Interview
- Job Shadow

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SEPTEMBER 2023

- Partner Preparation Guides cont Mock Interview
- Resume Review
- Skills Workshop
- Mentorship
- Partner Engagement Project

## **Work-Based Learning**

#### Resources

#### Planning

- Project of Value Plan
- Roadmap to Virtual Internships (Video)
- Converting Jobs to Internships (Video)
- Converting Jobs to Internships Checklist
- Future Ready Skills Assessment
- The Value of High School Internship

#### Internship Supervisor Hub

- Internship Supervisor Resources Overview
- Perspectives From Internship Supervisors & Interns
- Onboarding Checklist
- Daily, Weekly, Monthly
- Email Templates

- Build Me Up I Belong As I Am
- Internship Ecosystem Game
- DEIA Glossarv
- Moments of Mental Wellness
- Cultivating Connections with Your Fellow Internshi
- Future Ready Skills Assessment Notes
- Future Ready Skills Assessment Step-By-Step Guide
- Future Ready Skills Assessment How To (Video)
- Farewell, But Not Goodbye

#### Tracking For Impact

Prepare for Internships

Mentored Industry Projects

District C Introduction (Video)

Designing Your MIP Schedule

. Coach Future Ready Skills

Reflect With Purpose

Mentee Thank You Note

Internship Preparation Lessons

• Connect

My First Day

On the Job (Verbal)

 On the Job (Written) What Could Possibly Go Wrong

Monday Meetings

Rusy Project Week

WBL Skills Feedback Survey

Supervisor's Vacation

Farewell, But Not Goodbye

 WBL Skills Feedback Questions WBL Reflection Form

WBL Reflection Form Questions

How to Complete a Reflection Form

How to Reflect and Why It Matters

How to Access Reflection Form Responses

Reflectoscope – Why Reflection Matters (Video)

Let's Get Lunch

Building Your Industry Partner Relationship

Industry Resource: Scope a Good Problem

Mentored Industry Projects: A Career Preparation Activity

. Mentoring in the Project Space: Checking In With Your Mentor

Mentored Industry Projects Implementation Overview

Intern Skills Self-Assessment for MIP

Keep Student Deliverables Organized

Mentored Industry Projects FAO

Internship Prep Lesson Overview

. My Story, My Strengths, My Goals

Internship Preparation Lessons Educator Guid

#### Overview and Data Templates

- Outcomes-Driven Work-Based Learning Tech Tools Overview WBL Storytelling Templates Design Examples
- Data Analysis Template
- **WBL Participation Tracker**

- How to Add an Activity
- How to Add Students to an Activity
- Introduction to the WBL Participation Tracker: Part 1 & Part 2

- Roadtrip Nation SkillsBuild Online Course

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STEM Careers Coalition

#### Resources by External Partners

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- Youth Mentoring Program
- The Benefits of In-School Student Mentoring

SEPTEMBER 2023

## **Work-Based Learning**

NAF BE FUTURE



#### Outcomes-Driven Work-Based Learning Video Series

- Overview of the 3 Outcomes
- Introducing Students to ODWB
- Future Ready Skills Overview
- ODWBL and WBL Continuum
- Engaging Students in ODWBL
- What's Changing with NAFTrack Certification?
- NAF's Tech Tools
- Coding Activities in the WBL Participation Tracket
- WBL Reflection Form
- WBL Skills Feedback Survey
- Future Ready Skills Assessment

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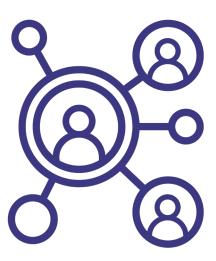
# ODWBL: 3 STUDENT SUCCESS OUTCOMES



