



ACP Staff Professional Development Lesson Outline

Lesson Number	Activity Name Current Version Date	Lesson Resources	Found on Webpages
ACP Overview & Culture			
1	Why ACP <i>Topic: What is Academic and Career Planning (ACP)?</i> AUG2016	Handouts: 1a. ACP Is Not/ACP is 1b. Link to Infrastructure: DPI ACP Self-Assessment Rubric 1c. ACP Self-Assessment Recording Chart Videos: 1. Link to State Supt. – Value of ACP 2. Link to Why ACP Matters 3. Link to ACP 101	http://dpi.wi.gov/acp/implementation/leader
2	Mapping Your Academic and Career Journey <i>Topic: Mapping your ACP Timeline and Academic and Career Journey</i> AUG2016	Handouts: 2a. My ACP Timeline 2b. My ACP Journey	http://dpi.wi.gov/acp/implementation/leader
3	District Readiness <i>Topic: Identifying Academic & Career Planning (ACP) Services In Our District</i> SEP2016	Materials: 3a. Card Sort Activity Cards Handout: 3b. Link to Table of ACP Components	http://dpi.wi.gov/acp/implementation/leader http://dpi.wi.gov/acp/implementation/planning
4	Integrating ACP into the Classroom <i>Topic: How Educators Can Integrate ACP Into the Classroom</i> AUG2016	Handout: 4a. ACP Discussion Prompts	http://dpi.wi.gov/acp/implementation/pd



ACP Staff Professional Development Lesson Outline

5	<p>Finding an ACP Champion <i>Topic: Determine the ACP Champion(s) in your District or School</i></p> <p>AUG2016</p>	<p>Handout: 5a. ACP is the Law</p>	<p>http://dpi.wi.gov/acp/implementation/planning</p>
6	<p>Developing a Coalition <i>Topic: Building a Coalition of Staff and Faculty for ACP Buy-in and Support</i></p>	<p>Handouts: 6a. Building a Coalition 6b. Link to Academic and Career Planning Template</p>	<p>http://dpi.wi.gov/acp/implementation/planning</p>
7	<p>Reviewing ACP Research <i>Topic: Review Research on Why ACP is Important</i></p>		<p>http://dpi.wi.gov/acp/implementation/leader</p>
8 A,B,C,D	<p>Implement an Environmental Scan</p>	<p>Handouts: 8a. Link to Table of ACP Components 8b. Link to KNOW: Self-Assessment Rubric 8c. How Our District is Addressing KNOW 8d. Link to EXPLORE: Self-Assessment Rubric 8e. How Our District is Addressing EXPLORE 8f. Link to PLAN: Self-Assessment Rubric 8g. How Our District is Addressing PLAN 8h. Link to GO: Self-Assessment Rubric 8i. How Our District is Addressing GO</p>	<p>http://dpi.wi.gov/acp/implementation/planning</p>
9	<p>Align ACP w/District Plans <i>Topic: Compare/Contrast State ACP Components with the District Mission and Vision Statement</i></p>	<p>Handouts: 9a. Link to Table of ACP Components 9b. How Our District Needs to Address KNOW 9c. How Our District Needs to Address EXPLORE 9d. How Our District Needs to Address PLAN 9d. How Our District Needs to Address GO</p>	<p>http://dpi.wi.gov/acp/implementation/planning</p>



ACP Staff Professional Development Lesson Outline

10	Understanding IEPs & PTPs for Students with Disabilities <i>Topic: How to Integrate ACPs with IEPs and PTPs when Working with Students with Disabilities</i>	Handouts: 10a. Link to Transition of Students with Disabilities 10b. Link to Career Exploration in Action 10c. Before/During/After Questioning	http://dpi.wi.gov/acp/implementation/access
11	Determining How We React to Change <i>Topic: Explore How Individual Team Members and the School Respond to Change</i>	Handout: 11a. A Carrot, an Egg and a Cup of Coffee	http://dpi.wi.gov/acp/implementation/leader
12	Developing a Communication Flow Chart <i>Topic: Keep Staff Informed by Developing a Flow Chart that Will Allow District Leaders to Implement Communication and Change.</i>	Handout: 12a. ACP Communication Flow Chart	http://dpi.wi.gov/acp/implementation/planning
13	Pilot a Change for Improvement <i>Topic: Using Kotter's 8-Step Change Model Create and Pilot a Change for Improvement through Shared Vision</i>	Handouts: 13a. Kotter's 8-Step Change Model 13b. Characteristics of Each Step in Kotter's Change Model 13c. Creating a Vision Statement	http://dpi.wi.gov/acp/implementation/planning
14	Identifying ACP Roles & Responsibilities <i>Topic: Examine the Role of the ACP Team Leadership Team, Administrators and Educators and Determine Who is Responsible and Accountable for Specific Tasks</i>	Handouts: 14a. Defining Who is ACP RACI 14b. Link to ACP RACI Planning Template	http://dpi.wi.gov/acp/implementation/planning
15	Lead & Manage Change	Handout: 15a. Leading and Managing Complex Change	http://dpi.wi.gov/acp/implementation/planning



