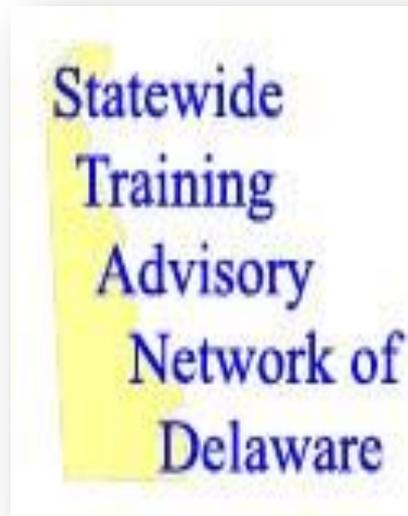


Career Enrichment



A Community of Trainers and Aspiring Trainers

Career Enrichment

To provide valuable information enabling career-seekers to make informed employment and training choices leading to career success.

What Do You Want



Purpose of this Workshop

**Establish your career identity,
formulate a career plan and reach your
employment goals!**

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10 min- Break

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Embrace Career "Ecology"

- The changing workplace!
 - ✓ Adapt to an evolving job climate and develop a habit of lifelong learning(the heartbeat of a trainer)
- State jobs may not be so permanent in the future!
 - ✓ Be open to alternatives and embrace new technology
- Plan ahead with actionable solutions!
 - ✓ Develop a more effective career-search strategy and take charge of your of career-path and future.

"It is not the strongest of species that survives nor the most intelligent, but those most adaptive to change" (Charles Darwin)

