

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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CHAPTER

10

Making a Career Plan



Chapter Objectives

After studying this chapter, you will be able to

- explain the importance of setting goals.
- identify your resources.
- list your personal and professional goals.
- develop a career plan.



Key Terms

- human resources
- nonhuman resources
- goals
- career plan

The Importance of Planning

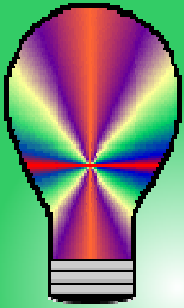
- Planning helps you
 - take steps to achieve your goals.
 - stay organized and on track.
 - obtain a good job.





Exploring Your Resources

- ***Human resources*** – The resources that people have within themselves.
 - Examples: your interests, aptitudes, and abilities; also helpful people
- ***Nonhuman resources*** – Time and the material resources around you.
 - Examples: money, a car, the school library, an education, extracurricular activities, and your community



Think About It

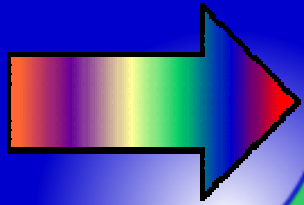


- ❖ *What human and nonhuman resources can help a person form a career plan?*



Examining Career Interests

- List your everyday likes to help identify your interests.
- Listing dislikes will help, too.
- Use those thoughts to picture yourself doing something interesting and enjoyable in a career.
- Aptitude tests can also identify interests.



In Your Opinion



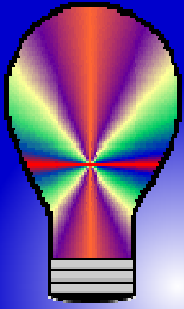
- ❖ *Should a person who dislikes office work ever consider this type of job?*

Setting Career-Related Goals

- The best way to have career satisfaction is to set goals.
- **Goals** – The aims a person tries to achieve.
 - *Short-term goals* can be accomplished in several days or weeks.
 - *Long-term goals* will take more than six months to achieve.

Setting Career-Related Goals

- Goals can also fall into these categories:
 - *Personal goals* are goals you want to achieve for yourself.
 - *Professional goals* are those you want to achieve for your career.
- Personal goals are closely related to professional goals.



Think About It



- ❖ *Putting a goal in writing and listing the necessary steps generally helps people see what action should be taken.*



Taking Steps to Achieve Career Goals

- Identify specific steps you must take to achieve each goal.
- Decide:
 - what you want to achieve
 - what you can realistically achieve
 - what period of time is realistic to accomplish each step



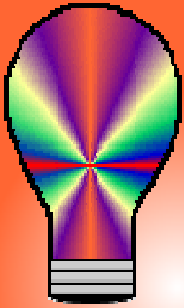
What Do You Want to Achieve?

- This is a difficult question for practically every young person.
- Try narrowing your search to the one career area that most suits you.
- Stay alert to other interesting choices and new careers created by technology.



What Can You Realistically Achieve?

- Learn what the ideal job requires and decide if you can do it.
- It may require something that you don't possess, such as
 - expensive tools
 - high grades
 - special abilities
- Decide which obstacles can be overcome with time and effort.



Think About It



- ❖ *How can this student use her love of music in a career? to earn money for further education?*

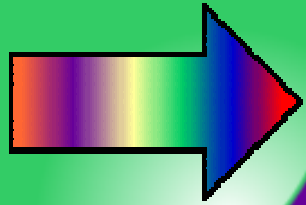
What Is a Realistic Period?

- You may reach your goal quicker if you put other activities aside.
- Spending less time working toward your goal will take longer to achieve it.
- With extra effort and more time, you may find an “impossible” goal within reach.



Developing a Career Plan

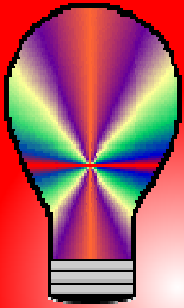
- ***Career plan*** – A list of steps a person takes to reach his or her career goals.
- It should include
 - extracurricular and volunteer activities that provide some type of preparation
 - entry-level jobs that provide experience
 - education and training requirements
- If a person's goal changes, the plan can be adjusted to reflect it.



In Your Opinion

- ❖ *Who could help you shape an individualized career plan?*





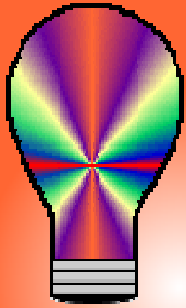
Think About It

- ❖ *Decide what you want to achieve in terms of a future career.*
- ❖ *Consider what you can realistically achieve.*
- ❖ *Identify a realistic period to accomplish what you want.*



Chapter 10: In the Know

- Choosing a career is an important step, worthy of careful planning.
- Your resources help you attain career goals, and your interests help define them.
- Both long-term and short-term goals are necessary for achieving career success.
- A career plan is a personalized guide to the steps to take to realize your career goals.
- Recognize there's more than one way to achieve any career plan.



Think More About It

- ❖ *What are the human and nonhuman resources you have for planning a career?*
- ❖ *What short-term and long-term goals will help you attain your ideal job?*
- ❖ *What points would you include in your career plan?*