

Career **EMPOWERMENT** Curriculum

**Taking Control of
Your Career**

***Choosing and Planning
for the Career You Want***

Facilitator's Guide



Choosing and Planning for the Career You Want

Workshop Logistics

Materials

- Facilitator's Guide
- Workbook/Pens
- Flipchart/Markers
- PowerPoint presentation/Computer/Projector/Screen
- Computers with Internet Access (ideally enough for each participant)
- Prepared Posters with Holland Career Theme information (see instructions below)
(only need these prepared posters if you don't have computers with Internet Access)

To access the Occupational Outlook Handbook, go to: www.bls.gov/oco/.

To create the posters:

Create 6 posters, one for each job type outlined on Workbook Page 6.

**Job Type 1: REALISTIC:
Mechanics, Heating and Air
Technicians, Computer Repair**

- Requires working with tools, machines, and equipment
- Needs mechanical ability to build and repair objects
- May require being outdoors
- Deals with things more than people

**Job Type 2: INVESTIGATIVE:
Crime Lab Investigators,
Scientists, Geologists, Medical
Researchers**

- Must be task-oriented
- May like working alone
- Tasks include gathering information and analyzing data
- Enjoys solving abstract (theoretical) or concrete (physical) problems

**Job Type 3: ARTISTIC: Actors,
Artists, Journalists, Chefs**

- Likes art, music, or writing
- Enjoys opportunities for self-expression
- Prefers creativity to structure
- Enjoys performing or watching others perform

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Job Type 4: SOCIAL: Teachers, Social Workers, Therapists

- Sociable, responsible, and concerned with the welfare of others
- Uses communication skills to help others reach their full potential
- Enjoys listening to and helping others

Job Type 5: ENTERPRISING: Politicians, Business Executives, Salespeople

- Uses communication skills to persuade and influence other people
- May enjoy business activities and making a profit
- Prefers social tasks that offer leadership opportunities

Job Type 6: CONVENTIONAL: Office Managers, Accountants, Human Resources Professionals

- Prefers highly ordered activities and established patterns
- Highly organized with excellent written and mathematical skills
- Enjoys taking care of details so team members can focus on other tasks

Outline

Topic	Materials	Time
Introduction	Workbook	15 minutes
Learn the Difference Between a Job and a Career	Workbook	10 minutes
Choose a Career that Fits Your Interests, Skills, and Needs	Workbook	55 minutes
BREAK		10 minutes
Research Several Different Careers	Workbook	30 minutes
Choose Your Target Career	Workbook	10 minutes
Develop a Plan	Workbook	10 minutes
Applying the Learning	Workbook	10 minutes
		150 minutes (2.5 hours)

Choosing and Planning for the Career You Want
Workshop Logistics

Preparation Notes on Participants

NAME	NOTES
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Choosing and Planning for the Career You Want

Introduction

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p> <p>NOTES & EXAMPLES</p>	<p>INTRODUCTION</p> <p>Display slide #1 – Choosing and Planning for the Career You Want.</p> <p>Welcome the participants to the workshop.</p> <p>Introduce yourself, your background, and what you like about leading this particular workshop. Thank them all for being here for this important conversation.</p> <p>Have them introduce themselves with their first names and an answer to a related yet comfortable question. Make sure you answer the question as well.</p> <p>Suggested options include:</p> <ul style="list-style-type: none">• What was your first job?• What was your favorite job?• What was your dream job growing up? <p>Have them turn to the Workbook Page 2 where they will begin working in their workbook.</p> <p>Advance to slide #2 – Introduction.</p> <p>Review the workshop intentions:</p> <p><i>This workshop is designed so that you will leave being able to:</i></p> <ul style="list-style-type: none">• <i>Describe the difference between a job and a career</i>• <i>Choose a career that fits your interests, skills, and needs</i>• <i>Research several different careers</i>• <i>Choose your target career</i>• <i>Develop a plan for the career you want</i> <p>State:</p> <p><i>It is important to be clear about what you want to get out</i></p>
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of the workshop as well. Take a moment and write down anything that isn't stated in these intentions that you'd like to get out of the workshop.

