

NTO Tip Sheet

A tip sheet is a format that allows you to share quick and useful information without lengthy written sections, and unnecessary words. Tip sheets are designed to give your audience a quick bite of the *Who, What, When, Where, and Why* of a topic. In this tip sheet you might also include the benefits and barriers to NTO's. Tip sheets should be single or 1.5 spacing. Headlines should be bold. Sentences and points should be short and to the point! They should have a clear audience. You can distribute them in the counseling office, at notice boards around town, at the job board, etc.

Sample:

Why Women Should Consider Working in Non-Traditional Occupations

There are many benefits for women who choose to enter the construction fields:



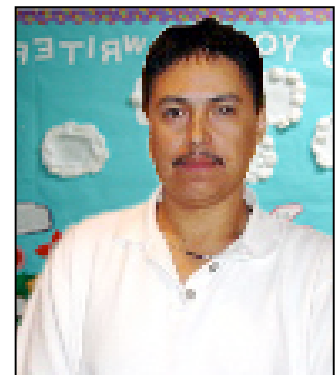
- There are often incentives for entering NTP's such as free training and apprenticeships
- Women and other minorities have more opportunities for advancement
- Salaries in NTO's often pay better than tradition jobs women might work in, such clerical work
- Work can be more physical and challenging than a "sit-down" job
- Construction jobs can often allow one to travel to new construction sites
- The end product can be very satisfying to see, more tangible than some work

Women entering NTO's can also come up against many barriers and challenges:

- Discrimination
- Others not seeing you as capable or adequate enough
- Harassment
- Feeling left out of "the guys" circle at times
- Put downs
- Even some distrust

If you decide to work in a NTO here are a few things you should know:

- ...
- ...



For more information contact (put your school counselor or employment specialist name and phone number here)

