

2017

# MISSION ACCOMPLISHED

TRANSITION SERVICES  
*where mission meets purpose*

## TRANSITION COACHING

Coaches help students dream BIG  
and achieve goals.

PAGE 14

## SEEKING, GETTING and KEEPING the JOB

General and industry-specific programs to help students  
seek, get, and KEEP the job they want.

PAGE 12

## MISSION ACCOMPLISHED CARES

Students receive C.A.R.E. bins filled with college essentials from  
bedding and pillows to notebooks and pens.

PAGE 16



# THANK YOU TO OUR SPONSORS

Mission Accomplished Transition Services offers a variety of programs and initiatives that help students transition from school to career.

These programs would not be possible without our sponsors. Companies and organizations support Mission Accomplished by investing their time, talent and treasure, providing material and serving as coaches and facilitators for our programs.

These sponsors come from a wide variety of industries and they bring various talents, experience and specialties that enable Mission Accomplished to continue supporting millennials in the Capital Region and beyond.

Mission Accomplished would like to thank all of our sponsors:

Albany Community Action Partnership	The Community Foundation for the Greater Capital Region Capital City Fund	Linium Staffing
Albany County Young Democrats	Dance Flurry Organization	Maria College
Albany Dance & Fitness	Dexter Davis Photography & Films	New York State United Teachers
The Albany Fund for Education	Dormco.com	The Sage College
Adirondack Beverages	First New York FCU	St. Croix
Bender Family Fund	Glennpeter Jewelers	Target
Buzz Media Solutions	Home Depot	Trinity Alliance
CapCom Federal Credit Union	Irie Vybez	Troy Dance Factory
Capital South Campus Center	JAFJR Construction Services, LLC	Walmart
Charles L. Touhey Foundation	Jamz 96.3	Workforce Development Institute (WDI)
	Koppett	YWCA of the Greater Capital Region
	Lia Auto Group	

# LETTER FROM THE CEO & FOUNDER

Dear Influencers:

The Mission Accomplished journey continues to be one of joy, purpose, challenge and transformation. Each day my team and I help millennials discover their inherent talents, follow their purpose, pursue career aspirations and make life-changing decisions. Our focus is to deliver career education programs in partnership with businesses, community-based organizations, schools (high schools, colleges and vocational programs) and global and local leaders. We are committed to sharing accountability with these communities to help improve the personal and professional outcomes of entry-level professionals and get them ready to manage real life.

Do you remember when you started feeling the pressure as a teen and young adult to answer the age-old question: What do you want to do after high school or college? Do you remember what or who motivated you to take action and control your future? Well, we are lucky enough to work with brave, aspiring young professionals who took the leap of faith to ask us for help with figuring out how to get from Point A to Point Z. No one achieves goals alone!

Yes, millennials are different from Gen Xers and Baby Boomers. We appreciate working in teams, we want to be a part of meaningful work and volunteer experiences and foster successful careers that matter (I think we may be the same with this one).

Reading through the following pages you will learn more about our programs; the impact millennials make in the work environment and how to continue inspiring millennials to ask for help while pursuing their wildest personal and professional dreams.

So, stay inspired and continue being an ambassador for Mission Accomplished!



With a Hug,

*Carmen Duncan*

Carmen Duncan, CEO & Founder

# MENU OF POSSIBILITIES



## 6 Why Millennials?

Are the millennial stereotypes true? Why are millennials valuable in the workplace? What skills do millennials have?

## 8 The Coaching Pathway

Mission Accomplished uses this tool for all of our coaching programs. The Coaching Pathway starts with trust and ends with transformation.

## 12 Industry-Specific Group Coaching

Group coaching is designed around a specific industry. Industry Highlight: The Fashion Edition focuses on everything from design to marketing in the fashion world.

