



Taking DIBI Virtual
SI of Upper Montgomery County Maryland
January 2021

Program Overview

★ Technology

- Utilization of Zoom Breakout Rooms, Polls
- Google Classroom

★ Schedule

- 5:00-6:00pm, Mon-Thurs, 4 schools, Oct 18-Dec 10
- 5:00-6:00pm, Mon/Tues/Thurs, 3 schools, Feb 1-Mar 25

★ Materials

- Mentor Notebooks-Slides, notes and handouts
- Student Notebooks-Sides and handouts

★ DIBI Team

- Program Manager
- Zoom Host/Co-host
- Breakout Room Leads & Mentors

Program Overview

★ Session 1: Discovering Your Dreams

- Envision your future and make dreams a reality

★ Session 2: Exploring Careers

- Match Interests and Values to Career Possibilities

★ Session 3: Creating Achievable Goals

- Create career oriented goals and action steps to achieve goals
- My Personal Plan “Plan of Action” – Goals and Action Steps

★ Session 4: Rising Above Obstacles & Dream Team

- Identify obstacles to your goal
- Identify strategies to overcome these obstacles
- Identify people you need to support your dreams
- My Personal Plan “Identifying Obstacles” and “My Dream Team”

Program Overview

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- ★ Session 5: Balancing Your Stress & Developing Resilience
 - Learn how to manage stress in healthy ways
 - Address fear of failure and developing resilience
 - ★ Session 6: Reviewing My Personal Plan & Interviewing Tips
 - ★ Session 7: Career Guidance

<u>Session Name</u>	<u>Student Slide Page</u>	<u>Handouts</u>	<u>Homework</u>	<u>Meeting Room</u>	<u>Time Estimates</u>
Session 1 Discovering Your Dreams	1-18	My Personal Plan Work Value Inventory	None	Breakout Room	<ul style="list-style-type: none"> • Introduction/Program Overview -20 minutes • I Admire – 15 minutes • What is a Value – 10 minutes • What do I Value/ Work Value Inventory – 15 minutes
Session 2 Balancing Your Stress & Developing Resilience	19-50	How to Take Care of Yourself Article and Self Plan, Peaceful Place Script, Changing Your Thinking to Reduce Stress Article	None	Breakout Room	<ul style="list-style-type: none"> • Balancing Your Stress/Am I the Only One – 15 minutes • Causes of Stress – 20 minutes • Balancing Strategies/Developing Resilience – 25 minutes
Session 3 Exploring Careers	51-74	My Values, My Career Possibilities	None	Breakout Room	<ul style="list-style-type: none"> • Work Value Inventory Review for each girl – 15 minutes • My Values, My Career Possibilities – 45 minutes
Session 4 Creating Achievable Goals	75-96	None	Draft My Personal Plan due before Session 5	Breakout Room	<ul style="list-style-type: none"> • Characteristics of Goals – 15 minutes • Action Steps – 10 minutes • Examples- 10 minutes • My Personal Plan – have girls draft goals/actions and review each – 25 minutes
Session 5 Rising Above Obstacles and Dream Team	97-132	None	None	Breakout Room	<ul style="list-style-type: none"> • Rising Above Obstacles – 40 minutes • Adding Obstacles and Dream Team to My Plan – 20 minutes
Session 6 Reviewing Draft My Personal Plan & Interviewing Tips	133-154	Evaluation Form	Final My Personal Plan due before Session 7 Evaluation Form due before Session 7	Breakout Room	<ul style="list-style-type: none"> • Reviewing My Personal Plan – 35 minutes • Interviewing Tips – 15 minutes • Closing Exercise – 10 minutes
Session 7 Career Guidance	Speaker Webinar	None	None	Breakout Room	

Discovering Your Dreams

Agenda

- * I Admire...
- * What is a Value?
- * What do I Value?
- * Work Value Inventory

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Work Value Inventory

Example Values - Check top 5 to 7 values

Creative Expression	Teamwork
Balance	Help Others
Independence	Help Society
Time Freedom	Moral Fulfillment
Technical Competence	Public Contract
Competition	Stability
Physical Challenge	Structure
Practicality	Accuracy
Authority	Organization / Organization
Financial Reward	Knowledge
Leadership	Intellectual Stimulation
Influence	Interpretation
Prestige	