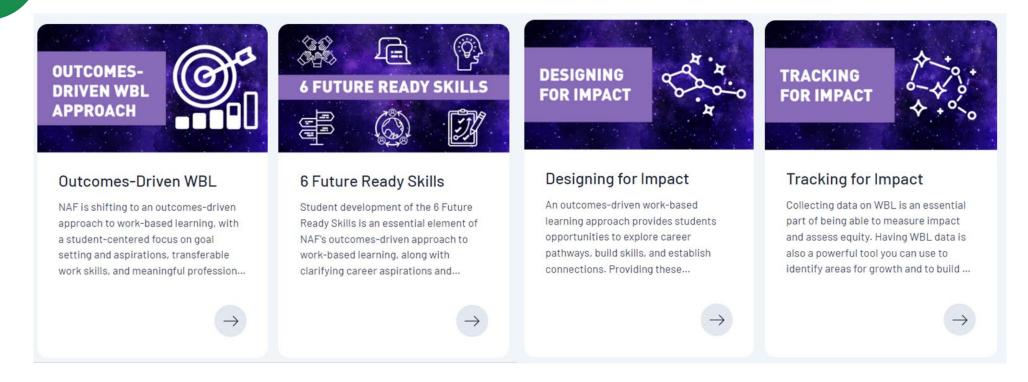




**SKILLS** 



**CONNECTIONS** 

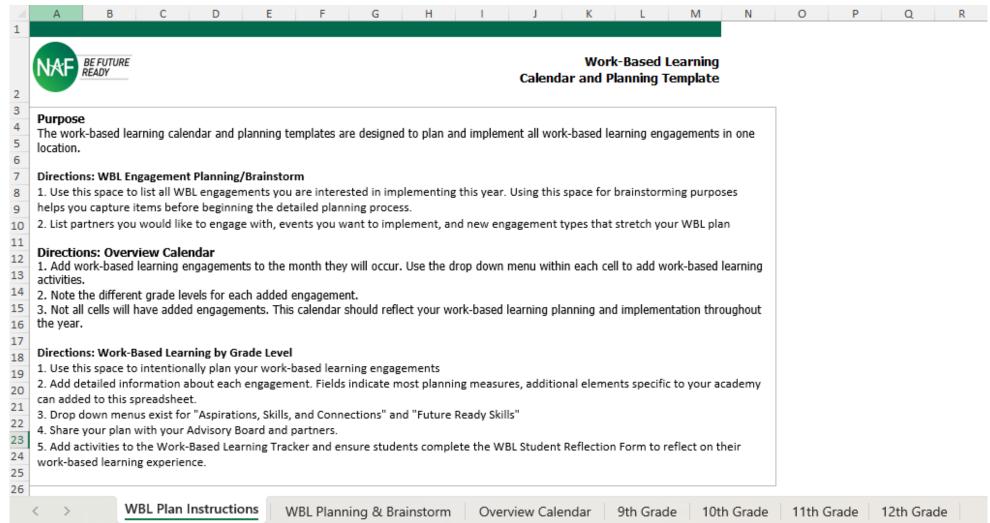


# **Dedicated Pages within the WBL section of ASH**

- Each page houses resources related to ODWBL topics



# **EDUCATOR RESOURCES – WBL CALENDAR & PLANNING TEMPLATE**





## **EDUCATOR RESOURCES - VIDEOS**

## Overview and "How to" videos on:

- 3 Outcomes for ODWBL
- Introducing Students to ODWBL
- Future Ready Skills Overview
- ODWBL and WBL Continuum
- Engaging Students in ODWBL
- ODWBL Workflow for Educators
- What's Changing with NAFTrack Certification?
- NAF's Tech Tools
- Coding Activities in the WBL Participation Tracker
- WBL Reflection Form
- WBL Reflection Form Data: Using Student Voice to Measure Impact
- WBL Skills Feedback Survey
- Future Ready Skills Assessment







# **EDUCATOR RESOURCES – LESSON PLANS**

## **WBL Activities**

- Skills Workshop
- Informational Interview
- Mock Interview
- Resume Review/Coaching
- Worksite Tour

# Flexible implementation

Designed to fit with any course & are not industry specific.

# **Lesson plan elements**

- Introduction to the WBL Engagement
- Teacher, Student, & Partner Preparation
- Work-Based Learning Implementation





workshops

connected learning and engagement, and active participation in work-based learning. In this lesson, invite industry professionals to lead students in a skills workshop focused on developing skills needed in their industry.

