



# Bridge To Employment

## COACHING GUIDE

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*Encourage young people to imagine a world of possibilities for their future.*

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# INTRODUCTION

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## About Bridge to Employment

The three-year program seeks to increase the number of young people enrolling in, attending, and completing higher education and pursuing Science, Technology, Engineering, Mathematics, Manufacturing, and Design (STEM2D) careers. The partners will provide a variety of academic enrichment, career exploration and readiness, higher education exploration & preparation, and community engagement and leadership opportunities.

## Partnership

The Orange County, California Bridge to Employment (BTE) program includes a strong collaboration between the following partners:

- Johnson&Johnson Vision
- University of California, Irvine's (UCI) Center for Educational Partnerships (CFEP)
- High School, Inc.
- Valley High School



# COMMUNITY

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## Community Overview - Santa Ana, CA

The community of Santa Ana is has a strong working class, is rich in culture, and has a high percentage of first-generation youth.

**76.8%****Latino Population****44.5%****Immigrants****80.6%****Language other than  
English spoke in the  
household****58%****High School  
Graduation Rate**



# Valley High School - Academies

Valley High School offers students the choice of 6 CHANGE academies. The 6 academies are: Culinary Arts, Health Care (Medical/Dental), Automotive, New Media Arts, Global Business, and Engineering.

As part of the academies program structure, students take at least half of their classes with like-minded students in a small cohort and are linked in the academy's community to a small group of teachers. Students in the academies facilitate the process of developing relationships. Beyond the cohort advantages, the students benefit from other opportunities such as industry certification, internship experiences and access to networking opportunities. In the past decade, The High School Inc. Foundation has supported Valley in this effort.

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# PROGRAM

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## Program Model

The program provides support to approximately 60 students by using a **cohort-based model**. The students participate in the program for 3 years during their sophomore, junior, and senior year of high school. The program model encompasses the following components:

### Career Technical Education (CTE) Class

- Healthcare
- Engineering

Approximately 30 students from each class.

### Bridge to Employment

- Sessions
- Coaching
- Family Engagement

# Program Activities

Students will participate in enriching activities throughout the BTE program that will encourage them to learn more about themselves and plan for a bright future.



**Academic Advisement**



**Career Exposure**



**Career Advisement**



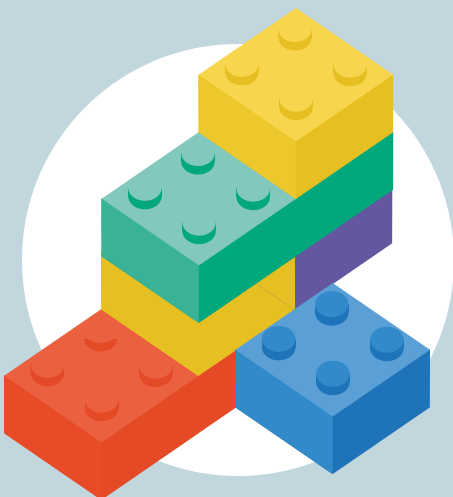
**College Preparation Workshops**



**Personal Interest Inventories**



**Field Trips, Tours, & Demonstrations**



**Career Readiness & Foundational Skills Workshops**



**Community Engagement Events & Activities**

# COACHING

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**Students don't care how much you know,  
until they know how much you care.**

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## Golden Rules

**1**

**Prioritize students setting the tone in coaching sessions and activities.**

**2**

**Do not ask about the student's identities or personal circumstances. They will self disclose when they are comfortable.**

**3**

**As appropriate, share your personal narrative with a purpose to connect with the student.**

**4**

**Recognize individual and community differences when sharing educational and career trajectories.**

**5**

**Defer to leads when addressing concerns regarding special populations. You are not expected to be an expert.**

*Example: Undocumented students, mixed status families, college eligibility and financial aid logistics.*

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# Communication Boundaries

There are certain communication boundaries that coaches and students must abide by for the safety and security of both the student and the coach.

**Please follow these guidelines for appropriate communication boundaries:**

- For email communication you must CC Alondra (UCI Representative) and Carlos (Valley HS Representative) in all messages with the student.
  - Do not share your cell phone or social media information
  - Notify J&J leads if a student expresses interest in meeting outside of planned coaching sessions
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# Coaching Session Agenda - TEMPLATE

Prior to each coaching session you will be given an agenda so you know what to expect when you meet with students. A portion of the agenda will be conducted in the Zoom "Main Room" and a large portion of the agenda will be conducted in "Breakout Rooms" so you can meet in your coaching pods.

Here is template of a coaching session agenda and example activities:

Introduction	<p>Opening remarks, community agreements, etc. Main Room</p>
Warm-Up	<p>Games, ice breaker activities, poll questions, etc. Main Room OR Breakout Room</p> <p>EXAMPLE: Word Cloud - What feelings come to mind when you think about the future?</p>
Opening Questions	<p>Brief “getting to know you” questions to open up the rest of the coaching session. Breakout Room</p> <p>EXAMPLE: As a child, what did you want to be when you grew up?</p>
BTE Segment Discussion	<p>This is an opportunity to discuss a recent activity they have been doing in the program. Breakout Room</p> <p>EXAMPLE: Discuss Birkman Assessment results. Discussion questions will be provided.</p>
Uplifting Circle	<p>This is an opportunity for coaches and students to share any words of encouragement and appreciation for sharing time and space together. Breakout Room AND/OR Main Room</p> <ul style="list-style-type: none"><li>Coach Example: "Continue to follow the dreams you shared with us today. I believe you can succeed!"</li><li>Student Example: "Thank you for taking the time to speak with us today."</li></ul>
Closing Remarks	<p>Debrief in the larger group, announcements, and final reminders. Main Room</p>

# THANK YOU!

On behalf of the Bridge to Employment core team, thank you for volunteering your time and energy to coaching our students. These students have a bright future ahead and we appreciate the kindness and compassion you bring to this meaningful work. We look forward to working with you!

*Johnson & Johnson*

**UCI** University of  
California, Irvine

 **Bridge To  
Employment**

 **High School Inc.**  
Academies Foundation