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Exploring Careers

Agenda

- * Summary of Work Value Inventory Homework
- * My Values, My Career Possibilities Exercise
- * Career Possibilities Discussion

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Exploring Careers Exercise

- ❖ Take out the My Values, My Career Possibilities (MVMCP) worksheet
- ❖ Locate the top values you identified on the Work Value Inventory homework and circle them on the MVMCP
- ❖ Identify the Career Types that your top values indicate you are interested in
- ❖ Review the Career Possibilities and circle those that interest you
- ❖ Keep an open mind
- ❖ Many careers that have historically been male-dominated include a growing percentage of women

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Career Possibilities Discussion

- ❖ Group discussion about career options.
- ❖ Are there careers in your category that you want more information about?
- ❖ If you fit into multiple categories, do you lean towards one? Do some of the specific values in another category help you refine your career path?
- ❖ Is your career interest in a catch-all description like engineering or information technology that indicates you need to do more research on career possibilities?

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Values	Career Type	Career Possibilities
<input type="checkbox"/> Creative Expression <input type="checkbox"/> Balance <input type="checkbox"/> Independence <input type="checkbox"/> Time Freedom	<p style="text-align: center;"><u>Artistic</u></p> <p style="text-align: center;">Tend to be expressive, original, and independent</p> <p style="text-align: center;">Have good artistic capabilities in creative writing, drama, craft, music, or art</p>	<ul style="list-style-type: none"> • Actress • Advertising • Architect • Artist / Illustrator / Animator • Chef • Cosmetologist / Hair Stylist • Fashion Designer • Florist • Graphic Designer • Interior Designer • Journalist • Musician • Photographer • Teacher – Art, Music • Writer / Editor
<input type="checkbox"/> Technical <input type="checkbox"/> Competence <input type="checkbox"/> Competition <input type="checkbox"/> Physical Challenge <input type="checkbox"/> Practicality	<p style="text-align: center;"><u>Realistic</u></p> <p style="text-align: center;">Tend to be practical and mechanical</p> <p style="text-align: center;">Are good at working with tools, mechanical or electrical drawings, machines, or animals</p>	<ul style="list-style-type: none"> • Carpenter • Construction Manager • Electrician • Electrical Technician • Emergency Medical Technician • Engineer – Mechanical, Structural • Fire Fighter • Mechanic • Personal Trainer • Physical Therapist • Plumber • Police Officer • Property Manager • Truck Driver • U.S. Military • Veterinarian

Creating Achievable Goals

Agenda

- * Characteristics of Successful Goals
- * Writing Original Goals
- * Writing Action Steps
- * My Personal Plan

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Creating Achievable Goals

- ❖ In this session, you will learn how to develop goals, and how to break down the tasks to accomplish your goal into action steps.
- ❖ Once you've defined your career goal, you need to determine the action steps to achieve this goal.
- ❖ The goal and the action steps you identify will form the foundation for building **My Personal Plan!**

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My Personal Plan Plan of Action – My GOAL

“My Goal” Statement

- ❖ Typically a paragraph with several sentences.
- ❖ Personal and meaningful, and aligned with your values and career possibilities.
- ❖ Contains as many of the 5 SMART goal characteristics as possible.
- ❖ Includes a timeframe to enter and complete postsecondary education to attain a specific key result.

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Goal Example

Examples:

- ❖ My goal is to become a professional Meteorologist after I graduate from High School in the spring of 2022. I plan to attend the University of Maryland for 4 years to obtain a Bachelor's Degree in Meteorology by 2026.
- ❖ My goal is to become a nurse. I plan to attend Montgomery College for two years starting Fall 2022, then transfer to a 4 year college Fall 2024 to complete a Bachelor's Degree in Nursing by Spring 2026.
- ❖ My goal is to complete high school Spring 2022 and attend Montgomery College to obtain a Certificate in Interior Design by Spring 2024.
- ❖ My goal is to attend a four year college or university the Fall of 2023, with a Pre-Medical major in Biology and a minor in Spanish. My long term goal is to attend Medical School and become a Pediatrician by 2032.

Goals become more powerful when you write them down and share them with a trusted peer and/or mentor!

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Plan of Action

My goal:

How I will benefit from achieving this goal?

-
-
-
-

Action steps with target dates:

-
-
-
-

Small tasks I need to do *this week*:

-
-
-
-

Identifying Obstacles

What are some possible obstacles to my goal?

-
-
-
-

What are some possible strategies to overcome these obstacles?

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-
-

Rising above Obstacles & Dream Team

Agenda

- * Rising Above Obstacles
- * Building a Dream Team
- * Adding Obstacles and Dream Team to your My Personal Plan

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Obstacles

- ❖ Everybody experiences obstacles in everyday life as they reach for their dreams.
- ❖ Some obstacles are more common to women and may arise in your own pursuit of education and career goals.
- ❖ It is important to be aware of these obstacles and understand that you may have to manage them in your future.
- ❖ When you are aware of these obstacles, you can better prepare effective ways to rise above them.

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Personal Plan Obstacles

- ❖ Now that you have started on defining your goal(s) on your personal plan you should think about identifying obstacles you need to overcome in order to achieve your goal.
- ❖ Over the next few slides we will explore a number of common obstacles girls your age encounter and we will talk about some strategies, tools, and resources to overcome them.

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Obstacles Related to Personal Habits

- ❖ Distractions – electronics and information overload
- ❖ Procrastinating, not staying motivated
- ❖ Not managing time well
- ❖ Not asking for help

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Strategies for Dealing with Personal Habit Obstacles

- ❖ Establish set times when you can use your electronics – twitter, games, YouTube, etc.
- ❖ Make weekly and daily schedules – being sure to include me time.
- ❖ Break large tasks into smaller tasks. It is easier to accomplish small tasks than an overwhelming large one.
- ❖ Start with easy tasks or hard one depending on preference.
- ❖ Set start and end times for tasks – only work on tasks for a set time.
- ❖ Make lists of weekly, monthly, and yearly goals.
- ❖ Set a goal to ask at least one question a week if you don't usually ask for help.
- ❖ Others?

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College Related Obstacles

- ❖ Deciding what college to apply to
- ❖ Not understanding the application process
- ❖ Disappointment about not getting into first choice school
- ❖ Grades too low
- ❖ Financial barriers
- ❖ COVID-19 – grades dropped
- ❖ Lack of extracurricular activities – clubs, sports

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Strategies for Dealing with College Related Obstacles

- ❖ Research colleges on internet, talk to school counselors
- ❖ Research college application process and acceptance criteria
- ❖ Don't set your heart on one school – even the best don't always get into top school, have a backup plan
- ❖ Talk to teachers about improving grades
- ❖ Plan on going to community college first - will reduce overall 4 year cost and can erase lower high school grades
- ❖ Research scholarships, grants, internships
- ❖ Find other activities to round out application – clubs, internships, part time job
- ❖ Others?

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College Preparation Resources Available from your School

- ❖ Keep your Naviance account up to date, especially when you begin submitting documents. Check the status of the documents.
- ❖ Check with your school's Aces Coordinator and College Tracks person for additional application and financial aid assistance.
- ❖ Check your school's list of available scholarships – check for special categories.
- ❖ Check your school's Career Center and Counselor webpages.
- ❖ Proactively set up a meetings with your counselor and the Career Advisor.
- ❖ Attend the FAFSA night sessions during your 10th, 11th, and 12th grade years.
- ❖ Check out the Montgomery College Educational Opportunity Center (240-578-2076).

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Mental Health Related Obstacles

- ❖ Covid-19 anxiety
- ❖ Mental exhaustion
- ❖ Depression
- ❖ Negative self talk
- ❖ Other obstacles?

