

Business Owners & Employers,

National, state, and local data continues to show that roughly 70% of current and future jobs will require some form of post-secondary education or military enlistment. At Manhattan High School, we offer many pathways for students who are seeking this route. We are now focusing our efforts on the students who will be filling the 30% of careers that will not require formal postsecondary education. This population has not been exposed to the potential career offering and pathway that fit their post-secondary plans of acquiring an entry-level job in a career field they have a passion for and has potential for career growth.

We have identified 10% - 15% of our senior class who are considering entering the workforce right out of high school. We feel it's our responsibility to focus on these graduates who are often left without a plan or knowing what their next step is. On Wednesday, May 1<sup>st</sup> Manhattan High School will host our 2<sup>nd</sup> annual Apprenticeship Career Fair for these students and other area schools: (list of school participating). This is an exciting time where we can focus solely on their post-secondary career plans. Pottawatomie County Economic Development Corp./Wamego Chamber of Commerce and the Manhattan Area Chamber of Commerce is co-sponsoring and helping in the coordination of this event.

Prior to this event each school will be working with Jo Bruner - KANSASWORKS to prepare their seniors for the Apprenticeship Career Fair and their individual needs to successfully enter into our local workforce.

We are inviting your company to take part on the May 1<sup>st</sup> Apprenticeship Career Fair. There will be time allotted in the morning to set up and an information session with Jo Bruner from KANSASWORKS where she will present information about Registered Apprenticeships, Workforce Innovations Fund, KPOP Kansas Health Professional Opportunities Program, Work Opportunity Tax Credits, and opportunities to grow your workforce.

There is an attached agenda for the Apprenticeship Career Fair (for Graduating Seniors & Local Businesses/Employers). Please feel free to contact me if you have any questions.

Sincerely,

Michael Dorst  
Assistant Principal  
Manhattan High School  
2100 Poyntz Ave.  
Manhattan, KS 66502  
785-587-2100 ext. 8005

**Apprenticeship Career Fair Prep (each school will schedule with Jo Brunner from KANSASWORKS this day and time and utilize their own counselor and administrator to organized and present)**

**Date & Time: April 24<sup>th</sup> 9:20-10:00**

Location: Little Theater

For: Graduating Seniors

Presenters:

- Michael Dorst & Katie Ball – 5 minutes – Introductions, Career Pathway without College or Military Training, Review & Expectations of the Career Fair
- Jo Brunner from KANSASWORKS – 20 minutes - Application & Resume Prep, Professional Appearance, Preparing for an Interview, WorkKeys - Career Ready 101 – Online prep program
- Employability Skill (reliability, attitude, ..., what's the expectations?)

**Apprenticeship Career Fair**

**Date: May 1<sup>st</sup>**

Location: Rezac Auditorium

For: Graduating Seniors & Local Businesses/Employers

**General Information:**

- Coffee & Rolls for Employer 8:45 in Alumni Conference room provided by Jack Allston, Daryn Soldan, John Pagen
- We will introduce each employer and share their company name, who they are, and the industry they are in.
- 8 foot table for each employer will be provided
- No power
- We can provide internet access if requested prior
- Please have the following available: company information sheet, application, salary scale (beginning-potential growth), types of training provided (CDL, OSHA, certifications), skills needed/desired/required, and be able to discuss their training/apprenticeship programs

**Local Businesses/Employers**

8:00 – 8:20 Table Setup and Coffee & Rolls (provided by Jack Allston, Daryn Soldan, and John Pagen)

8:20 – 8:50 Jo Brunner from KANSASWORKS – Will present to Local Businesses/Employers about Kansas Department of Commerce – KANSASWORKS. Topics will include, Registered Apprenticeships, Workforce Innovations Fund, KPOP Kansas Health Professional Opportunities Program, Work Opportunity Tax Credits, and Opportunities to grow your workforce.

8:50 – 9:20 Local Businesses/Employers – Final Setup for the Apprenticeship Career Fair

**Students**

9:00 Arrival of visiting schools. Go directly to Rezac Auditorium.

9:20 - 9:40 Dismiss Seniors to Rezac Auditorium - Pre Apprenticeship Career Fair Review for all participating seniors (MHS and visiting schools) – Ball and Dorst

**Students & Local Businesses/Employers**

9:40 - 10:05 – Company introductions. Every Business will be introduced.

10:05 - 10:55 Apprenticeship Career Fair (Time expectation per student/company visit 5 minutes).