
Strategy: Setting Clear, Developmental Goals

Actionable Steps:

1. Meet with each student to discuss their career interests and skills.
2. Develop SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals together.
3. Regularly review and adjust goals as needed.
4. Provide written documentation of goals and progress.

Important to Note:

- Customize goals based on interests.
 - Ensure goals are realistic.
 - Adapt to student progress.
 - Keep records for reference.
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Strategy: Providing Regular, Constructive Feedback

Actionable Steps:

1. Schedule regular check-in meetings (ex. bi-weekly) - consistency is key.
2. Use the "sandwich" method: positive feedback, areas for improvement, positive feedback in order to balance the feedback given.
3. Be specific and objective about what needs improvement.
4. Recognize and celebrate achievements and progress to encourage motivation.

Important to Note:

- When providing feedback about what needs improvement, focus on behaviors and not personal qualities or characteristics.
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Strategy: Encouraging Reflection on Work Experiences

Actionable Steps:

1. Encourage students to keep a work journal to promote self-assessment.
2. Ask reflective questions during check-ins (Ex., "What did you learn this week?")
3. Provide time for students to present their reflections to peers or supervisors
4. Incorporate reflection into performance reviews.

Important to Note:

- These steps facilitate critical thinking, learning, and communication skills.
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Strategy: Creating Opportunities for Skill Application and Growth

Actionable Steps:

1. Assign projects that align with students' career goals.
2. Offer cross-training in different departments.
3. Encourage participation in workshops, seminars, and training sessions.
4. Provide leadership or mentorship opportunities.
5. Ask reflective questions during check-ins (Ex., "What did you learn this week?")
6. Provide time for students to present their reflections to peers or supervisors
7. Incorporate reflection into performance reviews.

Important to Note:

- These steps facilitate critical thinking, learning, and communication skills.