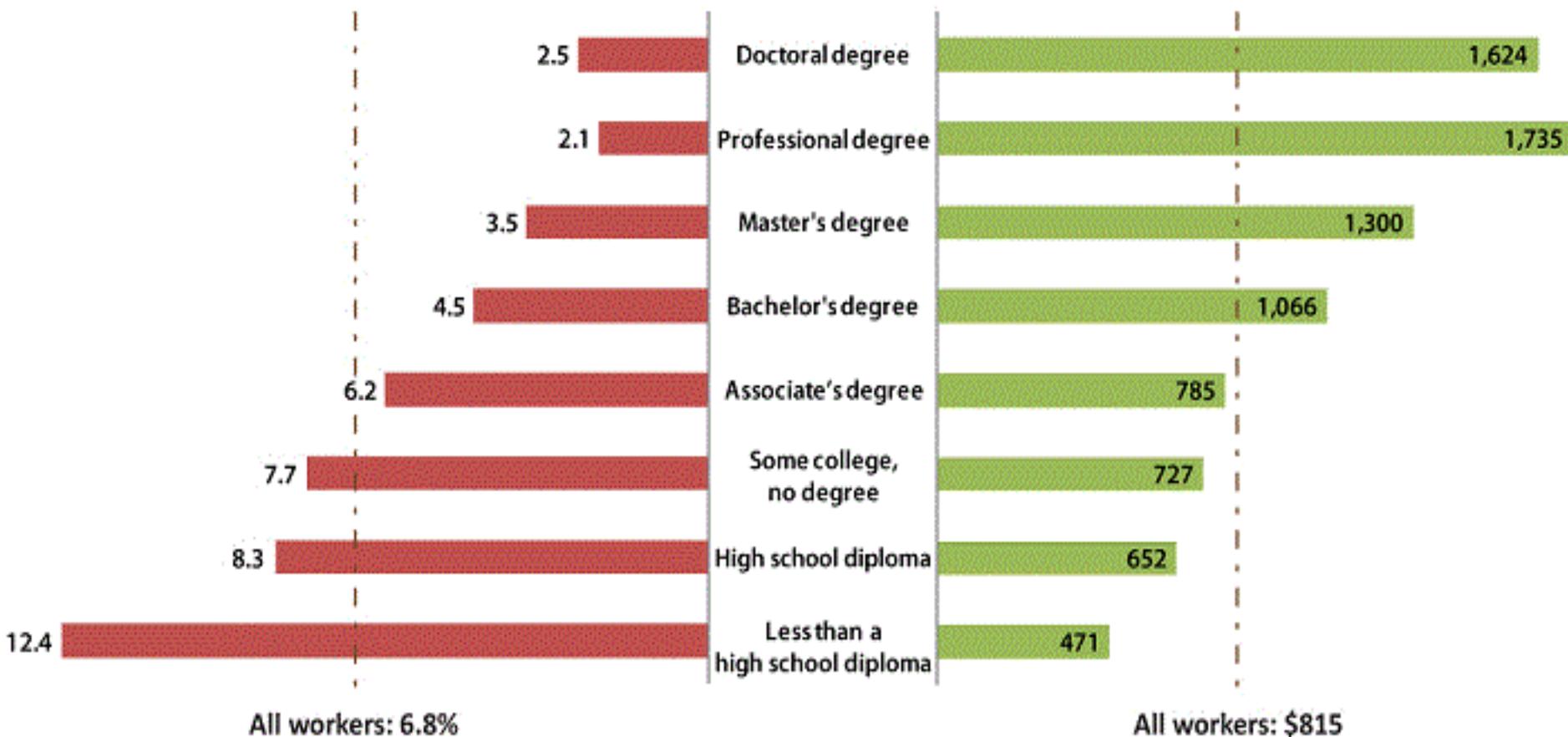
Education vs. Earnings & Employment

Education Pays!

Earnings and unemployment rates by educational attainment

Unemployment rate in 2012 (%)

Median weekly earnings in 2012 (\$)



Source: Bureau of Labor Statistics, Current Population Survey

Who Am I?



Learn more about your:

- Skills
- Interests
- Knowledge
- Work Values
- Abilities
- Aptitudes
- Experiences
- Preferences

Understanding yourself is the first step in finding a good career fit.

Summarize skills gained from work, life experiences or education on page 1 of “Career Enrichment” packet

Self-Assessment of Expertise

What is My Value Proposition:

- ❖ I help (X) employees and management teams who struggle with collaboration to communicate more effectively by creating learning opportunities through participation and action.
- ❖ I help (Y) companies leverage current employee abilities and teach management how to maximize the full potential to create a high performance team.
- ❖ I help (Z) organizations by creating an organizational environment that values development, diversity and growth opportunities for all employees.

Interest Profiler

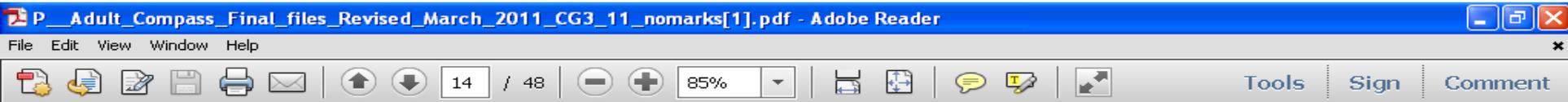
The O*NET Interest Profiler helps you:

- Discover your interests and how they relate to the world of work.
- Understand what kinds of occupations and careers you might want to explore.

Complete page 2 in “Career Enrichment ” and list your top three Interests Profile Scores on page 3.

O*NET Interest Profiler contd..

Complete page 2 in "Career Enrichment Packet"



Section 2

JOB-SEARCH BASICS

1. What are your interests?
2. Take your skills with you
3. Learn more about occupations

1. What are your interests?

Instructions: Place a check next to each item you like.

I like to...

R

- tinker with machines or vehicles
- work outside w/ plants & animals
- be physically active
- use my hands to build things
- tend/train animals
- work on electronic equipment
- work in farming, forestry, or fishing
- do carpentry work

Total Checks

I like to...

I

- work with scientific equipment
- use computers
- work independently
- perform lab experiments
- read scientific/technical journals
- analyze situations & find solutions
- use a chemistry set
- do puzzles
- be in a science fair
- solve math/science questions

Total Checks

I like to...

A

- attend concerts, theater, art exhibits
- read fiction, plays, & poetry
- paint, sculpt, or do ceramics
- take photographs
- express myself creatively
- deal with ambiguous ideas
- read art/music magazines
- act in a play
- design new fashions
- study a foreign language

Total Checks

I like to...

S

- work & socialize with others
- help people solve problems
- do volunteer work
- work with young people
- play team sports
- belong to a club
- work with the elderly
- cater to needs/wishes of others
- help others with mental, spiritual, physical, or vocational needs

Total Checks

I like to...