Pause and let them write. Have them share any other intentions. Confirm whether or not those intentions will be met in the workshop.

[Advance to slide #3 – Introduction.](#)

Review the workshop ground rules:

We want this to be a safe place for you to explore this topic. These ground rules help keep the environment safe:

- *Everything will be kept confidential in this group.*
- *You will be encouraged to participate, but not called upon in class.*
- *Your questions are valid and if they cannot be addressed in class, we will put you in touch with the right resources after class.*

State:

It is important that you feel safe exploring the topic of career exploration and planning. Is there anything else you need to feel safe during the workshop?

Pause and let them write. Have them share any other suggested ground rule. Agree to ground rules within reason.

Note:

As a facilitator it's one of your primary accountabilities to ensure the ground rules are followed and the intentions are fulfilled. Agree to those that you can follow. Gently say "no" to any intentions or ground rules that you cannot meet by saying something like:

I hear you want X from this workshop. That's not part of this session, but I will let you know how you can find that out afterwards.

Thank them all in advance for their participation.

Choosing and Planning for the Career You Want
Learn the Difference Between a Job and a Career

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>WHAT'S THE DIFFERENCE?</p> <p>Ask:</p> <p><i>What is the difference between a job and a career?</i></p> <p>Have participants shout out ideas. Acknowledge the thoughts that are shared.</p> <p>Instruct:</p> <p>Advance to slide #4 – What's the Difference?</p> <p>Turn to Workbook Page 3. <i>See the differences laid out at the top of the page.</i></p> <p>State:</p> <p><i>A career is something that you intentionally choose. A career is something you plan for and develop over time. A career will keep going as long as you develop it – whereas a job has a beginning and an end. A career will involve many work experiences.</i></p> <p>Instruct:</p> <p><i>What does a career look like? Review the chart in the middle of the page.</i></p> <p>Pause a moment to give participants time to review the chart.</p> <p><i>This is a career path for a nurse.</i></p> <ul style="list-style-type: none"><i>• The first step of the career path is at the bottom. This represents the job with the least skill and education required.</i><i>• The top step – level 5 – represents the career goal of someone on a nursing pathway. This job of Registered Nurse requires the largest amount of training and education.</i>
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Instruct:

Turn to **Workbook Page 4**.

Review the career pathway delineated in the chart at the top.

Pause a moment for participants to review the chart.

Ask:

Why are the wages different at each of the levels?

Make sure the idea that education and experience needed increase as the pay increases is covered.

What makes this a career pathway?

Make sure the following are covered:

- Someone chose a career in hotel management.
- You must plan to move up each level, developing your skills and increasing your education.
- There are many work experiences along this career path.

[Advance to slide #5 –Career Path](#)

State:

Most people spend less than 40 hours over their lives planning for their career. That's less than 1 typical work week! You don't have to be most people.

Choosing a career is one of the most empowering decisions you can make for yourself. This workshop will support you in doing that.

Choosing and Planning for the Career You Want

Choose a Career that Fits Your Interests, Skills, and Needs

<p>TIME 55 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>Advance to slide #6 – Choose a Career that Fits Your Interests.</p> <p>WHAT CAREERS MATCH YOUR INTERESTS?</p> <p>If you have computers with Internet access available, instruct:</p> <p><i>Let's determine what careers will best fit your interests, your skills, and your needs. We'll start with your interests.</i></p> <p><i>We look at interests when we choose our careers because:</i></p> <ul style="list-style-type: none">• <i>People do better at what interests them.</i>• <i>People are attracted to careers that suit their interests.</i>• <i>People usually are successful in careers that suit their interests.</i> <p>If there are enough computers for each participant, follow the rest of the instructions in this section, WHAT CAREERS MATCH YOUR INTERESTS?</p> <p><i>Then on Workbook Page 6:</i></p> <ul style="list-style-type: none">• <i>Write down your target Theme.</i>• <i>Make note of the 3 target careers that jump out at you as the most potentially interesting to you. You don't have to spend a lot of time choosing your 3. We are going to spend some more time later further exploring careers. Just write down the 3 that immediately intrigue you.</i>• <i>And write down a few thoughts about why you are interested in this target career.</i> <p><i>Take a few minutes.</i></p> <p>Pause a few minutes for participants to write.</p>
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CAREER DEVELOPMENT SKILLS

Advance to slide #7 – Choose a Career that Fits Your Skills.

