

Operation Preparation: Advising Session Guide

Topic	Guiding Questions	Action Plan
Get acquainted	Who am I?	<ul style="list-style-type: none"> • Tell the student about yourself – job title, where you work, if you live in Trigg County or elsewhere, if you are from here or moved here recently, etc. • Ask the student to tell you about himself/herself.
Overview of advising session	Why are we here?	Tell the student what you will discuss today: <ul style="list-style-type: none"> • Career interests • Test scores and how those relate to careers • High school courses • How to prepare for the workforce
Career Interests	What are your career interests?	Utilizing the <i>ILP</i> (Individual Learning Plan), discuss: <ul style="list-style-type: none"> • Of your saved careers, which one interests you most? • Why are you interested in that career? • What skills do you think you will need in that career? • Share your insights about that career.
Review of your high school course of study	Do you see a connection between your course of study and your top career choices? Are you on the right path to graduate?	Utilizing the “Career Pathways at Trigg County High School” form, discuss: <ul style="list-style-type: none"> • What career major at TCHS is the right one for you? • If 8th grade: point out the classes the student will need to take. • If 10th grade: Are you taking these classes in order to complete this major?
Making the most of your high school experience	What are some strategies you will need for achieving success in high school and beyond?	Provide practical suggestions on: <ul style="list-style-type: none"> • Good study and research skills • Getting the most from your class experiences • Participating in co-curricular activities (clubs, etc.) • Participating in extra-curricular activities (athletics, etc.) • Developing personal and social skills • Exploration of potential colleges/careers

<p>Understanding the expectations of future employers</p>	<p>What are some strategies you will need for achieving success in a job and the future?</p>	<p>Provide practical suggestions on:</p> <ul style="list-style-type: none"> • Job acquisition skills • Being on time for work • Communication skills on the job • Dress codes on the job/dressing for success • Using technology at work (cell phones, computers and appropriate use) • Following policies and procedures on the job • Working as a team/getting along with coworkers • Opportunities for advancement • Taking on leadership roles
<p>Wrap up</p>	<p>Where do we go from here?</p>	<ul style="list-style-type: none"> • Summarize the session, see if they have questions, thank them for meeting with you