

# Guideposts for Success: Lesson Plans and Activities

## Developed by the Institute for Educational Leadership

### LESSON 18: ONE STOP CAREER CENTERS

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#### AT-A-GLANCE

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A One Stop Career Center is a service funded by the U.S. Department of Labor but operated locally in communities. One Stops are designed to provide assistance to job seekers under one roof. One Stops are made up of many partners working together to provide training, basic career assistance, workshops, and more. Because One Stops are administered locally, they are different in every location. This lesson is designed to introduce students to the services of the One Stop Career Center.

#### LESSON/ACTIVITY

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Introduce students to the services of the One Stop Career Center—provide some the following background information.

- A One Stop Career Center is a place designed to bring career-related information, resources, and different community partners together in one location.
- A One Stop Career Center is not a job placement agency—but a place where resources for job searching area available (computers, job boards, workshops, etc.).
- All One Stops (are supposed to) have at least one partner who specializes in working with youth (though usually specific to a particular population in “need”).
- All One Stop services are free to the public.

Visit your local One Stop (prearrangements are suggested to be sure you get a tour and have someone available to answer questions). The following are some suggested questions to ask:

- What types of workshops do you offer?
- What age do you need to be to take a workshop?
- How do you register?
- Are there any programs or workshops designed specifically for young adults?
- How can we find out about your youth partners and if we are eligible to receive additional services from them?
- Are there any on-line learning services that you offer?

Be sure to have students make some of the following observations:

- What was the environment like?
- Does the One Stop seem to be “youth-friendly? Why or why not? Give examples
- What would be the benefits of using a One Stop Career Center?
- Did the One Stop staff make you feel welcome?

Have students write a thank you letter to the staff member that provided the tour.

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### EXTENSION

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Many One Stops are not necessarily known for being “youth-friendly.” Depending on the One Stop experience, students might choose to write a letter to their local Workforce Investment Board (LWIB), State or Governor’s Workforce Investment Board (SWIB or GWIB), or even directly to the U.S. Employment and Training Administration’s Division of One Stop Services within the U.S. Department of Labor. Students should be encouraged to include both the positive and not-so-positive experiences, *but* should be prepared to offer suggestions for helping One Stops to become more “youth-friendly” if reflecting on an experience that might have been less than positive.