



STUDENT PREPARATION GUIDE

30 YEARS OF CELEBRATING JOB for MONTANA'S GRADUATES

Highlighting our five pillars: Connect, Student Voice, Mobilize, Innovate and Empower

**APRIL 8TH - 9TH 2020
GREAT NORTHERN HOTEL
HELENA, MONTANA**

Welcome to IGNITE Montana 2020

The Jobs for Montana's Graduates IGNITE Conference offers all JMG students the opportunity to continue to build on the skills they have developed throughout the school year. This conference provides students the opportunity to demonstrate their learned employment, leadership and personal skills. Students are able to further showcase these skills through participation in community service activities, competitive events, workshops, and networking opportunities.

IGNITE 2020 will be unique in that it will include two formal celebrations. The first formal celebration will be the evening of April 8th. Students, Staff, and Career Specialist will be required to attend and dress in business professional clothing as we celebrate 30 years of JMG in Montana. The second celebration will be held on April 9th. This formal awards luncheon is held every year to highlight the achievements of Career Specialists, Students, and Partners; business professional clothing is required.

Please take the time to review the following pages as they provide guidance to ensure YOU have a great IGNITE experience! Thanks for all of your hard work and dedication,

Jobs for Montana's Graduates Staff

HOW TO HAVE A GREAT IGNITE MONTANA EXPERIENCE

BE PREPARED

- Review Dress Code Guidelines
- Review Competitive Event guidelines, in which you are competing, on the JMG Webpage
- Review the schedule of events
- Find your Competitive Event room and arrive early to avoid disqualification
- Attend workshops and come ready with questions for presenters
- Practice G.N.A.P. (Greeting, Name, Affiliation, and Purpose) for Networking
- Celebrate the accomplishments of your peers, your teachers, and YOUR personal accomplishments too
- Go home inspired and motivated to finish the school year strong

NETWORK

- Practice making proper introductions, greetings, and interviewing techniques with other students. Role-play different situations.
- Use your G.N.A.P. (Greeting, Name, Affiliation, and Purpose) skills!
- Always wear your name tag (make sure people can read it).
- Present yourself in a positive and confident manner.
- When someone approaches you...
 - Stand up.
 - Smile.
 - Shake hands firmly
 - 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!)
- If 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 your Career Specialist for help if you need it.

NOT SURE HOW TO STRIKE UP A CONVERSATION 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 are your goals?	Why are you in Jobs for Montana's Graduates?
What are you most proud of in your career?	What do you think you might do after you graduate?
How do you spend your spare time? Do you have any hobbies?	Which of your accomplishments are you most proud of?
How do you define success?	What extracurricular activities or clubs are you involved in?
What advice do you have for me as I finish my high school career and life after graduation?	How do you define success?
What motivates you?	What's the best thing you have learned so far today?

BRAINSTORM SOME OF YOUR OWN IDEAS WITH YOUR CLASSMATES AND TEACHER
