

Career EMPOWERMENT Curriculum

Taking Control of
Your Career

*Choosing and Planning
for the Career You Want*



Choosing and Planning for the Career You Want

Introduction

Welcome!

This module was created to help you develop a career plan for a career that fits your skills, interests, and needs.

Intended Outcomes

This workshop is designed so that you will leave being able to:

- Describe the Difference Between a Job and a Career
- Choose a Career that fits Your Interests, Skills, and Needs
- Research Several Different Careers
- Choose Your Target Career
- Develop a Plan for the Career You Want

What other information do you want to get?

Ground Rules

The following ground rules create the environment for an effective workshop:

- 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.

What other ground rules would you like to include?

Choosing and Planning for the Career You Want

Learn the Difference Between a Job and a Career

What's the Difference?

Let's discuss the difference between a job and a career...

Job

Someone chooses you
Something you apply for
Has a beginning and an end
One work experience

Career

Something that you choose
Something you plan for and develop
Keeps going as long as you develop it
Many work experiences

What does a career look like?

Level	Occupation	Wages	Qualifications
5	Registered Nurse	\$24 hr - salary	Bachelor Nursing, State license
4	Licensed Practical Nurse, Clinical/ Med Lab. Technician	\$14 -15.60 hr	AS degree, experience, State license
3	Patient Care Technician	11.65 hr	H.S. Diploma or GED, technical fundamentals, advanced certificate
2	Nursing Aides, Orderlies	\$9.85 hr	8 th grade literacy, basic certificate
1	Home Health care aid	\$7.90 hr	5 to 7 grade literacy, reliable, work skills

This is a career pathway for a nursing career.

- The first step of the pathway is on the bottom and represents the job with the least skill and education required.
- The top step represents the career goal of someone on a nursing pathway, with the largest amount of training and education required.

Choosing and Planning for the Career You Want

Learn the Difference Between a Job and a Career

What Makes a Career a Career?

Let's look at another example and discuss what makes a career a career.

Level	Occupation	Wages	Qualifications
4	Chef, Food and beverage director, Front office director, Human Resources director, Sales and catering director	\$35,000 yr and up	Bachelors to masters degree, Business management/finance experience, Advanced customer service skills, Human resources management experiences, Sales and marketing experience, Leadership skills
3	Assistant engineer, Banquet supervisor, Event planner, Housekeeping manager, Human Resources coordinator, Kitchen manager	\$15 - \$18 hr	Associates to bachelor degree, Business management skills, Operations/budgeting experience, Sales experience, Supervisory skills
2	Bell captain, Housekeeping inspector, Room service server, Sales and catering coordinator	\$9 - \$15 hr	GED/High school diploma, Loss prevention knowledge, Customer service skills, Communication skills, Computer proficiency
1	Bellhop, Room attendant, Laundry worker, Banquet steward	\$8.25 - \$14 hr	GED/High school diploma, Workplace readiness and reliability, Basic customer service skills, Basic math skills, English skills

Why are the wages different at different levels?

What makes this a career pathway?

Most people spend less than 40 hours in a lifetime on career planning.
You don't have to be most people!

Choosing a career is one of the most empowering decisions you can make for yourself.

Choosing and Planning for the Career You Want

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

What Careers Match Your Interests?

If you have a computer with access to the Internet, follow the instructions below to take the Online Career Test.

- Access the **My Next Move** website at www.mynextmove.org
- Click on the **'I'm not really sure.'** link, this will take you through a series of questions to match your interests and training with possible careers
- From your customized career lists and as a result of looking at the information provided about different positions, make note of the 3 target careers that most interest you.

1.
2.
3.

-- Share your target careers with your Discussion Group --

Your #1 related target career: _____

Why are you interested in this target area? _____

Your #2 related target career: _____

Why are you interested in this target area? _____

Your #3 related target career: _____

Why are you interested in this target area? _____

Choosing and Planning for the Career You Want

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

Career Development Skills

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

Job-specific skills are the knowledge and skills needed for a particular job. They can be developed through education, in job training programs, or on the job.

Examples: **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

What job-specific skills do you have? _____

Employability skills are personality traits and characteristics that help people adapt and succeed in the workplace. Employability skills describe your work style and can make you a valuable employee.