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Dealing with Mental Health Obstacles

- ❖ DO NOT IGNORE or DOWNPLAY
- ❖ Talk to someone – your parents, a family friend, a teacher, or a school counselor

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Obstacles - Lack of Support

- ❖ People not supporting your goals, telling you your goals are too ambitious
 - Try to build a support system that does support your goals even if it isn't the traditional support system including mentors – more on mentors on the next slide

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My Personal Plan My Dream Team

- ❖ Your dream team is a support system for achieving your personal plan goals.
- ❖ Think about what parts of your personal plan do you need help with? What more information do you need?
- ❖ Should include a variety of people who can help you keep on task, provide career guidance, provide information on how to select an appropriate college or major, provide information about how to obtain financial assistance, provide interviewing guidance, etc.
- ❖ List possible ways that this "Dream Team" can support you.
- ❖ Do the people you identified on your Dream Team have the right information and skills to help you?

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My Personal Plan My Dream Team

- ❖ Update your personal plan Dream Team Section
 - Identify people in your life who can support you in achieving your dream
 - List the possible ways that this “Dream Team” can support you

If your Dream Team is missing someone that has the skills to help you, identify a person who can help you find the right team member to add

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My Personal Plan Action Steps

- ❖ Re-read your goal paragraph and think about what you need to do to accomplish your goal.
- ❖ Action steps answer the question “ What specific steps do I need to take to meet my Goal?”
 - Break down each goal into smaller, manageable tasks.
 - Provide a roadmap to get you to your goal including the target date for each task completion.
- ❖ Action Steps must be concrete, measurable, attainable and **MUST** have target completion dates.

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Goal and Action Step Example

- ❖ **Goal:** My goal is to become a nurse. I plan to attend Montgomery College for two years starting Fall 2022, then transfer to a 4 year college Fall 2024 to complete a Bachelor of Science degree in nursing by Spring 2026.
- ❖ **Action Steps with Target Dates:**
 - Research colleges that have nursing programs by May 2021
 - Study for and take SAT/ACT by Fall 2021
 - Look into possible nursing internships for Summer of 2021 to help ensure I like this career
 - Start researching financial scholarship opportunities Fall 2021

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My Personal Plan

Continuing working on your **My Personal Plan Plan of Action** before the next session.

- **My goal:**
- **How I will benefit from achieving this goal?**
- **Action steps with target dates:**
- **Small tasks I need to do *this week*:**

Next week we will be reviewing the **Identifying Obstacles** and the **My Dream Team** sections of the **My Personal Plan**.

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Balancing Your Stress & Developing Resilience

Agenda

- * Am I the Only One Game
- * Balancing Your Stress
- * Causes of Stress
- * Balancing Your Stress Strategies
- * Developing Resilience

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Balancing Your Stress

- ❖ Adolescents today report higher levels of stress than ever before.
- ❖ We all must manage our stress in order to live healthy, happy and productive lives.
- ❖ There are many strategies we can use to be in control of our lives.

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Balancing Your Stress

Identifying Stress-True or False:

1. Stress looks the same for every person
2. Stress is always bad
3. Stress can affect my body
4. There is nothing you can do about stress - it happens and you endure it

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Causes of Stress

COVID-19 Pandemic

- * How do you feel about not being able to attend school, not seeing friends in person?
- * We are all currently facing a new kind of challenge ... the uncertainty and inability to move forward with life as we knew it.
- * Being in quarantine is an unexpected circumstance we have little control over.
- * We may not control when the quarantine is over, but we can manage our thoughts, emotions, and reactions.
- * We can have control over how we respond to becoming more resilient in the midst of this challenging and uncertain time.

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Balancing Your Stress Strategies

Solution: Practicing Self-Care

- * Self-care = any intentional actions you take to care for your physical, mental, and emotional health
- * Often includes personal hygiene, nutrition, and lifestyle activities (sports, leisure, etc.), including positive self-talk
- * Combats low self-esteem + improves physical health, relationships, income, and happiness
- * Take 20 minutes each day to do what makes you feel good: get outside, write in a journal, read a book, meditate, dance...

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Balancing Your Stress Strategies

How to Take Care of Yourself

- * In order to deal with stress, you must identify the source of stress in your life and how that stress makes you feel.
- * Learn to let go - you will never be able to fix every problem that you face because some things are out of your control.
- * Take care of your body (exercise, eat well, get enough sleep).
- * Don't let your emotions overwhelm you. Take a visual vacation and find healthy outlets such as music, sports, reading, singing, dancing, etc.

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Balancing Your Stress Strategies

Changing Your Thinking to Reduce Stress

- * Technically, not all situations are stressful in their own right.
- * It is our interpretation of situations that drives the level of stress that we feel.
- * Stress and emotion are part of our body's "early warning system" that alerts us to dangerous situations that may threaten us physically, socially, or in our career.

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Balancing Your Stress Strategies

Changing Your Thinking to Reduce Stress

- * Very often we are overly harsh and unjust to ourselves in a way that we would never be with our friends or co-workers
- * This habit, along with negative thinking, can cause intense stress and unhappiness and can undermine our feeling of self-confidence
- * Three steps that will allow you to change your thinking and significantly reduce your amount of stress are to:
 - ❖ Notice your thoughts
 - ❖ Challenge your thoughts
 - ❖ Replace your thoughts with more positive thoughts

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Developing Resilience

COVID-19 Challenges

- * We are all currently facing a new kind of challenge ... the uncertainty and inability to move forward with life as we knew it
- * Being in quarantine is an unexpected circumstance we have little control over
- * We may not control when the quarantine is over, but we can manage our thoughts, emotions, and reactions
- * We can have control over how we respond to becoming more resilient in the midst of this challenging and uncertain time

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Developing Resilience

Resilience

- * Developing resilience makes us better able to face disappointment, cope with loss, adapt to change, and learn from failure.
- * It is the ability to develop determination, grit and perseverance to tackle problems and cope with emotional challenges at home, in school, and in life.
- * It is the optimism to continue when you have experienced failures and times are so tough that others see continuing as futile or impossible.
- * Developing resilience and grit is essential, allowing us to adapt to current changes and challenges in our lives.

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Developing Resilience

Five Characteristics of Resilience

- * Self-control: tests the ability to complete obligations no matter how boring or menial
- * Optimism: positive outlook, flexibility in thinking finding solutions
- * Adaptability: show creativity, flexibility, inventiveness
- * Persistence: stick to it attitude
- * Self-sufficiency: trust in your ability to find solutions and think outside the box

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Developing Resilience

Learning from Setbacks

- * Experiencing failure, uncertainty, or unpredictable change means experiencing an occurrence in life when something goes wrong or does not go according to plan
- * Experiencing failure and uncertainty can be scary, but it is also natural
- * Despite our feeling of fear or disappointment, it is important to remember that we are only human. We all make mistakes and experience failure sometimes, but that does not mean we ourselves are failures

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Developing Resilience

Strategies to Help Develop Resilience

- * Maintain strong social connections and structured activities
- * Participate daily in some kind of physical activity (walking, jogging, biking, hiking)
- * Stay informed about what is happening and what needs to be done
- * Talk and / or write about your stress: keep a journal
- * Be creative: paint, draw, sew, etc.
- * Develop positive self-talk
- * Find humor in life daily
- * Practice mindfulness

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My Dream Team

Identify people in your life who can support you in achieving your dream:

Things to think about...

What needs to happen to make your plan a reality?

Who do you know who could help you make that happen?

Who do you know who has information or skills or other resources to offer you?

List possible ways that this "Dream Team" can support you:

Things to think about...

What parts of your personal plan do you need help with?

What parts of your personal plan are confusing or overwhelming?

What do you need more information about?

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-
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Reviewing My Personal Plan & Interviewing Tips

Agenda

- * Reviewing My Personal Plan
- * Interviewing Tips
- * Closing Exercise

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Reviewing My Personal Plan GOAL

- * **Characteristics of a good SMART goal**
 - ❖ **My Goal is to + action verb + specifics + measure of success + key results**
 - ❖ Your goal statement should include a timeframe to enter and complete postsecondary education to attain a specific key result
 - ❖ The goal statement is **typically a paragraph** with several sentences
 - ❖ Example:

"My goal is to become a registered nurse. I plan to study for and obtain my CNA after my junior year and get clinical experience to add to my college applications. I want to go to University of Maryland School of Nursing, enrolling in August 2022 and completing in Spring 2026. I will take the NCLEX exam to get my RN certification after graduation from UMD."