E

- make decisions affecting others
- be elected to office
- work on a sales campaign
- start my own service or business
- campaign politically
- have power or status
- use language skills to influence others
- be with leaders

Total Checks

I like to...

C

- work with numbers
- type reports or work on computers
- be responsible for details
- collect or organize things
- follow clearly defined procedures
- keep things neat and organized
- work with forms and reports
- work from nine-to-five
- follow a budget
- follow other people's instructions

Total Checks

Record the letters (R,I,A,S,E,C) that correspond to the lists with the most checks: _____
(The first letter is your strongest interest area (the most checks), the second is your next strongest, the third is your next strongest.)

Interest Areas

R – Realistic	A – Artistic	E – Enterprising
Realistic people are often good at mechanical or athletic jobs. They like to work with things, like machines, tools, or plants, and they like to work with their hands. They are often practical & good at solving problems.	Artistic people like to work in unstructured situations where they can use their creativity and come up with new ideas. They enjoy performing (theater or music) and visual arts.	Enterprising people like to work with other people. They particularly enjoy influencing, persuading, and performing. They like to lead and tend to be assertive and enthusiastic.
I – Investigative	S – Social	C – Conventional
Investigative people like to watch, listen, analyze, and solve problems. They often like to work independently, tend to be good at math and science, and enjoy analyzing data.	Social people like to work directly with people rather than things. They enjoy training, instructing, counseling, or curing others. They are often good public speakers with helpful, empathetic personalities.	Conventional people are very detail oriented and like to work with data. They have good organizational and numerical abilities, are good at following instructions, and like working in structured situations.

Identify Career Goals & Build Career Ladder

For example: Ladders contain short-term goals which are regularly revisited and revised, based on an individual's progress.

My Career Goals	Preparation Required	What I have?	What I need?
Short-term: Cashier/Seasonal	High School Diploma	High School Diploma	Obtain job as Entry Cashier
Mid-term: Store Manager/Training Instructor	Associates Degree OR 5 years relevant work experience; Managerial skills	High School Diploma	Complete Associates Degree and gain 3-5 years relevant work experience
Long-term: District Manager/Manager of Training	Bachelor's Degree OR Associates Degree with 10 years relevant experience	Associates Degree	Obtain a Bachelor's degree and get into the field of interest to obtain relevant 10 years experience

Build Your Career Ladder cont'd

Explore:

- **Training for Advancement opportunities** -Research and identify resources to reach your career goals
 - For Example: Education Programs: Apprenticeships; Certifications; Training Programs; Leadership courses, etc.
- **Series of jobs** that will lead you to that “dream job”
 - For example: Retail Sales, Customer Service Representative, Store Manager
- **Volunteer assignments**
 - For example: United Way events, Neighborhood projects, Local school activities

List all these activities on Notes section of “Career Enrichment Packet”

RIASEC CODES



Realistic

- Like to work with their hands and focus on things in the physical world & use physical skills.
- Like to repair and work with tools, machines, or animals; outdoor work is often preferred.
- Prefer problems that are concrete rather than abstract; want practical solutions that can be acted out.
- Characteristics include stable, assertive, physical strength, practical.



Investigative

- Tend to focus on ideas. Like to collect and analyze data and information of all kinds.
- Curious and tend to be creative and original.
- Task oriented and motivated by analyzing and researching.
- Tend to prefer loosely structured situations with minimal rules or regulations.
- Prefer to think through rather than act out problems.
- Characteristics include reserved, independent, analytical, logical.



Artistic

- Creative and tend to focus on self-expression through all kinds of mediums: materials, music and words, as well as systems and programs.
- Able to see possibilities in various settings and are not afraid to experiment with their ideas.
- Like variety and tend to feel cramped in structured situations.
- Deal with problems in intuitive, expressive, and independent ways. Tend to be adverse to rules.
- Characteristics include intuitive, creative, expressive, unconventional.



Social

- Concerned with people and their welfare.
- Tend to have well developed communications skills and like to help, encourage, counsel, guide, train, or facilitate others.
- Enjoy working with groups or individuals, using empathy and an ability to identify and solve problems. Value cooperation and consensus.
- Deal with problems through feelings. Flexible approach to problems.
- Characteristics include humanistic, verbal, interpersonal, responsible.



