

Counselor Institute In-Person Workshop: Postsecondary Connections

Bridging the Gap: Strengthening Continuing Education Partnerships for Student Success

Purpose of Session: Explore practical pathways to build or strengthen partnerships that expand student opportunities and access.

Instructions: Choose one of the three “Adventure Paths” below based on your current level of partnership with postsecondary partners, and complete that section. Each path focuses on strengthening partnerships that expand student access and opportunity.

ADVENTURE PATH 1: Crafting Outreach	2
ADVENTURE PATH 2: Setting Partnership Goals	3
ADVENTURE PATH 3: Designing a New Event	4
All Paths: Access Lens	5

ADVENTURE PATH 1: Crafting Outreach

Steps:

1. Identify a potential partner (college, technical college, employer, or community organization).
2. Draft your initial outreach (email or call script). Be clear, concise, and personal.
3. Clarify your purpose — What is the partnership goal? How will students benefit?

Example Email

Subject: Partnership Opportunity to Support Local Students' Career PathwaysDear [Partner Name],

My name is [Your Name], and I support [School/District Name] in expanding opportunities for students to explore high-demand careers in our region. We are currently seeking to partner with [organization/college name] to help students gain real-world experience and build skills that align directly with local workforce needs.

Specifically, we would love to explore opportunities such as guest speaking, hosting site visits, providing mentorship, or offering internships that could help students see clear connections between their coursework and future career paths.

Would you be available for a brief 20-minute conversation next week to discuss how we might collaborate? Thank you for your time and consideration, and I look forward to connecting soon.

Best,
[Your name]

Draft Email Outreach:

Dear [Partner Name],

Best,
[Your Name]

ADVENTURE PATH 2: Setting Partnership Goals

- Steps:
- 1. Select a current partnership to strengthen (e.g., college, technical college, employer)
 - 2. Define your purpose and measurable goals (e.g., increase dual enrollment, match students with mentors)
 - 3. Plan communication cadence and responsibilities (e.g., monthly planning calls, host career/college fairs)

Partner	Purpose of Partnership	Annual Goals	Communication Cadence	Key Roles & Outcomes
(Name)	(e.g., increase student internships)	(e.g., three (3) internship placements this year)	(e.g., quarterly meetings)	(e.g., CTE Coordinator = liaison; College = dual enrollment course setup)

ADVENTURE PATH 3: Designing a New Event

Steps:

- 1. Define event purpose, audience, and desired outcomes.
- 2. Identify potential partners and responsibilities.
- 3. List key logistics (timeline, location, student group).

Event Purpose	Audience	Outcomes

Potential Partners	Roles and Responsibilities	Logistics

All Paths: Access Lens

Instructions: Reflect on how you are providing opportunities to all students through your partnership planning.

How does this partnership increase access for all students?
What barriers need to be removed for students to participate fully?

Collaboration & Support Needs

- Steps:
- 1. List internal collaborators (teachers, counselors, administrators) and external partners (employers, colleges, nonprofits).
 - 2. Note any support or approvals needed (e.g., district approval, funding request, transportation coordination).

Who do I need to involve?		What support or approvals are needed?	
Internal	External	Internal	External

Next Steps

Write one concrete step you can take within the next 2 weeks to improve postsecondary partnerships.

One concrete step I will take in the next 2 weeks: