Dear Apprentice:

Congratulations on accepting your job offer and joining the 2017 CareerWise Apprentice Cohort! To ensure you are adequately prepared and feeling confident to join the workforce CareerWise is hosting CareerWise Apprentice Bootcamp **June 12-16, 2017** on Auraria Campus in downtown Denver. **Attendance is required for ALL hired apprentices**. Below is an overview of the week.

On **Monday, June 12th from 5PM-7PM** we are also hosting **Signing Day**, a kick-off celebration with Governor Hickenlooper on Auraria Campus, required for all hired apprentices. Parents/Guardians are encouraged to attend.

Please look for a formal invitation and a detailed agenda with logistical information in your inbox the week of May 15, 2017.

If you have questions or concerns or are not able to attend, please contact MK Sagaria-Barritt to schedule an alternative online option at mk.sagaria-barritt@careerwisecolorado.org.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CareerWise Apprentice Bootcamp for Denver Metro and Ft. Collins CareerWise Apprentices**

**Student Overview**

**Monday, June 12th 11AM-5PM, followed by Signing Day Celebration 5PM-7PM**

*Location*: CU Denver Student Commons Building 1201 Larimer St, Room 1500 Denver, CO 80204

*Theme*: Let the Apprenticeships Begin! And Signing Day

*Overview*: The day will celebrate the apprenticeship program, provide students with an overview of the week and the upcoming 3 years. Speakers will include Noel Ginsburg, President and CEO of CareerWise and Intertech Plastics and a Human Resources professional sharing advice about how to work well with HR. The evening portion of the program is Signing Day, where students and their businesses formally announce their acceptance into the apprenticeship program. Governor Hickenlooper will lead this portion of the program celebrating the significance of this inaugural group of apprentices in Colorado. **The evening program, from 5PM-7PM, is intended for all businesses, schools, parents/guardians, and apprentices to attend.**

**Tuesday, June 13th 9AM-3PM**

*Location*: CU Denver Student Commons Building 1201 Larimer St, Room 1500 Denver, CO 80204

*Theme*: Professional Communication

*Overview*: The day will introduce students to what it means to communicate professionally in a business environment and allow them to practice these skills. Topics covered will include: how to be valuable at work including, verbal and nonverbal skill building, understanding how to give and receive feedback, asking great questions, dealing with conflict and how to conduct yourself in a business lunch.

**Wednesday, June 14th 9AM-3PM**

*Location*: CU Denver Student Commons Building 1201 Larimer St, Room 1500 Denver, CO 80204

*Theme*: Your Professional Future

*Overview*: Students will be separated into their apprenticeship pathway: insurance, accounting, business operations, tech and advanced manufacturing. The day will be facilitated by business leaders in each pathway who will discuss trends and future opportunities in specific career paths, lead panel discussions with business leaders, and support students in solving case study challenges that present themselves in the workplace.

**Thursday, June 15th 11AM-5PM followed by optional Rockies Game at 6:40PM**

*Location*: CU Denver Student Commons Building 1201 Larimer St, Room 1500 Denver, CO 80204

*Theme*: Technology in the Workplace

*Overview*: Students will learn about confidentiality, data security and cyber security. Workshops will also take place on Microsoft office, business writing, and e-mailing in a business setting. The evening is apprenticeship night at the Colorado Rockies baseball game when they play the Giants (event is free for students).

**Friday, June 16th 9AM-3PM**

*Location*: CU Denver Student Commons Building 1201 Larimer St, Room 1500 Denver, CO 80204

*Theme*: Planning for the Future

*Overview*: Our hosts at the Federal Reserve Bank will empower students with information for budgeting and filling out tax forms in the workplace. Speakers will also share how to open a bank account and help students to begin thinking about saving for their future goals. Navin Dimond, President and CEO of Stonebridge Companies, a distinguished hospitality group, will wrap up the week with a motivational talk about how grit, perseverance and bringing a positive attitude to work can set you up for a lifetime of career success.