Examples: **Cooperation** **Flexibility** **Reliability**
Follow-through **Accuracy** **Punctuality**
Positive attitude

What employability skills do you have? _____

Transferable skills can be used in a variety of jobs or occupations. Because transferable skills are in demand across the job market, developing transferable skills is an excellent way to get a new job and to establish future job security.

Someone who has transferable skills can apply their skills to a new position with minimal training on the part of the employer.

Examples: **Writing** **Organization** **Managing projects**
People skills **Mechanical ability** **Sales skills**
Research **Working with numbers** **Creativity**
Public speaking **Math skills** **Negotiation**
Critical thinking

What transferable skills do you have? _____

Choosing and Planning for the Career You Want

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

What are Your Needs?

Safety

- Are there any workplace characteristics that may be important for you to feel safe?
Examples: a highly populated area, working by yourself, a male-dominated workplace
- Do you have any safety concerns regarding specific work shifts or work days?
- What method of travel do you plan to use and is that method safe (car, bus, walk, car sharing)?
- With what type of interactions inside and outside the company, online, or in-person do you feel safe engaging in? *Examples: needing to visit customers, make cold calls, network online*

Dream It! What circumstances would allow you to feel most safe? _____

Money

- How much money/salary would you need to support you and your family?
- Would that salary allow you to take vacations and buy the “extras” you would like?

Dream It! How much would you like to make yearly? \$_____

Location

- If necessary, are you willing to move to another city or town and would you feel safe doing so?
- Do you think jobs in this career field are located near you?

Dream It! Where would you like to work? _____

Transportation

- How long would you be willing to travel to work each day (both ways)?
- Will you have to arrange transportation for your children before and or after work?
- How much might you expect to pay in total travel cost?

Dream It! What is your ideal length of commute and method of travel? _____

Hours

- Would you prefer to work regular business hours, nights, or on weekends?
- Are there any shifts, days, or work hours that would prevent you from obtaining child care?
- Are you willing and or available to work any hours?

Dream It! When would you like to work? _____

Working Conditions

- Would you prefer to work outside or inside, sit or be on your feet all day, or do any heavy lifting or physical activity?
- If you have any disabilities, can accommodations be made for you to perform most jobs?

Dream It! What would you like your workplace to be like? _____

-- Tell a Partner about your dreams --

Choosing and Planning for the Career You Want

Research Several Different Careers

Exploring Careers

If you have a computer with access to the Internet, follow the instructions below to explore careers online with My Next Move.

1. Access [My Next Move](#) online.
2. Click on the “**Browse careers by industry**”.
3. You can search for careers by typing in job title words in the search box and pressing “Search Careers.” You can Browse by Field, Browse by Skill, and/or Browse by Personal Story, by clicking on the associated links.
4. Click on a job title to see Education Required, a Job Descriptions, Working Conditions, Employment details, and Training information. In the right-hand column, you’ll find Market Outlook, Median Annual Salary, Skills, and Similar Careers.
5. Start with exploring the 3 target careers you wrote down on page 4. Then, research any others that might interest you and match your skill set and your needs.
6. Explore careers until you feel confident that you’ve identified your top 3 most interesting careers. Write these on page 13.

OUTSIDE OF TRAINING

Other Ways to Conduct Research

- Volunteering – volunteer in a field to get a better understanding of the work
- Job Shadowing – observe someone in your target career field in their daily work
- Informational Interviewing – talk to someone already working in the same career field
- Internship – work in an informal position in the same career field
- Talk to Others – talk to career counselors and teachers, or relatives and friends who work in the same field



What are your ideas? What are the ways in which you’ll research careers to find the best fit for you?

Choosing and Planning for the Career You Want

Research Several Different Careers

Interesting Career Information

Career Title:

If you're working online, information about hot markets will be provided.

Salary:

Is this a hot market? Yes No

One reason I am interested in this career is:

The education this career requires is:

Three skills this career requires are:

Career Title:

Salary:

Is this a hot market? Yes No

One reason I am interested in this career is:

The education this career requires is:

Three skills this career requires are:

Career Title:

Salary:

Is this a hot market? Yes No

One reason I am interested in this career is:

The education this career requires is:

Three skills this career requires are:

Choosing and Planning for the Career You Want

Choose Your Target Career

What You Want to Know

You will want to find the following information when researching target careers:

- **Skill requirements:** the types of skills they will need to have or develop to succeed in this career.
- **Salary:** what does the job pay?
- **Job description:** the kind of work they will do, such as customer service, writing, project work etc., and the daily tasks they will perform.
- **Working conditions:** what the workplace will be like, such as physical labor, working hours, and working outside.
- **Employment opportunities:** other jobs in the career field that are of interest, promotional opportunities, industry growth, availability of career in local area.
- **Educational requirements:** the level of school, training, or degree required, including professional association or state requirements like certification or accreditation.

