



Careers in Manufacturing Instructional Guide



Real People. Real Jobs. Real Opportunity.





Purpose of READY NWI Video Series and Instructional Guide

The READY NWI video series offers an opportunity for viewers to look inside a company to discover and learn about their mission, daily operations, and what their scope of service entails. The videos posted on the READY NWI webpage offer advice and guidance on how to begin pursuing each career, while providing information on the “ins and outs” of the company. Employers discuss such topics as character traits required for employment, expectations for intern performance, the importance of a college education, and how to determine what career may be a good fit when looking through the lens of a potential employee.

Goal Attainment for READY NWI Video Series

Learners are to watch the videos, participating in discussion while retaining pertinent information about the company being viewed.

Outline for Students, Parents, Instructors, and Classrooms

*Topics and Discussion Points
(target 6 – 8th grade students)*

1 DEFINITIONS

- A. Professional (as in a profession)
- B. Values
- C. Volunteer efforts

2 QUESTIONS FOR VIDEO COMPREHENSION

- A. This section ensures concepts from the video are understood.
- B. Requires pen and paper

3 TEACHING SESSION RECAP

- A. This is the student’s specific takeaway
- B. Requires pen and paper

**NOTES FOR THE
INSTRUCTOR OR
FACILITATOR**

Here are several spring-boards for discussion to be used in conjunction with the READY NWI Videos:

Be professional
Honor the employees who hired you
Try to volunteer at a company



About the Company:

Located close to Chicago in Northwest Indiana, Calumet Abrasives has been manufacturing premium, high-performance, abrasive cutting wheels for all types of industrial applications for more than 60 years. To name a few: rotary tools, in-line grinders, circular saws, portable chop saws, high speed portable machines, stationary chop saws, gas powered saws and more.

1 DEFINITIONS

The following section is for discussion with the students prior to watching the video. First, ask the students what each of the words mean to them, and then provide the following definitions from Encarta Dictionary:

Professional – relating to or belonging to a profession; engaged in an occupation as a paid job rather than a hobby; conforming to the standards of skill, competence, or character normally expected of a properly qualified and experienced person in a work environment.

Values – the accepted principles or standards of a person or group

Volunteer – somebody who works without being paid

2 QUESTIONS FOR VIDEO COMPREHENSION

The following section requires a writing utensil and a paper, or a computer. The learner, after viewing the video, should be able to answer these questions, ensuring they understood the video. The activity is best completed by each student individually, but can also be done as a pair discussion.

1. This clip shows an employee who has worked his way up from a temporary employee as a line worker, to a lead packer, then to an assistant manager, and finally to a head manager. What qualities does this employee have allows him to be promoted?
2. There is a class offered at Calumet Abrasives that helps existing employees develop new skills. How willing would you be to learn more about your job to get a promotion?
3. This workplace has employees that are front line workers and employees that are managers. Which area would you see yourself working in?
4. Some employees go to school part time to get a better job. Do you agree it is important to start a job and work yourself up in the company?
5. What skills would you demonstrate working at Calumet Abrasive?
6. What products are used to make cutting tools more durable?
7. What makes this company flexible?

Bonus Question:

Which employees (types of jobs or job titles) are represented in each question?

3 TEACHING SESSION RECAP

After the group discussion and video comprehension sessions have been completed, each student should have a pen and paper in order to engage in the next process. The goal of the Recap is to integrate ideas spawned during discussion with comprehension questions administered.

1. What was your favorite segment of the video?
2. What did you learn about this genre of work?
3. Was there a new idea or concept that you now understand?
4. Could you work in this field?
5. If you could ask an employee at Calumet Abrasives one question, what would it be?

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This instructional guide was developed by the Center of Workforce Innovations. For further information call 219-462-2940 or visit the READY NWI website at www.readynwi.com.