## Students will: careers

Practice skills and

understand their

career aspirations Explore career pathways,

develop caree

understandings

connection to personal

aspirations and career



Explore the career and industry of the speaker through career research

Skills

Specific skills based on industry partner expertise

**Aspirations** 



Skill Identification: To identify the skill(s) of focus for your industry professional, consider the grade level(s) of your students, the skills or competencies they may need to work on, and what course(s) they are currently taking that might provide a foundation for or additionally support their skill development after the workshop. Examples of skill development workshops:

- A student problem-solving activity with a real-world industry situation and solution (i.e. scenarios or case studies)
- A lesson of a targeted technical skill (MS application, networking, coding, etc.)
- · An existing student project that can be connected to a career/pathway

Identify the Industry Professional: After identifying the skill(s), consider who is best prepared to deliver content for this skills workshop. Consider Advisory Board members, community partners, or other college and career readiness district personnel who use the identified skill(s) in their everyday work. Use the communications toolkit to reach out to potential participants.

Speaker Preparation: Prior to the engagement, work with the selected person to create resources for workshop implementation, including:

- Speaker slide deck
- Preparation Guide
- · Workshop tools such as student activities, worksheets, planning documents, etc.
- · Rubrics or assessment tools, if needed









## **EDUCATOR RESOURCES – SHORT GUIDES**



## **Work-Based Learning Activity Definitions**

## **CAREER AWARENESS ACTIVITIES**



#### **Guest Speakers**

Guest speakers are industry professionals who share information about their industry, QQ company, career path, and the knowledge and skills required to pursue and be successful in their career. Skills workshops elevate the traditional guest speaker experience by having professionals lead a session with students to help them develop a certain career readiness or technical skill during their time together.



Worksite tours allow students to visit a company's workspace and see the environment, expectations, and requirements of the workplace, professions, and industries up-close.



Career fairs bring together business partners from a variety of careers to share information about their company, their job, and what education, skills, and knowledge are required for success in their careers.

## CAREER EXPLORATION ACTIVITIES



## Informational Interviews



Informational interviews offer students an opportunity to practice their communication skills by initiating contact with a business professional and interview them to learn more about their industry, company, and career path.



#### Job Shadows

Job shadows allow students to spend time one-on-one with an employee observing and participating in their daily activities to learn more about their job and a typical workday.



#### Mock Interviews

Mock interviews allow students to practice their interviewing skills and get feedback from business partners.



Career mentors are industry professionals who build ongoing relationships with students or student teams to explore potential careers, provide guidance on navigating college and career pathways, and build their professional network. Mentors model necessary skills and assist students in working toward skill mastery.



#### Resume Coaching/Review Sessions

Resume review activities allow students to get feedback from business professionals as they prepare their resumes for mock interviews and internships.



Student development of the 6 Future Ready Skills is an essential element of NAF's outcomesdriven approach to work-based learning, along with clarifying career aspirations and building professional connections. These 6 skills were carefully selected after working with MHA Labs to build upon their thorough research and holding conversations across the NAF Network. By building these skills through work-based learning activities and receiving feedback from professionals, students will be positioned for success in the world of work today and tomorrow.

#### COLLABORATION

. Encourages the ideas, opinions, and contributions of others, leveraging individual



- · Clarifies areas of disagreement/conflict that need to be addressed to achieve a
- Seeks to obtain resolution of disagreements/conflicts to achieve a common goal

Also referred to as: accountability, cooperation, helpfulness, leadership, participation, conflict resolution, teamwork

#### COMMUNICATION



- · Organizes information that serves the purpose of the message, context, and
- · Uses and adjusts communication strategies as needed based on the purpose of the message, context, and audience
- . Signals listening according to the rules/norms of the context and audience
- · Seeks input to gauge others' understanding of the message
- · Asks questions to deepen and/or clarify one's understanding when listening to

Also referred to as: listening, negotiation, persuasion, presentation, verbal or written communication

### **PROBLEM** SOLVING

- · Defines problems by considering all potential parts and related causes
- Gathers and organizes relevant information about a problem from multiple sources
- Generates potential solutions to a problem, seeking and leveraging diverse perspectives



- · Identifies alternative ideas/processes that are more effective than the ones previously used/suggested
- · Evaluates the advantages and disadvantages associated with each potential solution identified for a problem
- Selects and implements the best solution based on evaluation of advantages and disadvantages of each potential solution

Also referred to as: creative, critical thinking, decision making, innovative, process-oriented, strategic