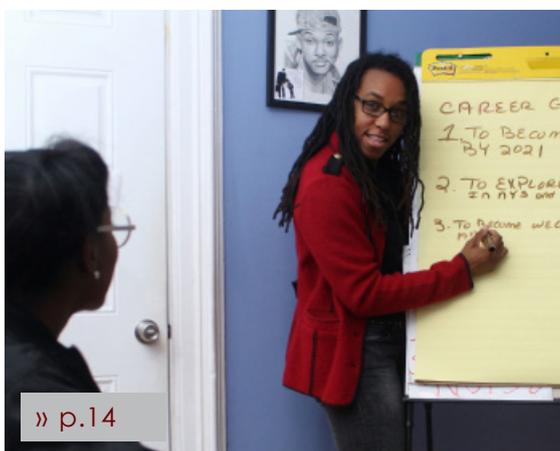


## 14 Transition Coaching

One-on-one coaching and guidance to help millennials vision BIG and achieve goals. Our coaches aim to help millennials transition from school to career.

## 16 C.A.R.E. Initiative

The Colleges and Room Essentials (C.A.R.E.) Initiative decreases the financial burden of transitioning into college or vocational training by providing eligible students with supplies.



## 18 Sponsorship Opportunities

Strategic partnerships are our saving grace. Flip to this page to learn about mutually beneficial sponsorship opportunities.

# ABOUT

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## OUR STORY

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Mission Accomplished Transition Services, Inc. was founded by Carmen Duncan, a millennial who dodged the potential negative outcomes of teenage homelessness and poverty. She beat the adverse childhood experiences with the help of family, coaches, mentors and sponsors who believed in her ability to control her future and pursue her vision. Carmen’s life experiences motivated her to “pay it forward” by establishing an organization that provides professional development coaching, mentorship and sponsorship from leaders who recognize the power of young people, the skills they already have and are committed to helping them improve their business skills while preparing for the transition into their adult lives. Mission Accomplished is a tax-exempt 501(c)3 nonprofit organization located in Albany, NY. Mission Accomplished was incorporated December 2012.

## OUR MISSION

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We envision that millennials will become mature, active, compassionate citizens who are empowered to take responsibility for themselves and promote a future of purpose.

We live in our vision everyday by helping millennials develop their self-identity and recognize themselves as powerful members of society who influence societal change and the business market.

*where mission meets purpose*



# WHY MILLENNIALS?

The term 'Millennial' appears to come with a negative connotation. "Lazy," "privileged," "ungrateful," are used to describe the millennial generation. Despite the negative stereotypes, 20-something recent college graduates and their millennial peers are invaluable in today's workplace.

Millennials have skills, experience and insights that can help your company or organization. In fact, by 2020 the millennial generation will make up 46% of the workforce.

Millennials are also more diverse, in terms of race and ethnicity, than previous generations. When compared to a group surveyed in 1976, 20-year-olds in 2012 valued different aspects of a job, including benefits, social factors and respect.

The millennial generation possesses qualities that are valuable in all industries. Skills that make millennials assets in the workplace include: **adaptability**, **desire to learn**, their **entrepreneurial spirit**, **experience**, being native users of **technology**, having a **fresh perspective**, **high energy** and being part of a **key demographic**.

Sources:

"Why Millennial Workers Aren't As Useless As You Thought" Forbes, July 6 2012

"Why You Should Be Hiring Millennials" Forbes, July 3 2012

## Millennials by the Numbers

**46%** of the workforce  
\*by 2020

**33%**

have started a side  
business

**71%**

want to work abroad

highly value a sense  
of accomplishment  
at their job **25%**

## ADAPTABILITY

20-somethings are open to and excited about change, open to new ideas and willing to learn. In comparison with older generations who tend to lean more towards resisting change, the millennial's adaptability can be an asset to the evolving landscape of the workforce.

## TECHNOLOGY

Millennials are the first generation to grow up with technology such as the internet and cell phones. While they weren't necessarily born into it, they have spent their lives quickly learning new technology from cell phone to smartphone and smartphone to smart TV. Not only do millennials know how to use the technology, they have ideas for how to use it.

