



MONTANA CAREER ASSOCIATION
LEAD
MONTANA CONFERENCE



24TH ANNUAL LEAD MONTANA CONFERENCE TIPS FOR A SUCCESSFUL CONFERENCE

LOCATION: RADISSON HOTEL, HELENA, MT DATE: TUESDAY, OCTOBER 31, 2017

THEME: INNOVATE

This year's theme is **Innovate**. Your JMG classroom is the perfect place to foster innovation. Innovation means to make changes in something established, especially by introducing new methods, ideas, or products. Through JMG we hope to prepare students with what employers want: employees that are problem solvers that utilize critical thinking skills to improve the way things are done. We are continually amazed at the innovation happening across the state and look forward to seeing this exhibited in your 2017 LEAD Chapter Project, good luck, see you soon!

TIPS FOR HAVING A GREAT LEAD MONTANA EXPERIENCE

- Get to know your JMG classmates and teacher(s) – they are incredible people with a lot to offer.
- Network with students across the state – you'll be seeing them again at IGNITE in April!
- Participate in the morning leadership training - the more you put in, the more you'll get out of it!
- Work hard to grow as a leader and as a person – be open!
- Celebrate the accomplishments of your peers, your teachers, and YOUR personal accomplishments too!
- Network with business, government, and nonprofit professionals who are interested in helping YOU achieve your professional and personal goals.
- Make a plan for how you're going to share what you learned with your JMG classmates back at school.
- Go home inspired and motivated to have a great year with JMG!

NETWORKING TIPS

- Practice making proper introductions, greetings, and interviewing techniques with other students. Role play different situations. Use your G.N.A.P. (**G**reeting, **N**ame, **A**ffiliation, and **P**urpose) skills!
- Always wear your name tag (and make sure it is turned the correct way, so people can read it).
- Present yourself in a positive and confident manner.
- When someone approaches you...
 - Stand up.
 - Smile.
 - Shake hands firmly, regardless of gender.
 - Make eye contact.
 - Repeat the other person's name and use it at least once during the conversation. (If it is a difficult name to say, ask her/him for the correct pronunciation - they're likely used to being asked!)
- When someone addresses you by the wrong name, DON'T pretend you didn't hear the person. Politely correct them, with a smile, and help them pronounce it correctly.
- Address adults by his/her last name until the person asks you to do otherwise. Ask students what they prefer to be called.
- Be intentional about your body language and speech...
 - Smile – be enthusiastic!
 - Maintain proper posture and eye contact.
 - Avoid nervous mannerisms such as playing with your hair or jewelry.
 - Lean forward slightly to express interest and be comfortable in your seat.
 - Speak in a clear voice, using good grammar, and avoiding slang.
- Always say "please" and "thank you."
- Remember: everyone matters. Each person you interact with deserves your attention and respect, whether it's the hotel staff, teachers from another school, or the Governor of Montana.
- Consider writing a thank you letter or email to one of your new contacts so that you can add them to your network! Ask a teacher for help if you need it.



NOT SURE HOW TO STRIKE UP A CONVERSATION WITH OTHER CONFERENCE ATTENDEES, OR WHAT QUESTIONS TO ASK?

HERE ARE SOME IDEAS.

ADULTS	STUDENTS
• Tell me about yourself.	• Tell me about yourself.
• What do you do for work?	• Where do you go to school?
• What kind of education did you need to get where you are today?	• What classes are you taking this semester?
• What does your typical work day look like?	• How are you balancing all your school/sports/personal activities so far?
• What motivates you in your work?	• Why are you in JMG this year?
• What are your short-term goals?	• What projects do you want to do in JMG this year?
• What are your long-term goals?	• What do you think you might do after you graduate?
• What are you most proud of in your career?	• Which of your accomplishments are you most proud of?
• How do you spend your spare time? Do you have any hobbies?	• What are you involved in at school?
• How do you define success?	• How do you define success?
• What advice do you have for me as I start this school year? And life after graduation?	• What's the best thing you've learned so far today?
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BRAINSTORM SOME OF YOUR OWN IDEAS WITH CLASSMATES AND TEACHERS!