



CAREER SKILLS

Professional & Personal Development

Orientation

Welcome and Introduction

Name

Where you
work

How you
learned about
the class

What are you
hoping for in
the class

History of Career Skills

- Developed for MDI by Maven Enterprise
- Many different iterations
- Have had over 120 participants in the class
- Great feedback
- Have developed Career Skills 201
- Covid
- Train the trainer was developed – Over 150 participants
- Remote training with facilitators at each location
- Free to you from grants to MDI

Class consists
of

- 8 sessions
- 2 times a week for 4 weeks
- The last session is a graduation celebration
- There will be tasks for the facilitators each session
- There will be homework for the participants each day

Expectations

- Facilitators will log on at least 15 minutes prior to the start of the training
- Facilitators will log on with computer video and microphone so all groups can engage
- Facilitators will be prepared with all materials prior to the session
- Facilitators will encourage all students to fully participate and complete the homework
- Depending on your groups and the conversations facilitators may need to include other information and conversations.
- Facilitators will agree to participate in re-cap conversations each day
- Facilitators will evaluations at the end of the session

Expectation

All people in the classroom must participate. If you have DSP's or assistance, they must participate

Facilitator will be prepared to share

Evaluations



Must be sent to

- Jeanne Eglinton
Jeanne.Eglinton@mdi.org

Each time You use the Materials
an Evaluation must Be Completed
and sent

Walk through session 1

Slide show

Preparation
slide

Participant
workbook

Contact

Betsy Gadbois Bgadbois@starsvcs.com

Jeanne Eglinton Jeanne.Eglinton@mdi.org

Ketty Torrey ktorrey@starsvcs.com