

Name: _____

Junior Initiative Conference Notes

Theme: _____ Session : 1 2

Speaker: _____ Business: _____

I. Background about the business

Year established: _____ # employees _____

Products/Services: _____

Where does the business have offices, plants etc.? _____

Ownership: _____

Major Competitors: _____

What departments or divisions exist within the business? _____

II. The job

What does the speaker do? _____

What are the education requirements of the job? _____

What is/are the entry-level job(s) for the speaker's business? _____

What is the typical career progression/ladder in this business? _____

How is technology used in this job? _____

III. Other topics covered:

IV. Your impressions and comments about the business, departments and jobs discussed:

To the student: Please complete all sections and turn these pages in to your mentor teacher the day after the Conference. To receive the full 15 points, your papers must be complete and turned in on time!

To the mentor teacher: Please return these papers to the student after grading. They will be used as a reference for the Oral Presentation.

Thank you!

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Conference Notes

To the student: Please complete this page at home after the Conference
Turn it in with your other Conference Notes.

The businesses you studied today may have been vastly different from each other, yet all businesses have many things in common. Please reflect on the workshops you attended today, and comment on at least two similarities that you noticed. Here are a few suggestions for topics:

- entry-level requirements (skills and diplomas)
- types of departments in the businesses
- advertising the product
- opportunity for promotion within the business
- use of technology
- dealing with taxes, government regulations, etc
- keeping good morale in the workplace

1. _____

(continued on the back)

2.

You may consider one of the topics you have discussed above as the theme for your Oral Presentation.

Review your work, and make sure that all sections have been completed. Turn the packet in to your mentor teacher the day after the Conference!