

WECA

Monthly Curriculum Development Meetings (Work Experience Coordinators' Association)

This meeting is designed for BOCES and home School District Work Experience Coordinators. Join your Nassau and Suffolk colleagues for meetings to develop curriculum for the 21st Century W E Coordinator. These monthly seminars will be centered on the topics of Job Preparation for Our Students, Job Success and Career Planning techniques as well as Use of Modern Technology in the Work Experience Programs that you run. Best practices in Work Experience programs and Career Planning will be shared on a monthly basis. An agenda is set for each meeting and will include topics of interest to all WEC's. Guest speakers from colleges and the business community will add real world experiences to our meetings. You do not have to be a practicing coordinator at this time to benefit from our meetings. All educators such as Business, Special Education and Counselors are invited to attend.

"Promoting Professional Collaboration for Work-based Learning Success!"

Facilitated by: Susan Gubing, Marypat Grafstein, and Diane Nelson

<p>January 21, 2010 <u>Succeeding at the Work-based Learning Site</u></p> <ul style="list-style-type: none"> - Piggy Bank of Success - What employers expect - Diversity awareness-working in a multicultural society - 21st Century Skills <p><i>Please share any curriculum items that you use in your program that relate to the topics above. Bring approximately 30 copies if possible.</i></p>	<p>February 25, 2010 <u>Health and Safety</u></p> <ul style="list-style-type: none"> - Identifying occupational hazards - The Child Labor Laws - The Prohibitive Occupations - Slips and falls - Hazardous materials and chemicals - Threats - terrorists, criminal acts - Violence in the workplace - Workers' Compensation Insurance <p><i>Please share any curriculum items that you use in your program that relate to the topics above. Bring approx. 30 copies if possible.</i></p>	<p>April 8, 2010 <u>Unions/Financial Literacy/Entrepreneurship</u></p> <ul style="list-style-type: none"> -Who must join -Benefits of Unions - Payroll and taxes - your paycheck - Deductions - Fringe Benefits -Credit Cards - How to Start a Business -Savings/investments - Checking Accts - Completing Your Income Tax Form - 1040EZ - How to Market Your Business - How to create a business plan
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Please register separately in MLP for each date!!

Time: 12:45pm - 3:00pm
Location: Western Suffolk BOCES
 Div. of Instructional Support Svcs
 31 Lee Avenue, Wheatley Heights, NY 11798
Cost: FREE

My Learning Plan/WebReg, please copy this link into your browser:

<http://www.wsboces.org/webreg>

For registration instructions using My Learning Plan/WebReg, please see the reverse side (pg 2) of this flyer.

Need information? dmaxwell@wsboces.org or 631-595-6829



Western Suffolk BOCES Professional Development Web Registration Directions

Check with your district to see if you are a member of My Learning Plan Workshop flyer maps for directions can be found on MLP

For My Learning Plan Member Districts

If you are a member of My Learning Plan, you will be given a user name and password by your district. To see courses and to register, please do the following:

- ⇒ Log onto www.mylearningplan.com
- ⇒ Click on the Western Suffolk BOCES Catalog link

If your district does NOT have a link to the WS BOCES catalog, please copy this link into your web browser

<http://www.wsboces.org/WebReg>

- ⇒ Select the course you'd like to enroll in
- ⇒ When ready, click the "Click to Enroll" button
- ⇒ Click MLP Users (Enter User Name & Password - Log in)
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "Next" button
- ⇒ Click Terms and Conditions button
- ⇒ Print the confirming enrollment form
- ⇒ Scroll down and read the rest of the information on the final screen
- ⇒ You will receive an email when you are registered

For Non-My Learning Plan Districts

Please click on this link to see the WS BOCES catalog.

<http://www.wsboces.org/WebReg>

At the top of the page will be a purple box. The workshops are divided up into programs.

- ⇒ Highlight the program you'd like to search workshops in and "search catalog"
- ⇒ Workshops will be listed in date order
- ⇒ Select the course you would like to enroll in
- ⇒ Click the "click to enroll" button
- ⇒ **Registered Users:** click "I'm a Registered User", then enter your email address and password to log in. Click "update and continue".
- ⇒ **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button.
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "next" button
- ⇒ Click Terms and Conditions button
- ⇒ **PRINT THE CONFIRMING ENROLLMENT FORM. AFTER RECEIVING ADMINISTRATIVE SIGNATURE, Please fax to WS BOCES at 631-623-4915**
- ⇒ Click return to main
- ⇒ Click "logout" button to finish the process
- ⇒ You will receive an email when you are registered.