

Career Exploration and Planning

Agenda

- Understand what career exploration is and why it's important
- Explore your strengths and abilities
- Discover what type of work you are interested in and what your options are
- Understand what kind of education and training you need to reach your job goals
- Find resources and tips to guide you
- Gather some ideas for next steps
- Q & A

“If opportunity doesn't knock, build a door”

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*Job exploration activities should boost motivation
and help to identify opportunities*

Career Exploration

- In this process one moves from identifying possible careers to doing research that will help them fine-tune their career options and make a career decision.
- Students explore career- and education-planning resources offered on the Web, complete one or more job-shadowing experiences, and profile all aspects of different careers that interest them.

Goal Setting

- After exploring ourselves and our career options, one can move on to planning and goal setting.
- They also research the skills needed in their career of choice and make plans to strengthen these skills.
- Additionally, one can compile the information they will need for a résumé and list of references.

Interests and Aptitudes

- Most people tend to be good at what interests them, and interested in what they are good at doing.
- To find career ideas, consider subjects and activities that you have enjoyed or that have given you a sense of achievement.

Career Interest Areas

- What are your career interests?
- Each individual tends to prefer one out of several interest groups depending on what they enjoy, value, and are good at doing.
- People in each group tend to enjoy similar professions.

REALISTIC

- You enjoy and are good at working with animals, plants, tools, machines, or mechanical drawings.
- You value practical things you can see, touch, and use.
- You see yourself as practical, mechanical, realistic, honest, modest, and natural.
- You would probably not enjoy social jobs such as teaching or working with patients.

INVESTIGATIVE

- You enjoy and are good at studying and solving math or science problems.
- You value science.
- You see yourself as independent, precise, curious, complex, scientific, and intellectual.
- You would probably not enjoy sales or jobs that involve leading or persuading people.

ARTISTIC

- You enjoy and are good at creative activities such as art, drama, crafts, dance, music, or creative writing.
- You value creative arts such as drama, music, art, or literature.
- You see yourself as emotional, expressive, original, imaginative, independent, and open.
- You would probably not enjoy highly ordered or repetitive activities.

SOCIAL

- You enjoy and are good at doing things to help people, such as teaching, nursing, giving first aid, or providing information.
- You value helping people and solving social problems.
- You see yourself as helpful, friendly, tactful, kind, and trustworthy.
- You would probably not enjoy using machines, tools, or animals to achieve a goal

ENTERPRISING

- You enjoy and are good at leading and persuading people and selling products, services, and ideas.
- You value success in politics, leadership, or business.
- You see yourself as energetic, ambitious, adventurous, popular, and sociable.
- You would probably not enjoy activities that require careful observation and scientific analysis.

- **Realistic** You may enjoy a career as a mechanic, air traffic controller, pilot, surveyor, soldier, police officer, farmer, miner, or electrician.
- **Investigative** You may enjoy a career as a scientist, doctor, dentist, medical technologist, computer programmer, mathematician, college professor, or veterinarian.
- **Artistic** You may enjoy a career as a composer, musician, stage director, writer, decorator, architect, graphic designer, artist, photographer, journalist, or actor.

- **Social** You may enjoy a career as a teacher, religious worker, counselor, clinical psychologist, occupational therapist, caseworker, playground supervisor, child care worker, or speech therapist.
- **Enterprising** You may enjoy a career as a salesperson, manager, business executive, lawyer, politician, marketing manager, stockbroker, urban planner, television producer, sports promoter, or retail buyer.
- **Conventional** You may enjoy a career as a bookkeeper, accountant, court reporter, stenographer, financial analyst, banker, cost estimator, tax expert, office manager, or medical records technician.

Which group best suits you?

Work Values

- Work values are aspects of a career that bring you pride and satisfaction.
- Knowing what values are important to you in your work can help you decide which careers might fit you best.

Web Research Tools and Job Shadowing

- The Internet is the best place to find up-to-date, in-depth information about careers, career preparation, and job openings.
- Choose a career that interests you and work with a teacher or counselor to arrange a job-shadow day

Skills Improvement Plan

- Look at all the skills required for the career that interests you.
- Work with a family member, teacher, or counselor to honestly assess the skills you need to improve.
- For example, to strengthen your time-management skills, you might begin to keep a schedule and create a to-do list, or you might learn to break projects down into smaller, more manageable steps.

Résumé Builder

Skills and Personal Qualities—List key transferable and job-specific skills that are relevant to your career objective, as well as personal qualities that make you a strong job candidate

Work Experience—List all work experience, paid and unpaid, in reverse chronological order (from most to least recent).

Key!

- Educational Qualifications
- Technical Skills
- Soft Skills
- Networking
- Know the market and trends
- Know the rising and lasting sectors
- Effective Resume

Q&A Session





THANK YOU