



Groundhog Job Shadow Day

Steps to Success

Devoting extra attention to planning and preparation will help ensure a positive experience for attendees and presenters alike. Here are some tips from the Cisco Networking Academy Program:

Assemble a team

- **Coordinators** to help plan and run the event. The toolkit contains valuable support materials for a successful Groundhog Job Shadow Day.
- **Presenters** to speak to your students about technology. Identify sources for potential presenters from the Locating Industry Resources section of this site. You can use the following sample e-mail to request participation:

Dear <insert name>:

On <insert date>, students in the Cisco Networking Academy Program at <insert name of school> will interact with industry leaders as part of Groundhog Job Shadow Day. This annual initiative, cosponsored by Junior Achievement®, America's Promise, and the U.S. Department of Labor, will help thousands of students learn about careers in the networking and IT industry.

Job shadowing provides a unique opportunity for students to see how academic and technical skills are applied in the workplace. Please let me know if you are available to participate in our job-shadowing event. I will contact you this week to follow-up on this invitation.

Happy Groundhog Day!

Sincerely,

<Insert name>

- **Mentors from the IT industry** to spend time with students in small groups, at lunch, or during larger events. Mentors can talk about their jobs, daily routines, and training backgrounds; answer questions; and lead tours.

Determine presentation topics

- Consult with presenters to determine the subjects they would like to discuss. Examples of topics include careers in the industry, technology trends, and future opportunities. Basic presentations are available on this site [link to Presentations below] or you can create your own.

Design your day

- Select one of the sample agendas from this site and tailor it to fit your needs.

Determine necessary resources

- Decide which of the provided resources would be useful at your event, or create your own:
 - Flyers
 - Sample agendas
 - Certificates
 - PowerPoint presentations
 - Videos
- Additional resources are also available from the National Groundhog Job Shadow Day Coalition at <http://jobshadow.org>.



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