

Skills for Living

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Chapter 9

Job Readiness Skills

- In this chapter, you will learn



Topic 9-1

Career Planning

- In this topic, you will learn about the factors that affect your career options, as well as
 - ❖ **Understanding career planning**
 - ❖ **Know your interests, aptitudes, and abilities**
 - ❖ **Learn about careers**
 - ❖ **Your education choices**
 - ❖ **Other factors affecting your career choice**
 - ❖ **Making a career decision**

Career Planning

Objectives for Topic 9-1

After studying this topic, you will be able to

- explain how your interests, aptitudes, and abilities relate to your career choices
- identify resources used for career planning
- determine factors to consider in making career decisions

Topic 9-1 Terms

- ❖ job
- ❖ career
- ❖ interests
- ❖ aptitude
- ❖ abilities
- ❖ job shadowing
- ❖ cooperative education
- ❖ apprenticeship
- ❖ Tech prep
- ❖ internship
- ❖ mentor
- ❖ career plan

Understanding Career Planning



- A *job* is whatever you do to earn a living
- A *career* is a series of jobs you perform over a period of years
 - ❖ It is much broader than a job

Know Your Interests, Aptitudes, and Abilities

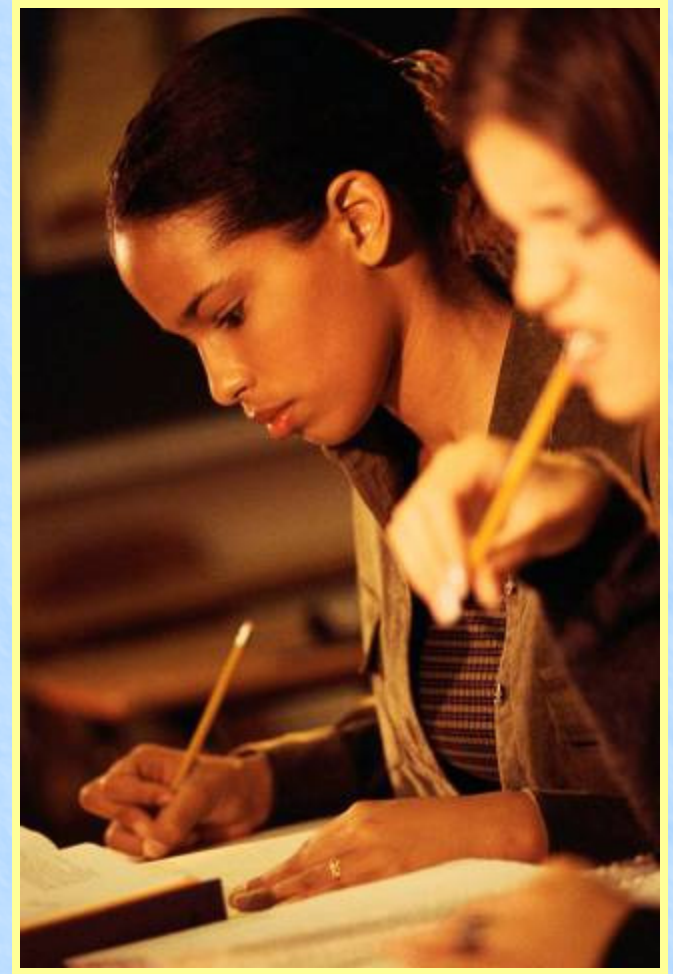
- Your *interests* are the activities you like to do
- Your *aptitudes* are your natural talents and your potential for learning
- Your *abilities* are your powers to perform

Your Interests

- What activities do you most enjoy?
- What do you do in your free time?
- What are your hobbies?
- What is your favorite class in school? Why?

Your Aptitudes

- Aptitude tests can help you identify your strengths
 - ❖ The results will indicate the careers in which you will have the best chances for success
 - ❖ The test will not give you absolute answers to your career questions



Your Abilities

- Abilities are developed through practice and training
- Abilities can be physical or mental
- It is easier to develop an ability if you also have an aptitude and an interest



Activity

- Interview an adult you know and ask him or her the following questions
 - ❖ How did you find out you were interested in the career you chose?
 - ❖ What natural talents helped you succeed in your career?
 - ❖ What abilities have you developed with your career?

Learn About Careers

- Career information resources include
 - ❖ friends, relatives, and neighbors
 - ❖ people in the working world
 - ❖ guidance counselors
 - ❖ library resources
 - ❖ the *Occupational Outlook Handbook*
 - ❖ O*Net

Exploring Careers in Family and Consumer Sciences

- This field is devoted to improving the quality of individual and family life
 - ❖ Child development and family relations
 - ❖ Foods, nutrition, and hospitality
 - ❖ Money management and consumerism
 - ❖ Textiles and clothing
 - ❖ Housing and interior design
 - ❖ Education and communication

Activity

- List three careers you would like to explore
- Get information about the education and training required for each of these careers
- Use resources such as the library, *Occupational Outlook Handbook*; Internet, and O*Net

Your Education Choices

■ Career preparation during high school

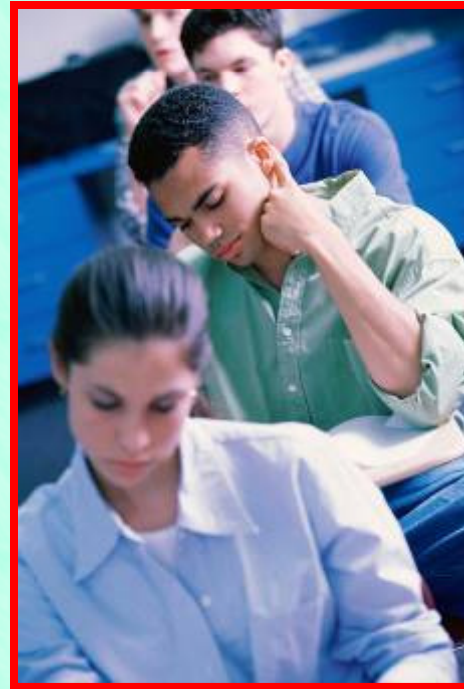
- ❖ cooperative education
- ❖ apprenticeships
- ❖ Tech prep
- ❖ internships