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Reviewing My Personal Plan ACTIONS

- * **Characteristics of good Action Steps**
 - ❖ An Action Step should be a step that **gets you closer to your goal**. It should not BE your goal but be relevant to reaching your goal.
 - ❖ Action Steps are concrete, measurable, attainable and **MUST** have completion **dates**. **Avoid** using general timeframes such as "by the time I graduate".
 - ❖ Action Steps should include who is responsible for each step and who will be supporting them.
 - ❖ Action Steps should not be too big. An example of an action step that is too big is "Get straight As in the Spring Semester 2021". Break step down into how to achieve that – it reads like a goal.
 - ❖ Example of a good Action Step: "I will work with the school counselor to find a summer course to work towards obtaining my CNA and enroll in June 2021."

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Reviewing My Personal Plan OBSTACLES

- * **Characteristics of Obstacles & Strategies to overcome them**
 - ❖ An **Obstacle** is a specific thing or situation that may prevent you from achieving your goal
 - Examples:
 - ✓ Lack of financial support, poor grades, family situations, poor self-esteem
 - ❖ A **Strategy** is a specific technique or action to remove or lessen the impact of obstacles so you can achieve your goal
 - Examples:
 - ✓ Applying for financial aid/scholarships, getting extra help or tutoring, seeking support from friends or religious leaders, using techniques for positive self-talk or focusing on healthy habits (meditation, exercise, avoiding junk food)

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Reviewing My Personal Plan DREAM TEAM

* Characteristics of Your Dream Team

- ❖ Your Dream Team should include a variety of people that can:
 - Help keep you on task
 - Provide career guidance
 - Provide info on how to select a college, major, or vocational school
 - Provide info on obtaining financial assistance, interviewing guidance, and application processes
- ❖ Examples: Neighbors, Family Members, Teachers, Friends, Counselors, Outside Resources
- ❖ Does everyone on your Dream Team have the right info and skills to help you? If not, who can you ask to help you find them?
- ❖ What can each person or group on your Dream Team help you with? List the ways. Expand your Dream Team if your needs can't be addressed by the people you have chosen.

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Interviewing Tips

It is important to be prepared and confident going into an interview.

- ❖ Some colleges hold interviews with potential students as part of the entry process
- ❖ Some organizations request interviews when considering candidates for scholarships

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Interviewing Tips

- ❖ Arrive a little early
- ❖ Have copies of your resume on hand if in person. Send ahead if phone/video.
- ❖ Shake hands – firm & secure (beginning & end) *Not during COVID*
- ❖ Sit up straight
- ❖ Place hands on table
- ❖ Use natural hand gestures / smile
- ❖ Make eye contact often
- ❖ If a phone interview, speak clearly and confidently
- ❖ If a video interview, be conscious of your setting, your camera position, and your appearance
- ❖ Avoid saying “like” and “um”
- ❖ Ensure you understand each question. A trick is to repeat the question to validate your understanding
- ❖ Keep answers brief and to the point. Answer the question asked.
- ❖ RELAX – it is natural to be a little nervous
- ❖ Have at least one valid question to ask them
- ❖ Thank them for their time at the end

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Interviewing Tips

* Common interviewing questions

- ❖ Describe yourself in three or four sentences.
- ❖ What do you feel is your greatest strength? What is your greatest weakness?
- ❖ Where do you see yourself in the next 5 – 7 years? How do you plan on achieving this goal?
- ❖ Which school achievement are you most proud of?
- ❖ Tell me a time when you failed and what you did about it?
- ❖ Tell me a time when you demonstrated leadership?

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Interviewing Tips

* What to say

- ❖ Be prepared – know how you will respond
 - Your interview questions can come from anywhere
- ❖ SHOW vs. TELL
- ❖ Practice in a mirror or with a friend or family member
- ❖ Be honest!!

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Interviewing Tips

* Prepare questions to ask the interviewer such as:

- ❖ What skills does the ideal candidate need to have for this position?
- ❖ How is performance measured in this job?
- ❖ Can you describe a typical day for this position?
- ❖ What are the immediate challenges a recruit faces in this job?
- ❖ What do you like most about working for this company?
- ❖ What are the company's biggest challenges currently?

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