## DESIRE TO LEARN

Younger generations value meaningful work and look for opportunities for personal and professional development, career training and development, and opportunities for advancement. Millennials are interested in expanding their knowledge and learning about themselves, their career and the industry.

## FRESH PERSPECTIVE

Millennials offer new ideas and a new point of view. They have limited preconceived notions of how the business or company works and functions, and therefore are not limited to any of those ideas. Millennials are innovators, who can bring fresh solutions to industry and company challenges.

## ENTREPRENEURIAL SPIRIT

Millennials believe in the value of entrepreneurship in the modern economy and job market. The fact that over one third of millennials have started a business or a side business proves their entrepreneurial spirit is valuable to the workforce.

## HIGH ENERGY

Younger people are energetic, and eager to work. For employers, high energy can increase productivity. Millennials can utilize their own energy and enthusiasm for the job to advance. Volunteering for tasks and assignments is one way to show eagerness to learn and grow professionally.

## EXPERIENCE

Millennials, whether they realize it or not, have a wealth of experience. Internships, summer jobs, on campus college jobs, teams, clubs and studying abroad are all relevant experiences that can be applied in the work force. These experiences can teach teamwork, leadership, communication and planning.

## KEY DEMOGRAPHIC

Companies spend a lot of time and money in researching the market trends of the millennial age group. Having members of this demographic at the same company can provide insights to that demographic. Millennial workers can share their knowledge of what their peers value, desire and need.

# THE COACHING PATHWAY

## WHAT IS IT?

The Coaching Pathway is the formula of all Mission Accomplished coaching programs. Transition coaching and group coaching all follow the coaching pathway. The five basic steps of the pathway show how students will succeed with our help and guidance.

Each program begins with **trust** and ends with a **transformation**. Mission Accomplished Coaches empower students to transform into who they want to become and accomplish what they aim to achieve.

## HOW DOES IT WORK?

The Coaching Pathway begins with the formation of a positive relationship between the student and coach. The students' vision is defined and goals are laid out. Through **exploring** opportunities, creating a **strategic plan** and putting that plan to **action**, students accomplish their goals and achieve their personal success.



# Trust

Create a trusting relationship with your coach, define your personal life purpose and establish academic and career goals in order to **foster the relationship**

# Explore

Explore careers, college, vocational training and leadership development **opportunities**

# Strategize

Create a game plan to gain access to the people places and opportunities that will help you **accomplish your goals**

# Act

Put your goals into action, stay motivated and **stand out** from the competition

# Transform

Transition from the coaching process, fully launch your career and education path then begin to **teach others**

“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”

*Thomas Edison*  
Inventor

# SEEKING, GETTING AND KEEPING THE JOB SERIES

The SGKJ Series is a career exploration and development program designed to partner with for-profit and nonprofit companies to meet industry-specific talent needs; and support job/career candidates with learning industry trends, developing flexible skill sets and align with a team of like-minded professionals who are motivated to achieving common goals.



Jada (top left) and Anicia (top right) were high school students who were struggling with securing employment after multiple interviews. After boosting their confidence and improving their interview skills through the SGKJ Series in the summer of 2015 they secured employment.

Anicia secured a job at Lady Foot Locker. She is still there!

**#MissionAccomplished**

Jada secured a job at Price Chopper.

**#EmploymentGoalConquered**



Lay (bottom left) and Isiah (bottom right) were high school freshmen eager to improve their professional skill sets. Unfortunately, their age prevented them from securing long term employment. However, their commitment to professional development put them one step ahead of their peers.

Isiah landed a summer job as a camp counselor at Greg Koubek Basketball Camp.

**#MakingItHappen**

While they secured the jobs based on their presentation in the interview. It was a bonus that Mission Accomplished has relationships with these companies.

All SGKJ participants receive professional headshots, business cards, an interview outfit and more!