■ Career preparation after high school

- ❖ military
- ❖ volunteering
- ❖ professional schools
- ❖ community colleges
- ❖ college or university

Sources of Education

- ***Job shadowing*** is a program to explore career options through a student's one-day visit with an experienced person to his or her job
- ***Work-based learning programs*** combine classroom instruction with on-the-job experience



Sources of Education



- ***Cooperative education*** prepares students for an occupation immediately after high school through a paid job experience
- ***Apprenticeship*** programs provide training for a skilled trade

Sources of Education

- ***Tech prep***, or the *technical preparation education program*, combines two years of high school courses with two years of postsecondary education
- An ***internship*** is a paid or unpaid work experience to learn about a job or industry
 - ❖ A ***mentor*** is a person who knows how to do the job and teaches the student to do the job well

Sources of Education

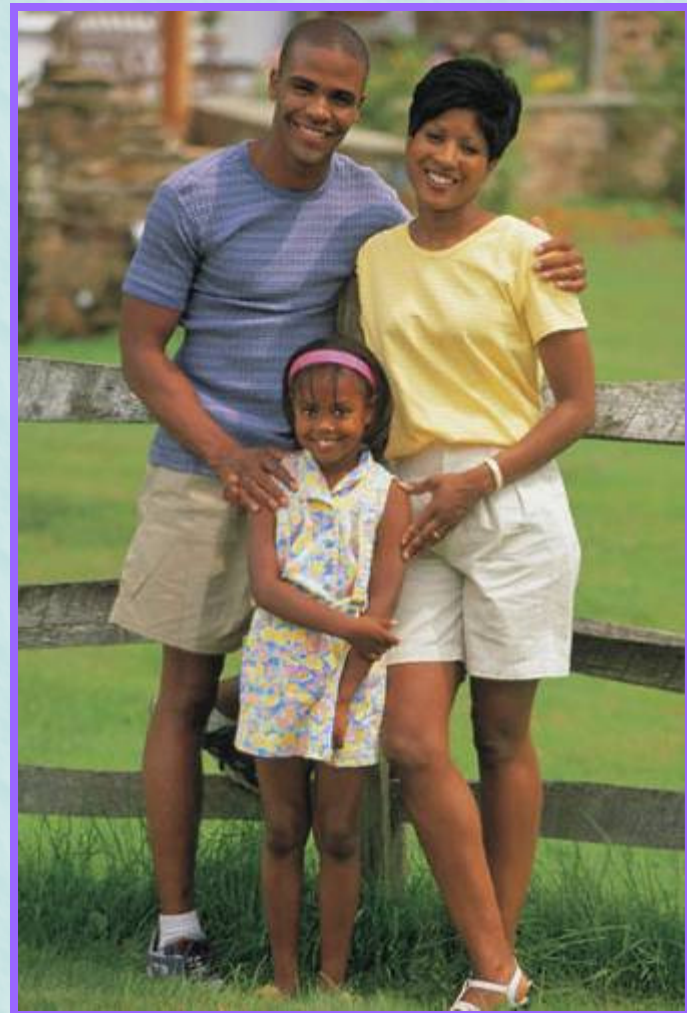
- Career preparation after high school includes
 - ❖ *professional schools*, which offer training in a specialized field
 - ❖ *community colleges*, which offer skills training or comprehensive programs
 - ❖ *college or university programs*, which offer four-year degree programs

Other Factors Affecting Your Career Choice

- After you have considered interests, aptitudes, abilities, and educational requirements, you will also need to consider
 - ❖ your lifestyle
 - ❖ potential income
 - ❖ working conditions

Your Lifestyle

- Where do you want to live? How close is that area to your job?
- How will working hours affect your family life?
- How much leisure time will you have?



Potential Income

- How much income do you want to earn?
- How much income can you expect to earn?
- Will spending money provide for personal and family needs?
- What is the income potential of this career?

Working Conditions

- Are there environmental conditions to which you would object?
- Would you like the same type of responsibilities every day or a variety of tasks?
- Do you prefer independence or team interaction?
- Do you work well under pressure?

Making a Career Decision

- A *career plan* is a list of steps to follow to achieve a career goal
- Each step of the career plan includes
 - ❖ job experience
 - ❖ education and training
 - ❖ extracurricular activities

Creating a Career Ladder

Career Ladder for Child Development

Advanced Degree

Bachelor's Degree

Associate Degree

High School Diploma

Part-Time Jobs During High School



Activity

- Choose a career. Draw a ladder and list jobs in this career at each of the five levels.

Advanced Degree

Bachelor's Degree

Associate Degree

High School Diploma

**Part-Time Jobs During
High School**



Summary for Topic 9-1

- The first step in matching yourself to the right career is learning more about your
 - ❖ interests
 - ❖ aptitudes
 - ❖ abilities
- Talking to people and consulting the library are some resources for gathering career information

Summary for Topic 9-1

- In setting your career goals, consider the training you will need
- As you get closer to making a career decision, you may consider a career in family and consumer sciences
- Making a career decision now will help you get started in reaching your goals