Instruct:

Turn to Workbook Page 9.

Let's talk about the different types of workplace skills before you write down the specific skills you have.

State:

The first type is job-specific skills. These are the skills needed for a particular job. They can be developed on the job, in job training programs, or through educational programs.

Ask:

What are examples of job-specific skills?

Have participants share a few examples.

If need be you can talk about the examples shared in the workbook:

- Paralegal – conducting legal research and preparing motions for filing
- Auto mechanic – rebuilding a transmission and running computer diagnostics
- Nurse – administering medication and creating medical charts
- Computer technician – completing operations analysis and hardware repair

Instruct:

Take a moment and write down the job-specific skills that you have. They may be skills that are directly related to the 3 target careers you wrote on the previous page or they may be other job-specific skills you have.

Pause a moment for participants to write.

	<p>Ask:</p> <p><i>What job-specific skills do you have?</i></p> <p>Have one or two participants share their skills. Acknowledge the participants for their skills.</p> <p>State:</p> <p><i>The next type of workplace skills are employability skills. These are personality traits and characteristics that help people adapt and succeed in the workplace.</i></p> <p>Ask:</p> <p><i>What are examples of employability skills?</i></p> <p>Have participants share a few examples. If need be you can mention the examples shared in the workbook:</p> <ul style="list-style-type: none">• Cooperation• Follow-through• Positive attitude• Flexibility• Accuracy• Reliability• Punctuality <p>Instruct:</p> <p><i>Take a moment and write down the employability skills that you have. Write down as many as you can think of.</i></p> <p>Pause a moment for participants to write.</p> <p>Ask:</p> <p><i>What employability skills do you have?</i></p> <p>Have a number of participants share their skills. Acknowledge the participants for their skills.</p> <p><i>What employability skills do you think will be most important for the career you're interested in?</i></p> <p>Have a few participants share.</p>
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Point out that some employability skills will be more important than others depending on the type of career and the type of workplace. For example, there are some workplaces that tend to be more female or male-dominated. Different skills can tend to be more crucial if you're working with mostly females or mostly males. You may find if you're one of the few females working in a male-dominated workplace, that assertiveness, for example, is important.

State:

Then there are transferable skills. These are skills – such as people skills and organizational skills – that can be used in a variety of jobs and situations.

Ask:

What are other examples of transferable skills?

Have participants share a few examples.

If need be you can mention the other examples shared in the workbook:

- Writing
- Research
- Public speaking
- Critical thinking
- Mechanical ability
- Working with numbers
- Math skills
- Managing projects
- Sales skills
- Creativity
- Negotiation

Instruct:

Take a moment and write down the transferable skills that you have. Write down as many as you can think of.

Pause a moment for participants to write.

Ask:

What transferable skills do you have?

Have a number of participants share their skills.
Acknowledge the participants for their skills.

WHAT ARE YOUR NEEDS?

[Advance to slide #8 – Choose a Career that Fits Your Needs.](#)

State:

We've explored our interests and our skills. Next we'll look at our needs.

Instruct:

*Turn to **Workbook Page 10.***

State:

Let's think about life issues.

When evaluating whether a career is a good fit for you, you want to consider safety. Are there any workplace characteristics that may be important for you to feel safe? For example, do you want a highly populated area, do you prefer to work? Do you have any safety concerns regarding specific work shifts or work days? How will you travel safely to and from work? With what type of interactions inside and outside the company do you feel safe engaging in? For example, are you comfortable visiting customers, making cold calls, or networking online?

If you have a specific safety concern, feel free to talk to me or your case manager about it.