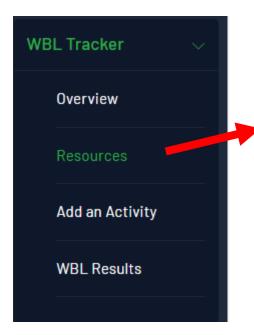


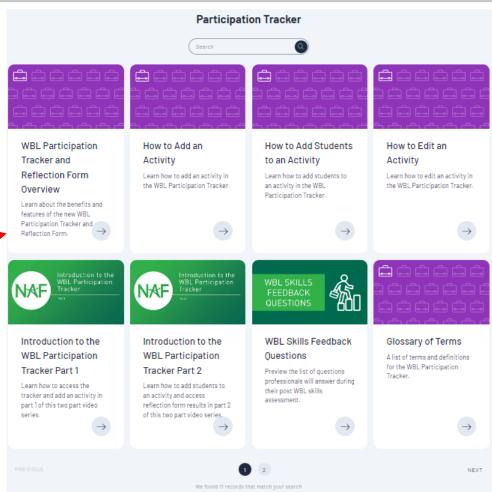




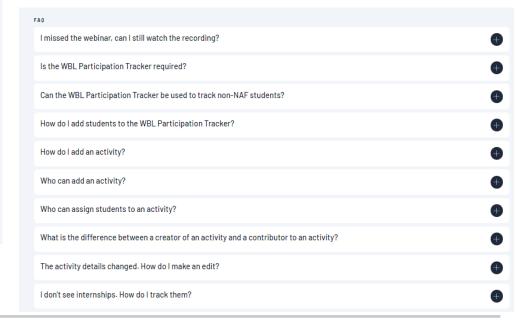
# **EDUCATOR RESOURCES – WBL TRACKING TOOLS**

## **WBL SECTION OF ASH**





### **Reflection Form** REFLECTION FORM How to Reflect and Why It Reflectoscope - Why WBL Reflection Form Matters Reflection Matters Questions Help students understand the importance of Being able to reflect on different experiences Preview the list of questions students will reflecting on their WBL experiences. enables you to be better prepared for what's answer during their post WBL reflectionnext. When it comes to work-based learning activities like worksite tours, mock interviews, and internships, reflecting helps... $\rightarrow$ $\rightarrow$



# STUDENT RESOURCES

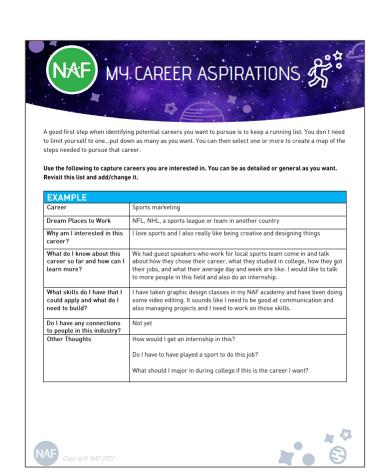


Importance of Reflection & How to Do It (available now)



Future Ready Skills series (in production)

**Videos** 





Being part of a NAF Academy means you will have the chance to participate in career-related activities, including work-based learning. Each activity will help you work on 3 central goals. Achieving these goals by the end of your NAF Academy experience means you are doing what it takes to start creating the career and life you want.

# 2500

#### ASPIRATIONS

Choose at least one career you are interested in and develop a map of how you will get there.

Identifying a career and mapping the steps in the journey to achieving it will help you have a clear sense of what comes next. If you are not quite sure which path you want to pursue yet, that's okay! Choosing one career to focus on at first doesn't lock you in - it helps you learn how to chart your course forward, no matter how many potential careers you have in mind.



### **SKILLS**

Develop the 6 Future Ready Skills, receive continuous feedback from industry professionals, and be able to communicate your strengths.

6 Future Ready Skills:

Communication Problem-Solving
Collaboration Planning for Success
Initiative & Self Direction Social Awareness

"The only constant is change." Developing the 6 Future Ready Skills is the best way to prepare yourself for whatever comes ahead. These are skills that will help you land, keep, and grow within 1 or more careers for many years to



#### CONNECTIONS

#### Build at least three professional connections.

Who you know makes a difference. Research from multiple sources shows that as many as 85% of jobs are obtained through networking and that 70% or more of these positions are never advertised. Having professionals in your corner will help you learn more about the career you're interested in and open doors to opportunities others may never even hear about.



