Regional Training Schedule

- **Southwest**
  - UW-Madison
  - March 4
- **Southeast**
  - WCTC, Pewaukee
  - March 11
- **Northeast**
  - NWTC, Green Bay
  - Feb. 16
  - UW-Stout, Menomonie
  - Jan. 27
  - March 10
- **Advanced Training**
  - 1:15-3:00pm
  - 9am-noon

Regional trainings are free. We recommend Basic Training for all professional subscribers. Advanced Training is recommended for WISCareers Administrators. For descriptions of Basic and Advanced Training, go to the on-line registration section of our website.

Use our easy, on-line registration!

To register for training, get directions, or view a map, go to wiscareers.wisc.edu and look under Professional Development, or call us at (800) 442-4612, ext. 4.

A Message from Kara McCarty

After completing all five assessments on WISCareers and seeing the occupations of technical writer, journalist, and reporter appear repeatedly, I have realized that the next step in my own career development is to move from sales and training into a position in which I can contribute more through writing. With the support of my colleagues and our director, the position of staff writer for our website and print materials has been created for me.

Ann will be the representative for those of you in Dodge, Fond du Lac, Green Lake, Langlade, Marinette, Menominee, Milwaukee, Oneida, Ozaukee, and Washington counties. Jessica will be the representative for Brown, Calumet, Columbia, Door, Florence, Forest, Kewaunee, Manitowoc, Oconto, Outagamie, Shawano, Sheboygan, Vilas, Waupaca, and Winnebago. Ann and Jessica are delighted to be working with you, and I’m pleased that they will be your representatives from this point forward.

Thanks, Kara

WC-Connection

The WC-Connection is an innovative website that connects schools and businesses.

**Business Information**
- WC-Connection provides local business information and employment opportunities to thousands of students and adults through WISCareers.
- The information about employers includes company descriptions, positions that are frequently open, top work values desired in employees, links to business websites, and more.

**Volunteer Exchange**
- Local businesses identify opportunities for students such as tours, volunteer work experiences, job shadowing, and professional development opportunities for teachers, counselors, and administrators.
- The Volunteer Exchange helps organize and track school-to-career activities locally.

Volunteer activities on the website are divided into three areas: Business Education Activities for Students, Business Work-Based Learning Activities for Youth, and Services for Educators/Schools.

For more information, go to http://wc-connection.org or call us at (800) 442-4612.

FREE GIFT! Now that we have your attention, visit your Wisconsin School Counselor Association Conference in Stevens Point and receive a free gift (while supplies last). Ann and Jessica will be on hand to meet with you and answer questions February 23rd-25th. The exhibit will be located in the Holidome.
Practical Applications

**WISCareers User Guide**

With so much to explore and utilize on the WISCareers website, we decided to give you a tool to help you use it to its full potential. Introducing the WISCareers User Guide.

We have designed this instructive guide with all of our subscribers in mind. It is easy to read, offers step-by-step instructions, and includes helpful screen shots. And, since this is an e-resource, we will be able to update it as we update the website.

To access the User Guide, just click on Support and Resources, then select User Guide from the menu on the left. Sections include:

- About WISCareers
- Getting Started
- Professional Section
- Administrator Section
- Strategies for Using WISCareers
- Appendix

**Featured Product**

*Career Times*

Career Times is designed to help your students consider their career options in terms of the U.S. Department of Education’s 16 career clusters: groups of occupations within the same industry that share knowledge and skills. By looking at career clusters, your students can quickly learn about other occupations that are related to ones in which they are already interested.

Career Times is written at a 6th grade reading level, making it useful for students with lower reading skills and middle school students who want to learn about different careers, but who are not concerned with highly detailed explanations of entry job responsibilities, tasks, and required knowledge.

**Career Times**

- **Order #CCT**  $29.95

**Career Times**

- **Value Pack (10) Order #CCTV**  $195

(Includes one Careers Times Teacher Guide)

**Career Times Teacher Guide**

The activities in the Career Times Teacher Guide are designed to be used with the 16 career clusters in Career Times. The activities are for middle school students. Depending on the activity, students may work individually or in groups, and the time per activity is approximately 45 minutes. Some activities require homework or participation of students’ family members. Activities include cross-references to Wisconsin and national career development standards and competencies.

**Career Times**

- **Teacher Guide Order #CCTG**  $12.95

**Wisconsin Business Center of Attention**

**Kudos from the Captain**

Congratulations to Captain Career winners for Fall 2004!

- Aquinas Middle/High School - La Crosse
- Beaver Dam High School
- Belleville High School
- Conserve School - Land O’ Lakes
- Eau Claire Memorial High School
- Edison Middle School - Janesville
- Glenwood City Middle/High School
- Green Bay Southwest High School
- Little Chute High School
- Melrose-Mindoro School District
- Menomonie Middle School
- Richland Center High School
- Ripon High School
- Whitewater High School

**Outta Site: Our Top Users**

Congratulations to our top users in Spring 2004!

**Take WISCareers to High School**

Current eighth grade students need to remember their WISCareers username and password, because they will be the first group to have their WISCareers accounts automatically transferred to the high school they’ll attend in the fall. For districts with one high school, WISCareers will automatically move eighth graders’ accounts into the high school after the end of the current school year. For school districts with more than one high school, beginning in January, eighth grade students will be asked to select the high school they think they will attend in the fall. We hope that this new process will streamline the account transfer for students and professionals alike. Note: If a student will be attending a different district in the fall, he/she will still need the student registration code for the new high school and will have to transfer his/her account using that code.

**Center of Attention**

**A New Online Course for Career Development Facilitators (CDF)**

A Career Development Facilitator (CDF) is a person who works in any career development setting, or who incorporates career development information or skills in their work with students, adults, clients, employees, or the public. As a CDF participant, you will receive training in 12 career competencies. Whether you take the class at home or in the classroom, the training includes hands-on and interactive teaching methods and opportunities to interact with colleagues from a variety of work settings. Each CDF group explores the curriculum together and forms its own support group that individuals can draw on again and again after completing the class.

For more information, go to www.cew.wisc.edu/cdf or contact Carol Edds, Coordinator, or Judy Ettinger, Instructor, by email at cewconf@education.wisc.edu or by phone at (800) 446-0399.