


Sample Career Boot Camp Agenda

Purpose of the Tool

A career boot camp allows college administrators to demonstrate the value of retraining to unemployed and underemployed workers. Boot camp participants should leave with the knowledge to explore, evaluate, and pursue their career goals. This tool describes the essential components of the career boot camp; college administrators may adapt the scale and duration of each session as necessary.

The agenda below contains titling and descriptions written specifically for an adult learner audience. The chart on the following page provides detailed logistics for each session introduced below.

Host boot camps at convenient times for adults (e.g., after work or on weekends)

EAB

Career Boot Camp

Accelerating Your Career Search

6:00 pm

Introduction
Enjoy light refreshments and get to know your colleagues and instructors!

6:30 pm

Discovering Your Career
Take a career assessment to see how your interests can lead to a new career

7:00 pm

Understanding Your Career
One of our career experts will lead this group session to explain the assessment results

7:30 pm

Growing Your Career Opportunities
Learn new and powerful strategies to land your dream job

8:30 pm

Taking the Next Steps
You will leave this session with a clear understanding of how to get the job

Upcoming Sessions

May 1st | ABC Job Center
Allied Health Boot Camp

June 1st | City Workforce Office
Retail Career Boot Camp

Contact Us

P 555.123.4567
F 555.123-7890
BootCamp@eabcc.edu

Include upcoming sessions to promote future attendance

©2015 The Advisory Board Company • 31112

67

Source: EAB interviews and analysis.

eab.com

Sample Career Boot Camp Agenda (cont.)

Career Boot Camp Agenda—Detailed Logistics

This table provides operational and logistical details for each boot camp session. College administrators should adapt the schedule, content delivery, and resources for each session as necessary.

Agenda Item	Description	Suggested Duration	Suggested Resources
Introduction	The instructors and staff introduce themselves and facilitate an icebreaker for participants.	10–30 minutes	<ul style="list-style-type: none"> • Name tags
Discovering Your Career	Boot camp participants complete a career or personality assessment to identify their personality strengths and interests. The assessment results frame the ensuing consultation with a career specialist.	15–60 minutes (depending on assessment)	<ul style="list-style-type: none"> • Computer lab • Projector • Paper and pencils
Understanding Your Career	Participants discuss their assessment results with a career specialist. This session explains how participants may use their results to embark on a new career pathway. First, career specialists should ask participants if they agree with the results. Next, they should identify areas of resistance (e.g., fear of change, starting careers over again). Finally, career specialists should assuage participants of anxieties with examples of successful career changes.	30–60 minutes (depending on group size)	<ul style="list-style-type: none"> • Tables • Laptop • Paper and pencils
Growing Your Career Opportunities	Boot camp instructors teach students how to research and uncover new career opportunities. First, instructors should highlight job boards and career websites (e.g., salary.com, monster.com) to reveal the core functions of potential jobs. Instructors should walk students through the entire process, from entering a search query to contacting an expert in the field for an informational interview. Then, instructors should use interactive activities (see p. 69) to build participants' familiarity and understanding with fundamental career search skills.	45–60 minutes	<ul style="list-style-type: none"> • PowerPoint • Computer lab or laptops • Paper and pencils
Taking the Next Steps	Provide students with take-home assignments to hone their career search skills (see pg. 70). More importantly, encourage participants to schedule a follow-up session with a career specialist to share their progress and seek further guidance on enrollment in a relevant training program.	10–20 minutes	<ul style="list-style-type: none"> • 11 x 17 blank timelines • Completed example

Source: EAB interviews and analysis.