



June 11, 2024

To: Industry and Community Partners

From: Penta Career Readiness Committee

We are once again reaching out to our Advisory Council members and community partners to see if you would be interested in participating in Penta Career Center's 2024 Career Readiness Day. We will again be offering our students a variety of sessions that will provide insight and discussion on college planning, soft/professional skills, healthy living, adulting 101 and the employment process.

This event will take place October 4th, 2024 from 7:45-2:05. Sessions will start at 8:20 and will run for 30 minutes each. We will run 5 student sessions in the morning and 5 sessions in the afternoon with a break for lunch provided. Students will select a full day of presentations/topics that they have an interest in, and they will work through their morning and afternoon schedules. You may choose to participate in as many sessions as you would like that day. If you have an interest in covering multiple topics or providing a variety of presentations you are more than welcome to do so.

Topics that students have expressed an interest in or that we feel students should be engaged in are attached. If you have expertise in these areas, or know someone that does please consider being a part of this event.

If you are interested in being involved please use this link to [RSVP](#), or if you have questions please reach out to Phil Stockwell at 419-661-6507 or pstockwell@pentacc.org. If you would like to be involved, but are unsure what to share with students, give me a call and we can discuss how best to involve you. We appreciate your interest in helping to prepare our Penta Career Center students for the world of work.

Employer/Employment
Job Interview Basics---Different types of interviews--phone, face to face, behavioral, virtual
Utilizing Staffing/Temp Services
Ohio Means Jobs Website/Account
Ohio Means Jobs Interview Tool
Creating An Employment Website
Program Area Employment vs. Non-Program Area
Writing a cover letter
Making an error free resume
Apprenticeships
How do I land my dream job?
How to make the BEST first impression
Have to start at “entry level” position
Moving Up
Getting organized for a job search
Where to look for a job
Job application process
Job search websites

College
College Applications
FAFSA
Applying for Scholarships
CCP opportunities/benefits
Soft/Professional Skills
Communication
Drug Free Workplace
Dress for success
Writing a professional email
Leaving a phone message and talking on the phone
How to deal with conflict
Problem solving
How to lead a team young and old
Why is attitude so important?
On the job basics for success
Social media image
Time management
Responsibility
Moving up
Workplace rights- Race, Gender, Disabilities, LGBTQ

Adulting 101
Financial Management
Living on your own
Doing Your Taxes
Buying a house
Planning for retirement
Obtaining a driver's license requirements before and after you're 18
Buying a car
Budgeting
Car/Home maintenance
Credit cards
Investing
Cooking 101
Building/protecting credit
Healthy Living
Stress management
Healthy eating
Grocery shopping
Anxiety/Depression
Positive relationships
Conflict resolution
Substance abuse
Dating/Relationship Violence
Cycle of poverty
Setting personal goals