# SEEKING, GETTING AND KEEPING THE JOB SERIES

## Industry Highlight: Fashion Edition



**CHANTEL:**  
**ASPIRING FASHION STYLIST**

“I learned a lot, there is definitely way more to the fashion industry and pursuing a career than I would have ever imagined. I definitely learned it is very time consuming and EXPENSIVE. ”



**DONNAY:**  
**SOON TO BE CREATIVE DIRECTOR**

“My experience was great. I got to see the real ins & outs of how the industry works. I learned a lot from my teachers and experienced a deeper side of the fashion world that I did not know about. ”

In partnership with Bella V Boutique (a contemporary clothing store), The Albany Barn (a creative arts community center) and Moxie (a fashion styling agency), the Fashion Edition is tailored to prepare emerging fashion icons. We welcome millennials who are serious about pursuing careers as merchandisers, entrepreneurs, models, designers, stylists, interior designers, event planners and more and looking to launch their career or take it to the next level.

Each student transitions from the the program with an interview toolkit: a portfolio, professional business outfit, personalized executive pen set, business cards and case, professional headshot, a padfolio, messenger bag and other supplies to help them look the part while in professional environments.

Students will:

- Participate in live “project runway” like challenges to build upon their skills
- Have the opportunity to secure an internship
- Gain confidence
- Develop a network of professionals
- Tour the NYC fashion district to learn about the behind the scenes work
- Participate in real life business meetings

\*Must be 18 or older to apply\*

Seeking, Getting and KEEPING the Job Series

# fashion edition

MARCH-MAY



**\$5,048.57**

Includes:

Dinner at all sessions

NYC business trip

All supplies

Interview toolkit

Program handbook

***Sponsor a student today!***

*Learn more on page 18*

# TRANSITION COACHING



**GET 1 ON 1 HELP TO FEED YOUR LIFE PURPOSE AND  
ACHIEVE YOUR SPECIFIC PERSONAL, PROFESSIONAL AND  
ACADEMIC GOALS.**

#### **Our coaches will:**

-  Work with you to design an organized course of action to push you toward your goals and help you follow your purpose.
-  Help you explore college, vocational, employment, and leadership development opportunities.
-  Improve your communication skills and business etiquette.
-  Help you learn how to hustle and leverage connections with the people, places, and opportunities to access what you are looking for.

Fee: \$100 per session  
P: 518-207-0209 E: [cduncan@matransitionservices.org](mailto:cduncan@matransitionservices.org)

# WHAT OUR PARTICIPANTS SAY ABOUT COACHING

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**"I really appreciate you taking time out of your schedule and for giving me such valuable information about the reality of the field. I definitely have a better understanding of what I need to do to get my voice out there."**

**~ Carly, Aspiring Creative Freelance Writer  
Cover Photo: Carly & Jennifer Gish, Senior Editor  
at the Times Union**

**"In the summer of 2015, I was petrified of making professional phone calls. Now it's the summer of 2016 and I am confident when making calls to inquire about professional opportunities. Thanks to Coach Chelsea!"**

**~ Unique, Emerging Fashion Designer**

# C.A.R.E. INITIATIVE



## WHAT IS IT?

The College and Room Essentials (C.A.R.E.) Initiative was designed to help students who struggle to pay for college necessities. From tuition and fees to books, transportation and housing, higher education has a high price tag. The C.A.R.E. initiative helps lower that price tag by providing students with a C.A.R.E. bin, complete with a variety of school supplies, bedding, and toiletries. Since 2015, 44 students have received a C.A.R.E. bin. The C.A.R.E. initiative is made possible by sponsors, including Cap Com Federal Credit Union, NYSUT and Dormco as well as private donations.