ACP Staff Professional Development Lesson Outline

	<i>Topic: Lead and Manage Complex Change Using a Bake a Cake Metaphor</i>		
16	Your ACP Website <i>Topic: Creating an ACP section on your district website</i>	Handout: 16a. Link to Table of ACP Components 16b. Link to PI 26 Guidance	http://dpi.wi.gov/acp/implementation/planning
41	College & Career Ready Students <i>Topic: Determining your district's vision of a college and career ready student</i>	Handout:	
Working with Students			
17	Access College & Career Ready Data		
18	Use Mentoring & Coaching w/Personal & Career Assessments		
19	Prepare for ACP Conferences		
20	Explain Career Clusters & Pathways		
21	ID Importance of Goal Setting		
22	Building Supportive Relationships A,B,C		
23	Recognize that Decisions Have Consequences		
24	Build a Program of Study		
25	Explore Labor & Market Information		
26	Research a Career & Developing a Financial Plan		



ACP Staff Professional Development Lesson Outline

27	ID Challenges of Postsecondary Education		
28	Develop SMART Goals for Networking		
29	Develop a Plan to Engage Families in ACP Conferences		
Family and Community			
30	Summarize Family Engagement Resources & Practice		
31	ID Strategies to Build Relationships		
32	Create Roadmap for Family Engagement		
33	Articulate Importance of ACP to Families		
34	Design New Strategies for Family Engagement		
35	Create Community Resource Map		
36	ID Community Partnerships & Resources		
37	Build a Partnership Pyramid		
38	Make a Partnership Pledge		
39	Determine Partnership Readiness		
40	Develop your annual ACP Refreshment		

Acknowledgements.

The Wisconsin Department of Public Instruction (DPI) wishes to thank the following contributors for the development of these lesson plans.

1. Sara Baird, Career & Technical Education Director, DPI
2. Angela Buchenauer, College & Career Readiness Coordinator, Green Bay Area Public Schools
3. Tahira Chaudary, Academic & Career Planning Specialist, DPI
4. Gregg Curtis, School Counseling Education Consultant, DPI
5. Carol Edds, Senior Outreach Specialist, University of Wisconsin- Center on Education & Work
6. Kathy Eidsmoe, Education Consultant, CESA 1



ACP Staff Professional Development Lesson Outline

7. Connie Erickson, Instructional Services Director, CESA 11
8. Ann Fillback-Watt, Career Information Systems Associate Director, University of Wisconsin- Center on Education & Work
9. Mary Hanson, K12 Partnerships Director, Fox Valley Technical College
10. Julie Hau, Content Manager, University of Wisconsin- Center on Education & Work
11. Deb Hether, K12 Relations Manager, Western Technical College
12. Pam Hillehiem-Setz, Academic & Career Planning Specialist, DPI
13. Brooke Holbrooke, K12 Relations Manager, Northeastern Wisconsin Technical College
14. Tania Kilpatrick, Career & Technical Education Coordinator, CESA 6
15. Robin Kroyer-Kubicek, Career Pathways Education Consultant, DPI
16. Kristin Long, Career Education Coordinator, Madison Metropolitan School District
17. Candy Lund, Instructional Services Director, CESA 10
18. Kevin Miller, Dual Enrollment Education Consultant, DPI
19. Nancy Molfenter, Transition Education Consultant, DPI
20. Nara Nayar, Wisconsin Technical Assistance Consultant, Midwest Comprehensive Center, American Institutes of Research
21. Rita O'Brien, Career-Based Learning Dean, Appleton Area School District
22. Amy Rivera, Content Specialist, University of Wisconsin- Center on Education & Work
23. Suzan Van Beaver, Special Education Consultant, DPI
24. Cindy Vaughn, School to Career Coordinator, Stoughton School District