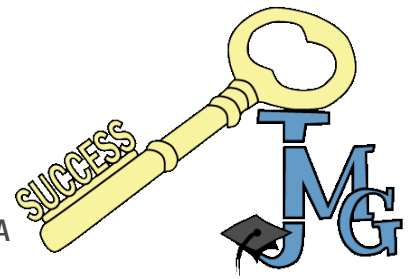


CAREER SPECIALIST PREP GUIDANCE

CONFERENCE PREPARATION:

- **Submit Registration:** Online registration is due **Friday, March 16, 2018**.
- **Make Hotel Reservations:** To receive the JMG discounted rate at the Radisson Hotel - Billings, make hotel reservations for the conference before the hotel deadline of **Friday, March 16, 2018**.
 - **JMG block rate:** \$89.00 + tax per night.
 - **Call:** (406) 248-7701
 - **Reservation code:** JOBS0424
- **Permission Slips/DLI Media Release Form:** Please collect any signed parent permission slips and DLI Media Releases for all students attending. If you already gave your Program Manager Media Release forms during your fall site visit, or you brought them to LEAD Montana, you do not need a second copy for IGNITE.
- **Go over Tips for a Successful Conference with students:** See [JMG Webpage](#) to review this document regarding how students can actively prepare for competitive events, workshops, career fair, and networking social in order to have a great IGNITE Montana Conference experience.
- **Complete all Conference Registration Materials by March 16:** Pre-Conference Materials (including pre-conference registration forms and competitive event submissions) are due along with On-Site registration forms. See [JMG Webpage](#) for IGNITE Conference Checklist document. This document should provide you a one page overview of everything needed for IGNITE Montana Conference.
- **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.**



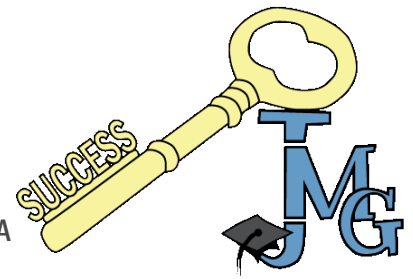
CHECK OUT THESE CURRICULUM RESOURCES TO PREPARE STUDENTS FOR INGITE:

- [B13L1ACT1](#) & [B13L1ACT2](#)- Interview Role Play and GNAP (first impressions!)
- [C14-L1](#) and [C14-L2](#) Personal Appearance and [C14L2PP1](#) – Dress for Success Trivia Game
- [C19-L1](#) Human Relations (covers politeness, civility, communicating with diverse people, adapting to people and situations, and hand shake protocols)
- [D24-L1](#) Verbal Communication, [D24L2WS1](#) Non Verbal Communication, and [D24L1PP1](#) GNAP Power Point
- [E26-L1](#) and [E27-L1](#) Lessons/Activities address being part of a team, leadership styles, and other skills that will be helpful during the workshops
- [E28L1ACT1](#) – May I introduce you? Practice for introductions at FLC, both during training and the luncheon
- [F37-L1](#) Lesson Plan and the [F37L1PP1](#) Power Point address Etiquette as it relates to communication, formal dining situations, and more

COMPETITIVE EVENT SPECIFIC CURRICULUM RESOURCES:

- Chapter Web Page Design:
 - [D23-L2](#) Plagiarism, communicate in writing
- Decision Making:
 - [A3-L2](#) Heroes and Values, identifying lifestyle and relate to selected occupations
- Employment Prep:
 - [B7-L1](#) Write a resume, construct a resume
 - [B7-L2](#) Career Portfolio, construct a resume
 - [B8-L1](#) and [B8-L2](#) Job Search, conduct a job search
 - [B11-L2](#) Job Application, complete a job application
- Exploratory Career Notebook:
 - [A1-L1](#) and [A1-L2](#) Exploring Skills, Aptitudes and Interests, identifying occupational interests, aptitudes and abilities
 - [A2-L2](#) Applying Interests to Career Choice, relate interests, aptitudes, and abilities to appropriate occupation.
 - [A4-L1](#) Career Path, develop a career path for a selected occupation
 - [A4-L2](#) Career Clusters, develop a career path for a selected occupation
 - [A5-L1](#) and [A5-L2](#) Job/Career Portfolio, select an immediate job goal
 - [A6-L1](#) and [A6-L2](#) Job Analysis/Conditions, describe conditions and specifications of the job
 - [B8-L2](#) Job Search, conduct a job search
- Poster/Slogan:

MONTANA CAREER ASSOCIATION
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- [D23-L2](#) Plagiarism, communicate in writing
- [E29-L1](#) Competition, compete successfully with peers
- **Critical Thinking:**
 - [A3-L2](#) Heroes and Values, identifying lifestyle and relate to selected occupations
 - [A6-L2](#) Job Analysis, describe conditions and specifications of the job goal
 - [E28-L1](#) Group Presentation, deliver presentation to a group
- **Electronic Presentation:**
 - [E28-L2](#) Group Presentation, deliver presentation to a group
- **Public Speaking:**
 - [E28-L1](#) and [E28-L2](#) Group Presentation, deliver presentation to a group
 - [E28L1ACT2](#) Prepared speeches
- **Telephone Techniques:**
 - [D24-L1](#) Communicate Verbally
 - [B10-L2](#) Telephone Techniques, use the telephone to arrange an interview
- **Life Math Skills:**
 - [D25-L1](#) Developing Math Skills, perform mathematical calculations
 - [D25-L2](#) Understanding Taxes, perform mathematical calculations
- **Words in the Workplace:**
 - [D22-L1](#) and [D22-L2](#) Follow Written Instruction, comprehend written communications
 - Study the Words in the Workplace [Vocabulary List](#)

PROJECT BASED LEARNING IDEAS:

JAG Project Based Learning menu items 1-12

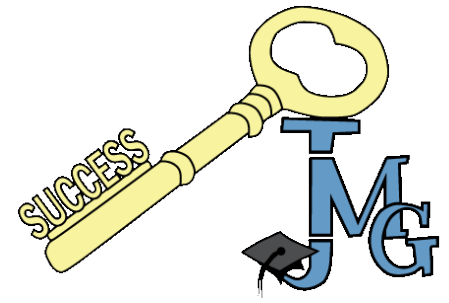
Character Development	21 st Century Skills	College Readiness	Healthy Lifestyles
Career Association	Job Survival	Employment Skills	Goal Setting
Career Exploration	Money Management	Service Learning	Entrepreneurial

Instructions to access JAG's PBL resources:

- Access Jobs for America's Graduates (JAG) website: <http://jag.org>
- Select **User Login** in the upper right hand corner of the screen 
- Login using your eNDMS login information
- Select the **Resources** link in the blue banner across the top of the page
- Select the **Library** link from the dropdown menu
- Select the **Project Based Learning Resources** link at the bottom of the library section



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ONCE AT THE HOTEL

- **Hotel Check-in:** Turn off the long distance calling and movie rentals upon checking in.
- **Student Room Keys:** Get keys to your students' rooms – check on them periodically.
- **Hotel Grounds:** Students do not need to leave the hotel for any reason unless with or approved by you.
- **Keep Watch:** Assure that all students are in their rooms at night. If you hear doors opening, check!

DAYS 1 and 2 OF THE CONFERENCE

- **Monitor Dress:** Make sure your students are dressed appropriately.
- **Nametags:** All students must wear their nametag.
- **Attendance:** Students must attend and stay in all sessions.
- **Students will have free time after Conference Activities on Day 1.** Make sure you have students back to the hotel by 10 PM, so they can get enough sleep for the second day.
- **Career Specialist Participation:** Participate in the activities with the students. It sets a good example and helps to keep your students involved (and it will be fun for you, too).
- **On Day 2 Checkout Early:** Pack up and check out before the conference begins, or utilize the noon break to quickly pack up and return to the activities scheduled for the day.

BILLINGS AREA ACTIVITIES

Students may want to go shopping, bowling or do something fun around Billings during free time. We recommend the following places:

Shopping

- Carmike Shiloh 14
- Kohl's
- Old Navy
- Rimrock Mall
- Scheels

Fun Activities

- Fireside Lanes or Sunset Bowl (Bowling)
- Geysers Park (Full Service Family Fun Center)
- Skate World Billings (Roller Skating)