Consider money. For a career you're considering, is the typical salary enough money to support you and your family? Will the salary level allow you to take vacations and buy the "extras" you would like?

For today, you'll make a guess at the annual salary you

believe will cover your needs. In the Appendix there is a budgeting worksheet taken from the Moving Ahead Through Financial Management curriculum to support you in verifying the estimation you make today. You can access the Moving Ahead Through Financial Management curriculum by visiting www.clicktoempower.com.

You want to consider location. Are you willing to move to another city or town and would you feel safe doing so? Do you think jobs that you're interested in are located near you? For example, jobs in movie production are more likely to take place in Los Angeles or New York or Chicago than in small town rural areas.

Transportation is another consideration. How long would you have to travel each day (both ways)? How much will travel cost? Are you willing to travel long distances and would you feel safe doing so?

Then the hours of the job are a consideration. Do people in this career work regular business hours or will you be required to work at night or on weekends? Do you feel safe working the required hours? What do you need and want your schedule to be? Are you willing to work any required hours?

Finally, you want to consider the working conditions for any careers you might pursue. Will you need to work outside or inside, sit or be on your feet all day, or do any heavy lifting or physical activity? Are there any working conditions that may be important for you? Like being able to get up and move around often or not having to interact with strangers. And, if you have any disabilities, can accommodations be made for you to successfully perform most jobs?

Take a few moments and answer each of the "Dream It" questions.

- *How much would you like to make yearly?*
- *Where would you like to work?*
- *How would you like to travel to work?*
- *How long would you like to travel each day (both ways)?*
- *When would you like to work?*
- *What would you like your workplace to be like?*

	<p>Pause a few minutes for participants to write.</p> <p><i>Partner up with someone and share about your dreams. Encourage one another to go for it. Take 5 minutes.</i></p> <p>Pause 5 minutes for partners to share.</p> <p>State:</p> <p><i>We've looked at our interests, our skills, and our needs. These are all important to consider while we're exploring possible careers. Ideally, it would be great if our interests, our skills, and our needs all intersected perfectly in a single career. And, you may need to do a bit of balancing act to make sure you have your needs met and are doing what you're most interested in and skilled at.</i></p> <p><i>We'll do some more career exploring after we take a break.</i></p>
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Choosing and Planning for the Career You Want
Research Several Different Careers

<p>TIME 10 minutes</p>	<p>BREAK</p>
<p>TIME 30 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>Advance to slide #9 – Exploring Careers.</p> <p>If you have computers with Internet access available, state:</p> <p><i>Now that we have thought about our interests, our skills, and our needs; we are well-equipped to think about what careers are best suited for us. So, let's do that!</i></p> <p>Turn to Workbook Page 7.</p> <p><i>Follow the steps on this page to access My Next Move and Browse Careers. Take about 20 minutes to explore.</i></p> <p><i>Then, when you've identified your top 3 most interesting and best fit careers, write these on page 13. Page 13 also asks you about salary, whether Career Coach indicates this career as being in a hot market, a reason why you're interested in this career, the education the career requires, and 3 skills the career requires. Fill in this information for each of your 3 career choices as well.</i></p> <p><i>Please begin. If you have any questions along the way, don't hesitate to ask me.</i></p> <p><i>Begin following the instructions on page 8.</i></p> <p>Help anyone who needs help getting to the web browser to be able to complete step 1.</p> <p>Walk around and make sure that participants are able to access the site and are completing the information.</p>

OTHER WAYS TO CONDUCT RESEARCH

State:

Besides the exploring you did today – or are going to do momentarily – there are others ways to conduct research about different careers.

You can:

- *Volunteer – volunteer in a prospective career field to get a better understanding of the work*
- *Job shadow – you can observe someone in a prospective field to see if you seem to like the work*
- *Conduct informational interviews – talk to people working in a prospective career field*
- *Do an internship – work as a paid or unpaid intern in the field*
- *Talk to others – you can talk to career counselors or teachers or anyone else that might know about a prospective career field*

Instruct:

Write on the bottom of the page the ideas that you have to conduct further research. Take a few moments to write.

