



MONTANA CAREER ASSOCIATION

IGNITE MONTANA

CONFERENCE

APRIL 24 – 25, 2019

RED LION HOTEL & CONVENTION CENTER, BILLINGS, MONTANA



## 29<sup>TH</sup> ANNUAL IGNITE MONTANA CONFERENCE STUDENT TIPS FOR A SUCCESSFUL CONFERENCE

### THEME: MOBILIZE

This year's theme for the 2019 IGNITE Montana Conference is "Mobilize." Through utilizing the three components of the JAG Advantage, Jobs for Montana's Graduates and Jobs for America's Graduates are leading the movement in mobilizing classrooms across the state of Montana.

The JMG IGNITE Montana Conference provides student the opportunity to demonstrate their employability and leadership skills, participant in activities, workshops and networking events. All culminating in a formal luncheon to highlight the achievement of JMG Career Specialists, Students, and Stakeholders. The IGNITE Conference offer all JMG student the opportunity to continue to build on the empowerment skills they have developed throughout the school year.

### TIPS FOR HAVING A GREAT *IGNITE MONTANA* EXPERIENCE

- Review Competitive Event guidelines, in which you are competing, on the [JMG Webpage](#)
- Review the schedule of events, so you can be on time
- Find the Competitive Event room the day before you compete
- Report to your competitive event room early, to avoid disqualification
- Network with students across the state – this is good practice for the career fair/networking event
- Attend workshops and come ready with questions for presenters
- Attend career fair/networking social and interact with business, government, and nonprofit professionals. They are interested in helping **YOU** achieve your professional and personal goals
- 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
- Go home inspired and motivated to finish the school year strong

### Dress Code Information

- **Business Attire:** Make sure your students have appropriate business attire (*Definition from the Professional Standards document*). Business attire is an upgrade from business casual and is conservative in nature. No hats are allowed.
  - **Men and Women:** Business professional attire means a suit! The suit should be navy, dark gray, or black. Pinstripes are acceptable. The shirt should be clean and unwrinkled. Shoes should be in good shape and clean. Dress shoes only.
  - **Men:** Ties should be conservative and not flashy. Socks should cover the calf when seated and be a dark color to match your suit.
  - **Women:** Make sure skirts are at least knee length. Women should always wear hosiery and closed-toed shoes. High heels 3" or higher should be avoided. Tight shirts or ones that reveal cleavage, skin on the back, and/or stomach, should also be avoided. Excessive, clunky, dangly or non-conservative jewelry should be avoided).
- **Conference activities are planned on Day 1 from 8:00 AM to 6:30 PM and from 8:00 AM to 2:30 PM on Day 2. Keep this in mind when helping students plan their wardrobes.**



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**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 nametag (make sure 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 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.
  - Stay alert.
  - 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.

**Networking Opportunities:** (Tentative)

AHEC	Rocky Mountain College	AmeriCorps - Law Services
Job Corps	Verve Exchange - Shannon Stober	MSU Extension Office
Registered Apprenticeship	Montana Conservation Corps	Smoke Jumpers
Montana State University Billings	AmeriCorps - VISTA	US Forest Service



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## 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 have you finished 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 extracurricular activities or clubs 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 finish my high school career? 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!**