

SESSION 16: GRADUATION AND JOB FAIR FACILITATOR GUIDE

SESSION GOALS

The final session is a time of celebration, to recognize the accomplishments of each participant and the group as a whole. Encourage participants to invite two friends or family members and invite all who were involved including speakers and mentors.

Goals for this session are:

1. To connect graduates to employers via an in-person job fair or by giving participants information about upcoming local job fairs and job boards.
2. To connect graduates to additional training that may be required for employment and advancement.
3. To have a graduation ceremony where Completion Certificates are given out.
4. To have a graduation celebration.

PREPARATION

Schedule a special graduation speaker to address the group for the graduation ceremony. One suggestion is to have a woman who is in management from a local construction, manufacturing, public safety or energy company come to tell her story about where she started with the company and her steps into management.

If you will be distributing graduation certificates, you'll want to prepare these in advance for each participant.

If having an in-person job fair, schedule the attendees in advance. Often this will be recruiters from the employers that were involved with the program all along.

If not be having an in-person job fair, gather information on upcoming job fairs and job websites for participants.

Prepare information on additional training that may be required for participants and where that training can be obtained.

Have participants invite guests to arrive for the Graduation Ceremony and Celebration.

Optionally, select a class speaker who will prepare and give a short speech — similar to a valedictorian.

Create a Contact List with all contacts for participants.

Print, prepare and gather all materials in the Materials section.

MATERIALS

Sign-in sheet (need to create) and Pens
Cake, Soda, Ice, Cooler, Pizza (optional), Utensils, Plates, Cups
Participant Guide containing all items with an * below
*WISE Pathways Action Plan for Session 16**
*WISE Pathways Overall Program Evaluation**
Blank *Certificate of Completion Form*
Filled-Out *Certificate of Completion* for each Graduate
Employer Evaluation Forms
Contact Lists*

SCHEDULE

Before Class	Sign-In, Mingling, Materials Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.
15 minutes	Introduction Review the information covered in the previous <i>Interviewing and Networking</i> session. Address any questions that arise. Set the stage for this special day and what will be accomplished.
45 minutes	Completion and Sharing of Action Plans Give participants about 15 minutes to complete their previous Action Plans. There is not a new Action Plan for this session. Then ask participants, as they feel comfortable, to share any aspect of their Action Plans with the group as a whole.
50 minutes	Job Fair or Finding a Job Info Hold an in-person Job Fair or discuss with participants how to find local, upcoming job fairs and other job websites. Job Fair can consist of Employer Partners. Also discuss what other training may be needed and where to obtain it.
10 minutes	Overall Evaluation and Questions Participants fill out the overall evaluation for the WISE Pathways program and ask any remaining questions they may have.

30 minutes	<p>Graduation Ceremony</p> <p>After the guests have arrived, the keynote speaker (Executive Director or program manager or whomever is available) welcomes the friends and family of the graduates, thanks all board members, speakers, mentors, staff, supporters of the program and any other donors, and, lastly introduces the next or class speaker – if any. After the keynote speaker, some staff from the program may say a few words – if desired.</p> <p>Lastly, each participant goes up to the front to receive her Certificate of Completion as her name is called.</p>
30 minutes	<p>Graduation Celebration. Networking, Goodbyes</p> <p>All share cake, network and say their goodbyes.</p> <p>Distribute Contact List to all graduates.</p> <p>Have employer representatives fill out <i>Employer Evaluation Forms</i>.</p>

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