Your Target Career

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.

For the purpose of this exercise only, choose a target career. (You may change your target career later.) And, what do you already know about this target career?

Career: _____

Skill requirements: _____

Salary: _____

Job description: _____

Working conditions: _____

Employment opportunities: _____

Educational requirements: _____

Choosing and Planning for the Career You Want

Develop a Plan

Your Career Plan

Answer each of the following questions as completely as you can.

What is your career goal?

Example: Become a software designer.

What additional information do you need about your target career?

Examples: Education requirements. Working conditions. Salary.

What additional research will you conduct?

In order to make a final determination about your target career and to find out all the information you want to know about your target career...

Examples: Conduct an informational interview by talking to someone who works in software design. Research colleges that have software design programs.

Given your responses to the above... **What are your next steps?**

Action Step	Completed by
<i>Example: Call Veronica and ask her about her job in Information Technology</i>	<i>Tuesday</i>
<i>Example: Talk with my Case Manager about whether I'd feel safe working in the field of software design</i>	<i>Next Friday</i>
<i>Example: Determine the educational requirements for a Software Designer by searching online job ads</i>	<i>Next Friday</i>
<i>Example: Find out whether I'd be eligible for any type of financial aid.</i>	<i>End of next month</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

-- Share your next steps with a Partner --

Choosing and Planning for the Career You Want

Applying the Learning

This module covered the following topics:

- Describe the Difference Between a Job and a Career
- Choose a Career that fits Your Interests, Skills, and Needs
- Research Several Different Careers
- Choose Your Target Career
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What was the most valuable part of this module for me?

What will I do differently as a result of this training?

What is my biggest career hurdle and how will I handle it?

Choosing and Planning for the Career You Want

Resources

The Allstate Foundation

www.allstate.com/foundation

The foundation provides practical, proven programs for individuals and families to help them overcome personal challenges and uncertainties - leading to better, safer lives.

www.clicktoempower.com

Download the “Moving Ahead Through Financial Management” Financial Empowerment Curriculum at this site.

www.salary.com

View free salary information organized by position and location.

Women Employed

www.womenemployed.org

An organization dedicated to improving the economic status of women and removing barriers to economic equality. The authors of the free online Career Coach.

www.en.wikipedia.org/wiki/Holland_Codes

Information about the Holland Career Themes on Wikipedia.

O*Net Online

www.online.onetcenter.org

Job-specific knowledge, skills, and transferable skills by career title.

Occupational Outlook Handbook

www.bls.gov/oco/

For an online version of the Occupational Outlook Handbook.

Women in Trades state organizations

Search for “women in trades” along with the name of your state

Many states have an organization designed to educate, promote, and facilitate access for women in trade jobs.

The Women’s Alliance

www.thewomensalliance.org/index.php

The Women’s Alliance is a national organization of independent, community based members who provide professional attire and career skills training to low income women and their families seeking self sufficiency.

Choosing and Planning for the Career You Want

Appendix

Budgeting Worksheet

Monthly Income (checks or cash):	
Monthly Fixed Expenses:	
Rent/mortgage (principal, tax, insurance)	
Life insurance	
Medical/health insurance	
Vehicle insurance	
Disability insurance	
Household insurance	
Car payments	
Other loan payments	
Savings	
Emergency savings	
Other (list)	
Monthly Flexible Expenses:	
Utilities (electric, gas, water, phone, fuel oil, etc.)	
Credit card payments	
Auto upkeep (gasoline, oil, maintenance)	
Food (at home and away from home)	
Clothing	
Household supplies	
Medical/dental costs	
Recreation/entertainment	
Church donation/other charities	
Childcare	
Education	
Personal allowances	
Other (list)	
Total Monthly Expenses:	
Total Income Minus Total Expenses:	
Add or Minus Balance from Previous Month:	

Worksheet from *Moving Ahead Through Financial Management* curriculum