



### Counselor Product Training

**Web Address:** [www.bridges.com](http://www.bridges.com)  
**Training Date:** December 13, 2010  
**Location:** 4810 Magnolia Cove Drive,  
Kingwood, TX  
**Time:** 8:30 A.M. – 3:30 P.M.

**Trainer Name:** Gail Clark  
**District Contact:** Lesa Pritchard  
**Participants:** Middle School & High School  
Counselors (app. 50 total)

Time**	Training Objectives	Handouts & Resources
8:30 – 8:45	Introductions	1. Agenda 2. Note Sheet
8:45 – 9:00	Preview of HISD Custom Portfolio Service	Guidance Central with Custom Porfolio Service flyer
9:00-9:30	Signing In - Standards & Processes for Creating: <ul style="list-style-type: none"> <li>Professional Accounts (2 types)</li> <li>Student Accounts</li> <li>Temporary accounts</li> </ul>	3. Quick Reference Guide for Professionals 4. Access Reference Cards* 5. How to create temporary student portfolios 6. How to create temporary professional accounts
9:30-11:45	<ul style="list-style-type: none"> <li>Choices Explorer Overview</li> <li>Using Choices Planner to Insure Better Career Choices for Students (and fewer schedule changes for counselors)</li> </ul>	7. Planner Quick Start Guide for Students* 8. Explorer Quick Start Guide for students*
11:45 - 12:30	Lunch	
12:30 – 1:30	More Choices Planner	9. Planner Guided Practice Part 1 & 2
1:30-2:15	Using Choices as a Professional	10. Professional Tools at a Glance 11. Troubleshooting Tips
2:15-3:00	Brainstorming for Clarification of Roles, Responsibilities, and Processes	12. Choices Planner Matrix
3:00 – 3:30	Questions, Summary, Evaluations	

*\*Download these materials from the HISD Training Binder (Educator landing page)*

*\*\*Morning and afternoon breaks will be taken as needed*