Conveight NAF 2022

**Templates** 

**One-pagers** 



# **STUDENT-DESIGNED ACTIVITIES**

# Created by a NAF student

# 4 topics:

- Personality & Career Exploration
- Solving International Challenges
- **Interviewing Career Professionals**
- Close-by Connections



#### **Assignment Focus**







Problem-Solving

Collaboration

No matter what career field you enter, there will always be issues and conflicts that need to be resolved. Problem-solving and communication are skills that everyone should practice to prepare themselves for any unprompted situations that require creative solutions. While working internationally, thinking ahead and being knowledgeable about your environment helps break down barriers and prevent challenges while strengthening your social awareness as well. Behavioral, social, and cultural customers are all things that need to be considered when you travel to new places to avoid any offensive behavior.

In this short activity, you will prepare to visit an international country on behalf of a company, tasked to develop business connections while navigating cultural clashes. In groups of four, you and your classmates will decide on an international country to visit, determine a company to represent, and do some research on both the chosen country and company to understand any business practices that might conflict with cultural norms and/or common customs. Together, you will explore various cultures to widen your social awareness and practice problem-solving by creating solutions to avoid cultural clashes.

 Use this resource to collect information on international countries and their cultures https://www.commisceo-global.com/resources/country-guides



## Solving International Challenges

Complete the chart below and be ready to present your findings to the class.

#### International Customs

miter national oustoins	
Language	Society & Culture
Common Etiquette & Manners	Business Etiquette

#### Reflection Questions

- 1. Compare these customs to your home country. What are some similarities and differences?
- 2. Identify cultural clashes that affect your business. Create a solution to at least one of the identified challenges.
- 3. What was a cultural clash from your chosen country that surprised you?
- 4. As other students are presenting their country and company, record one cultural clash from their chosen country. Does your chosen country share challenges with theirs?





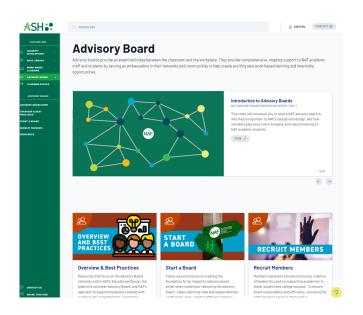








# **ADVISORY BOARD RESOURCES**



**Resources in AB** section of ASH





NAF is shifting to an outcomes-driven approach to work-based learning, with a student-centered focus on goal setting and aspirations, transferable work skills, and meaningful professional relationships. As a result of this new approach and your support as an Advisory Board member, students will be more confident and better prepared to navigate their professional journey after high school. These students will be able to identify their careers of interest, map a plan to reach their goals, master skills they need to be successful, and make connections with employer partners who can help them navigate their path forward.

#### **OUTCOMES**



#### **ASPIRATIONS**

Each student will have defined and mapped a plan for at least one career path.



Each student will have worked to develop the six Future Ready skills, received continuous feedback from industry partners. Advisory Board members, and/or local community professionals, and be able to articulate their strengths.



#### CONNECTIONS

Each student will develop at least three professional connections.

## **FUTURE READY SKILLS**

SOCIAL



COLLABORATION













PLANNING FOR SUCCESS

## As an Advisory Board member, a key part of your role is securing, coordinating, and/or participating

**WBL CONTINUUM: ACTIVITY IMPACT** 

in work-based learning experiences across the continuum of career awareness, exploration, and preparation based on students' needs.

#### **IMPACTFUL** MORE IMPACTFUL MOST IMPAC

#### Guest Speaker Worksite Tour Career Fair

## Exploration

Informational Interview Job Shadow Resume Coaching/Review Mock Interview Mentorship Skills Workshop Partner Engagement Project

#### Career Preparation

Internship Clinical Experience Apprenticeship Youth Apprenticeship Mentored Industry Project

#### **HOW YOU CAN SUPPORT OUTCOMES-DRIVEN WBL**

- · Have discussions with educators and the Academy Lead to find out students' careers of interest and help coordinate work-based learning activities that align with those interests.
- Partner with educators and Academy leads to create WBL activities where students prepare. actively participate, and reflect on their experience, as well as receive feedback on their development of the Future Ready Skills.
- · Get to know students and share your own experiences of deciding on career aspirations, building skills, and how your network has impacted your professional and personal growth.
- · Review and analyze WBL data together with educators and academy leads to identify opportunities for continuous improvement.

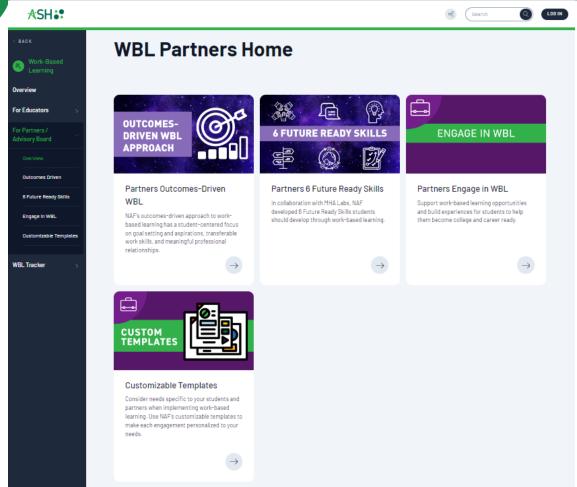




**WBL** video (working on updating)

**Short guides** (1-2 pgs.)

## **PARTNER RESOURCES**







### PARTNER PREPARATION GUIDE

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**GUEST SPEAKER** 

#### ABOUT THIS ACTIVITY

Guest speakers are professionals from an industry related to a NAF academy course or pathway who visit students in a classroom setting (inperson or virtually). As a guest speaker, you will share information about your education and training, what you like about your job, your typical and the knowledge and skills required to pursue and be successfu career. Students will have an opportunity to ask you questions.

#### HOW THIS ACTIVITY IMPACTS STUDENTS

Through NAF's Outcomes-Driven Work-Based Learning approach identify their careers of interest, map a plan to reach their goals, n they need to be successful, and make connections with partners li them navigate their path forward.

Guest speaker events typically impact students in the following wa





## BEFORE THE ACTIVITY

#### Prepare what you will discuss with students · Your career path, education, and/or training

- . How Future Ready Skills are used in your profession will n · Your industry and company, career options, and
- required education and/or training · Actions students can take during high school to prepare them for this career

## Decide how you want to share your story & how to

- engage students in asking questions Creating a slide deck is optional
- Feel free to use the Guest Speaker slide deck

- If in-person: Parking instructions, check-in process
   If virtual: Platform being used, log-in link

### THANK YOU FOR SUPPORTING N



## PARTNER PREPARATION GUIDE

PARTNER ENGAGEMENT PROJECT

#### **ABOUT THIS ACTIVITY**

Partner engagement projects are extended learning projects, generally less than 40 hours, that allow students to explore genuine industry and realworld challenges and provide students with an authentic learning experience while being guided by an industry professional.



The industry professional is not required to provide the challenge but could do so if they were interested. They offer support through project mentoring that includes supervising project development and problem solving through intentional feedback and connection.

Partner engagement projects are meant to prepare students for a more indepth mentored industry project and can happen in or outside the classroom. Industry-sponsored Challenges in KnoPro [powered by NAF] are

#### HOW THIS ACTIVITY IMPACTS STUDENTS

Through NAF's Outcomes-Driven Work-Based Learning approach, students will be able to identify their careers of interest, map a plan to reach their goals, master Future Ready Skills they need to be successful, and make connections with partners like you who can help them navigate their path forward

Partner engagement projects typically impact students in the following ways:





HIGHLY LIKELY



#### SAMPLE PROJECT

#### A.I. for Good

The following project was featured as a Challenge on KnoPro during April-May 2023

Artificial intelligence (A.I.) is everywhere these days, even in places you might not have realized. While there are enormous benefits of A.I., there's also plenty of ethical issues and ways it can be used in harmful ways

In this Challenge, you'll address the guestion:

 How can the power of A.I. be used for good? What new products, business ideas, or marketing campaigns could you create to leverage A.I. for a positive impact in the world?

Winning submission video

THANK YOU FOR SUPPORTING NAF STUDENTS!

WBL activity prep guides (1-2 pgs.)

- Use supporting resources for yourself, students, and AB members/partners so that everyone is prepared
- Find the format that works best for you (video, short guides, etc.)
- Student-facing resources are great as short, in-class activities or can be part of assignments
- Check in with your Portfolio Manager or our team with questions/suggestions

# LIVE DEMO



# QUESTIONS





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