

# Community Example: Decatur Public Schools

## Essential Skills Training Program

Career exploration planning template for the Decatur Public Schools Essential Skills and Professional Etiquette Training Program detailing event overview and preparation activities.



## I-WIN

Illinois Work-Based Learning  
Innovation Network

# Attachments

1. Career exploration planning template for the Decatur Public Schools Essential Skills and Professional Etiquette Training Program.



# Career Exploration: Decatur Public Schools Essential Skills and Professional Etiquette Training Program

OVERVIEW		
<b>Title of Event</b>	Decatur Public Schools Essential Skills and Professional Etiquette Training Program	
<b>Type of Activity</b> <i>(job shadow, guest speaker, career fair, site visit, etc.)</i>	Locally provided training program with industry mentors	
<b>Model for Delivery</b> <i>(virtual, hybrid, in-person)</i>	In-person through coursework and hybrid/virtual through use of a career finder software program	
<b>Industry Partner(s)</b>	Caterpillar and St. Mary's Hospital	
<b>Endorsement Area(s)</b>	Health Sciences & Technology, Manufacturing, Engineering, Technology, & Trades	
<b>Occupations Represented</b>	Varies based on the industry mentors available to participate	
<b>Brief Event Description</b> <i>(include any links to resources and materials as you are able)</i>	Provide students with activities to help them identify career pathways that align with their individual goals and interests, as well as leadership and training related to essential skills and professional etiquette. Students will also have the opportunity to participate in workplace learning activities.	
	The Essential Skills and Professional Etiquette training program is integrated into credit earning programs and is offered by a former professional from Caterpillar. Students are able to earn dual credit through this program and conduct a number of career exploration activities. This program is offered through the local community college and has been adapted from a previous offering for adult learners.	
<b>Preparation Activities before the Event</b> <i>(include any links to resources and materials as you are able)</i>	<b>For Participants</b>	<b>For Partners</b>
	Student outreach during course enrollment periods to factor this program into their schedules.	Determine series of career exploration engagements throughout the duration of the course
<b>Reflection/Follow-up Activities after the Event</b> <i>(include any links to resources and materials as you are able)</i>	Students will develop an individual career plan that includes post-secondary transitions and certifications/degrees.	Local employers will connect with students to promote internship and other career opportunities available.

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This resource was created by [Education Systems Center at Northern Illinois University](#).

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/).