

Module: Career Planning: Assessment

Lesson Title: Getting Started

Standards

Florida Adult Basic Education Career Planning Standards	Level Expectation
CP.ABE.01 Develop skills to locate, evaluate, and interpret career information.	NRS Levels 1-6

Interpreting the Standard

1 Standards	2 Skills Included in the Standard	3 Concepts Included in the Standard	4 Through a Particular Context	5 Cognitive Demand/Levels of Thinking	6 Sample Activity
Develop skills to locate, evaluate, and interpret career information.	locate, evaluate, and interpret	career information	print and internet	DOK 2	Brainstorm skills that are needed in today's workplace.

Objectives of the Lesson

Students will:

1. Recognize career planning as a journey with a variety of entry and exit points.
2. Recognize the strengths and weaknesses of entry and exit points of the career planning journey.
3. Understand that career planning includes self-assessment, occupational and career pathway exploration, and educational planning.

Materials

- Worksheet included in this lesson plan.
- **Optional** Introduction Videos
Video: Best Career Advice Ever, <https://www.youtube.com/watch?v=OQ4cKxs1Wjg> 3:11 min.
In this video a professional woman talks about finding a career she loves. She talks about her path and journey.
- CEO of APPLE, Time Cook on Career Planning, <https://www.youtube.com/watch?v=a6g8y3EDHkw>

Instructional Plan

Overview

In this lesson, students will understand that career planning is a process. They are about to go on a journey of self-discovery. Some adults have always dreamed of being a nurse, teacher, or write code for games. Other adults are dreaming of just a job to pay bills. But, what happens when those students spend years and money only to hate their jobs and dream of something different?

Process

1. Introduce career planning by giving examples and highlights of the various lessons from this manual you plan to use with your students. Talk about career planning as a journey of self-assessment, career exploration, goal setting and creating a career plan, and executing an action plan. An optional introduction is one of the YouTube videos. Friendly reminder: Review any video for appropriate content before showing.
2. Ask the students to discuss in groups (large or small) the difference between a job, occupation, profession and career.
 - Career – an occupation taken for a long period of a person’s life
 - Job – a paid position of regular employment; a task
 - Occupation – a job or profession; a way of spending time
 - Profession – a job requiring special training and formal qualifications
3. In the group(s) discuss the following
 - a. Would they prefer to go work at a job they love or earn \$100 more per month?
 - b. What is a dream job and how do people go about finding one.
4. Have students complete the worksheet.
5. *Debrief by asking a select few of the following questions.*

Sample Debriefing Questions

1. *Describe the skills you have developed during your life. Which ones do you consider your strongest?*
2. *What skills would you like to learn or improve?*
3. *How might employers benefit from the skills you’ve identified?*
4. *Describe the skills one might want when starting a business.*
5. *What computer skills and knowledge have you acquired?*
6. *How do you manage your time? How important is the skill of time management in the workplace?*
7. *How will you go about finding your dream job? (interests, values, transferable skills)*

Modifications for Different Levels

Adults write about the skills they have acquired over their lifetime.

- Low level students can write a paragraph.
- Higher level students write an essay.

Assessments/Extensions

- Discuss how the skills relate to different careers.
- Discuss the skills needed to be successful in a variety of careers.

Getting Started: Planning a Career

Your career planning journey begins with a single step. Often students find where they begin the journey ends up having multiple career paths and decisions will need to be made where to enter and where to exit. Others have dreamed of a certain career since childhood and their journey is an almost straight path from entry to exit with a few twists and turns along the way.

A **career** is a job or profession that someone does for a long period of time with opportunities for progress.

Career planning has four primary stages: assessment, exploration, create a plan, and action. During the first step, assessment, you will really get to understand your likes and dislikes in the working environment. Completing short assessments on your interests and work values could save you time, money, and effort of wrong career by helping you identifying the career more suited to what your interests and work values.

An **occupation** is a wide variety of jobs with similar characteristics.

We all have skills. Skills are learned talents or capabilities. Activities from the workplace or other places that are used to complete a task become acquired or learned skills. Often we take our skills for granted. Think about what you do each day; reading, writing, math, speaking, listening, sports, hobbies, chores, and part-time or full-time work. What skills are do you use every day?

A **profession** is a job requiring special training and formal qualifications

We've all had a problem to solve at home, work, or school. Think of a recent problem you had to solve and the steps you took to solve the problem. What was the result? Skills take problems and turn them into results. What skills did you use to solve the problem?

At some point during a person's life, you may find a job no longer meets your personal needs. People who make changes in their careers are becoming the norm. Employment experts estimate that a person will undergo five major career changes in a lifetime. This happens because our personal priorities change over time. Knowing how to evaluate your skills for prospective employment is an important skills to have.

A **job** is a paid position of regular employment; with many tasks.

Where do you start? By being understanding more about your interests, work values, and skills. You never know, some skills grow into self-employment or a business.

Today, you are going to think about your hobbies, interests, and what you dream about for a career. Don't worry about the skills, training, or education you need today. Write down things you enjoy doing.

Directions: Answer the questions below.

What am I good at?

What do I like to do in my spare time?

What things am I passionate about?

What subject(s) am I good at in school?

When I was younger, I wanted to be a

When it comes to the workplace, what is important to me?

What are my strengths?

What have I achieved already?