## WHO IS ELIGIBLE?

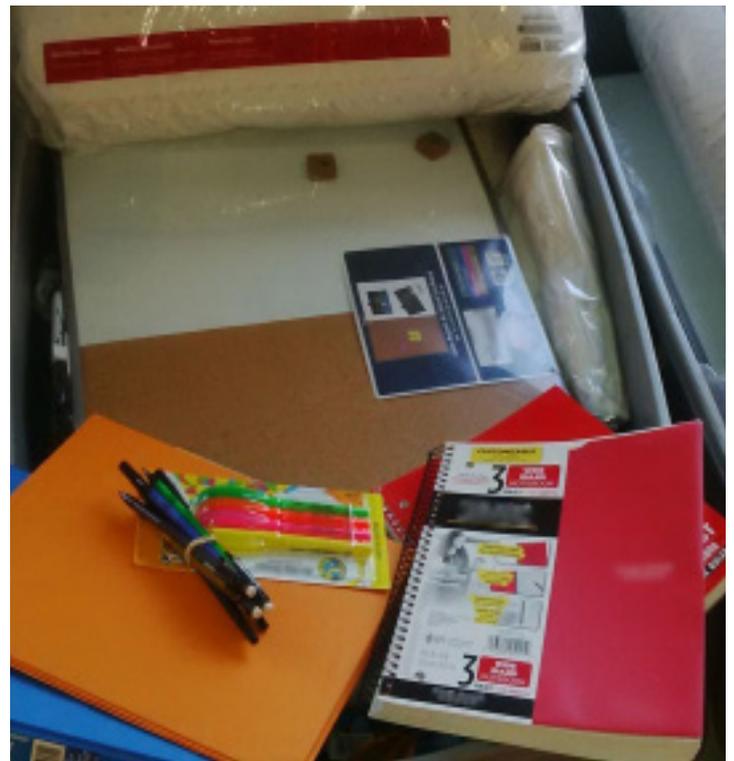
- Students who have been accepted into college or a vocational program for the fall term. The acceptance letter must be submitted to Mission Accomplished for confirmation.
- Students must have some level of economic need.

## WHAT IS THE APPLICATION PROCESS?

- Accepted students will need to participate in a two-day, six-hour Higher Education Prep series that focuses on time and financial management.
- Students must complete the full application, which includes an essay.
- Students will be accepted based on the quality of their essays
- Anyone who has an economic need is encouraged to apply!
- The online applications go live in January of each year

# WHAT IS IN A C.A.R.E. BIN?

- **Bedding Essentials:** pillow, comforter and sheets, bedside organizer, storage bin, mattress pad, topper, bed risers and more
- **Toiletries:** disposable razors, shaving cream, toothpaste, shampoo and conditioner
- **Bath Essentials:** shower caddy, towel and wash cloths
- **School Supplies:** personalized planner, notebooks, pens, mechanical pencils, binders, highlighters and pocket folders
- **Miscellaneous:** cutlery set, blanket storage bag and laundry bag



# SPONSORSHIP OPPORTUNITIES

## **C.A.R.E. INITIATIVE**

We invite companies, student groups and professional associations to run a school supply drive to collect school supplies, toiletries and bedding; invest financial resources to sponsor a student; or volunteer to pick up items from groups or assemble the CARE packages.

## **INDUSTRY-SPECIFIC GROUP COACHING**

These project-based programs are uniquely designed to meet the demands of specific professional development interests.

### **Seeking, Getting & KEEPING the Job (SGKJ) Series**

We are eager to partner with for-profit and nonprofit businesses and industry needs and to help you hire and develop skilled young professionals, specifically women and candidates from ethnic backgrounds, who are ready to work!

In collaboration with your team we will design a SGKJ series to meet the needs of your company and industry and screen and recruit candidates.

### **Stand. Speak. ACT! (SSA!) Series**

This series is designed to address social justice issues while helping millennials improve their community development and organizing skills. The transferrable skills honed in this series fit perfectly in team-based work environments.

By the end of each series we look to companies to hire our millennials as paid interns. Of course, “hiring” is contingent on behavior, skill level, initiative, follow-through on assignments while in the above programs and ability to work within the company culture.

“What you know today can affect what you do tomorrow. But what you know today cannot affect what you did yesterday.”

*Condoleezza Rice*  
Former Secretary of State



## MISSION ACCOMPLISHED TRANSITION SERVICES

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