Pause a few moments for participants to write.

Ask:

What will you do to further research ideal careers for yourself?

Have one or two participants share.

Choosing and Planning for the Career You Want

Choose Your Target Career

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>WHAT YOU WANT TO KNOW</p> <p>Advance to slide #10 –Career Research.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 7.</i></p> <p>State:</p> <p><i>As you're choosing your target career, you will want to know the types of information listed at the top of the page.</i></p> <p>Ask a participant to read the information listed on the top of the page.</p> <p>Ask:</p> <p><i>Any questions about these different pieces of information?</i></p> <p>Respond to any questions asked.</p> <p><i>What information do you still want to determine about your target careers?</i></p> <p>Have any participants share, as appropriate.</p> <p>YOUR TARGET CAREER</p> <p>State:</p> <p><i>It is likely that you'll want to do more research before making a final career choice, and often, with a little self-reflection we can get a good idea of the direction we'd like to take with our careers.</i></p> <p>Instruct:</p> <p><i>If you had to choose right now, what would you identify as your target career? The choice you make for this exercise will not be written in stone. You can change your mind</i></p>
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	<p><i>later.</i> <i>And, what do you already know about the target career you selected?</i></p> <p><i>Write in the information that you know on the bottom of the page. Take 5 minutes.</i></p> <p>Pause 5 minutes for participants to write.</p> <p>Ask:</p> <p><i>What is your target career?</i></p> <p>Have one or two participants share. If participants are willing, ask for some of the other details about their target career.</p>
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Choosing and Planning for the Career You Want

Develop a Plan

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>YOUR CAREER PLAN</p> <p>Advance to slide #11 –Your Career Plan.</p> <p>Instruct:</p> <p>Turn to Workbook Page 9.</p> <p><i>Once you know what your ideal career is, then you can develop a plan to get it!</i></p> <p><i>Answer each of the questions on page 15 as completely as you can.</i></p> <ul style="list-style-type: none">• <i>What is your career goal? Examples are: Become a registered nurse. Work as a manager in an office environment. What is yours?</i>• <i>What, if any, additional information do you need about your target career?</i>• <i>What additional research will you conduct so you're sure you've identified your target career and know everything you should know about it?</i> <p><i>Then, given how you responded to the first 3 questions, determine your next steps.</i></p> <p><i>Take 5 minutes to complete this page. If you have any questions as you're writing, don't hesitate to ask me. Begin.</i></p> <p>Pause 5 minutes for participants to write. Walk around and make sure participants are able to fully respond to the questions and write out action steps.</p> <p><i>Partner up with someone and share the action steps you identified in the chart at the bottom of the page. Encourage one another. Take a few minutes to have you both share your next steps.</i></p> <p>Pause a few minutes for the pairs to share.</p> <p>Note: If participants have significant safety concerns or</p>
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	are significantly hesitant to begin planning for their careers, remind them of the resources they have and of the community resources of which you're aware.
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Choosing and Planning for the Career You Want

Applying the Learning

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>APPLYING THE LEARNING</p> <p>Advance to slide #12 – Wrap-Up</p> <p>State:</p> <p><i>Thank you so much for your contribution, attention, investment of time, and sharing.</i></p> <p><i>Because we know this is an ongoing process, we've included resources you can reference on an ongoing basis on Workbook Page 12.</i></p> <p><i>Review the resources, ask for additional suggestions from the group, and encourage them to be supported throughout the process.</i></p> <p>Instruct:</p> <p><i>Respond to the 3 questions listed on Workbook Page 13.</i></p> <ul style="list-style-type: none">• <i>What was the most valuable part of this module for you?</i>• <i>What will you do differently as a result of this training?</i>• <i>What is your biggest career hurdle and how will you handle it?</i> <p>Facilitate Completion:</p> <p><i>To complete our work together today, let's hear the most valuable thing that you are taking away from this workshop today.</i></p> <p>Hear one thing from each person. Share something yourself.</p> <p>Thank everyone for their participation.</p>
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