# I-WIN Design Workshop: Career Exploration

## Design Template

The following questions have been provided for you and/or your group to think through all the moving pieces of developing and implementing a Career Exploration experience. This list is not exhaustive - please feel free to add rows or revise questions as needed!

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| **Overview of Event** |
| Endorsement/Industry Area(s) designing for |  |
| Why have you chosen this endorsement/industry area to design for? |  |
| Brainstorm a bit: briefly describe your initial thoughts on the event you’d like to create.  |  |
| Will this event be virtual, in-person, or hybrid?Why did you choose this model for delivery? |  |
| Which [Technical and/or Essential Competencies](http://pwract.org/wp-content/uploads/2020/05/PWR-Report-April2020-Final.pdf) will be incorporated in this event? How so?  |  |
| How will this event address a current gap and/or equity challenge that you have? |  |
| **Participants (students, youth)** |
| Do you have any feedback or insights about Participants' experiences with Career Exploration? Anything you need to keep in mind to do or not do to meet the needs of Participants? |  |
| How will Participants become aware of how to participate in this event? What will your messaging be for the event?*Will you do any targeted recruitment? Will this event be open to all students? How will students most in need of Career Exploration be intentionally included?* |  |
| How will Participants be engaged **before** the event? *What expectations do you have for them and how will you communicate these?* |  |
| How will Participants be supported to access this event?*If applicable, technology and/or transportation needs* |  |
| How will Participants be engaged **after** the event?*What insights would you like to gather from them?* |  |
| **Partners** |
| Do you have any feedback or insights about Partners’ experiences with Career Exploration? Anything you need to keep in mind to do or not do to meet the needs of Partners? |  |
| What Partner(s) do you have in mind for this experience?Are there secondary/ postsecondary institutions that you can include?  |  |
| What occupations and/or information on college and career pathways can the Partner(s) provide knowledge of?*Think outside the box here! Are there additional departments or programs they can include beyond the “typical” ones?* |  |
| How will you recruit Partners? What will your messaging be for the event? What can Partners expect from you?*How might this look different for existing Partners compared to ones you haven’t worked with before?* |  |
| How will you capture and record information on what Partners are able to provide?  |  |
| How will Partners be engaged **before** the event? *What expectations do you have for them and how will you communicate these?* |  |
| How will Partners be engaged **after** the event?*What insights would you like to gather from them?* |  |
| **Your Team** |
| Do you have any feedback or insights about your Team’s experiences with Career Exploration? Anything you need to keep in mind as you might present this idea to your Team? |  |
| What assets does your Team currently have that you can leverage to develop and implement this event?*Are there any Participants who can support as ambassadors for this event?* |  |
| Considering how you want to engage Participants and Partners, what support does your team need to implement a high quality experience?*Professional development, access to resources, defining roles and expectations, etc.* |  |
| How will you gather insights and feedback from your Team on the event? |  |
| **Moving into Action Planning** |
| Has your original event that you imagined and described in the first section changed at all as you have considered the experience and needs of stakeholders (Participants, Partners, and your Team)? If yes, how so? If no, why not? |  |
| How will you know if your event was successful and provided value to Participants and Partners? |  |
| What action steps do you need to take? Who will do each one? And by When? | (*use the below table to begin to scope this work out - please feel free to add rows as needed*) |

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| **Action Step** | **Person(s) Involved** | **Timeline** |
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This resource was created by [Education Systems Center at Northern Illinois University](https://edsystemsniu.org/).

The Illinois Work-Based Learning Innovation Network (I-WIN) is designed to help employers, educators, and students leverage innovative models for scaling high-quality work-based learning opportunities in school districts and community colleges across the State. This network explores ways to create equitable opportunities for students through both in-person and virtual learning. For more information on I-WIN and additional work-based learning resources, visit [edsystemsniu.org/i-win/](https://edsystemsniu.org/i-win/).