Enterprising

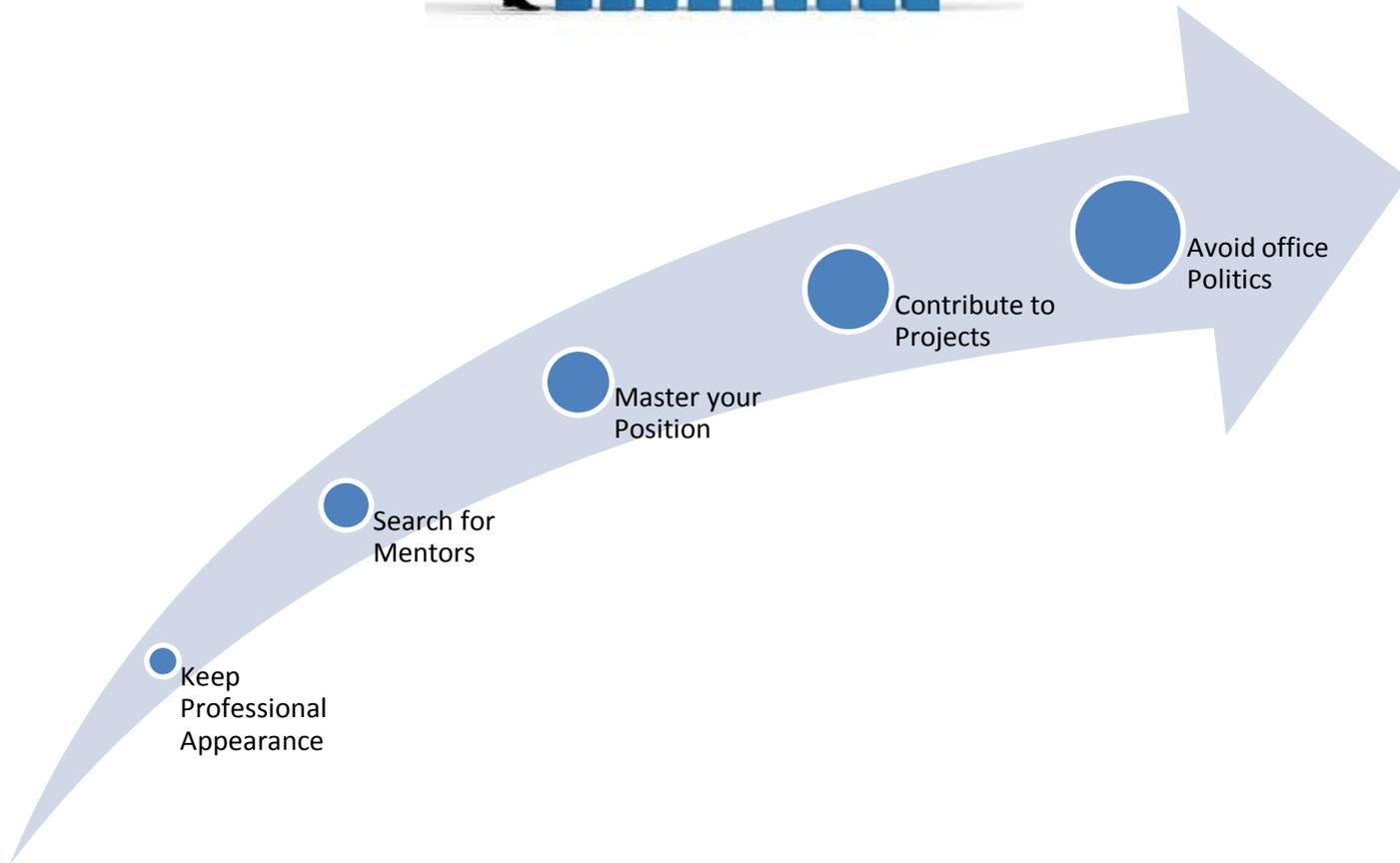
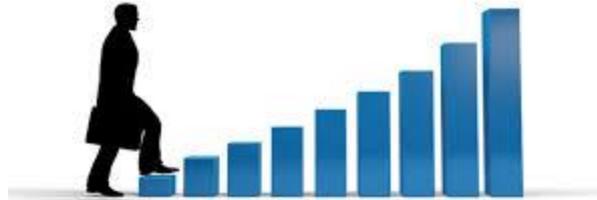
- Work with and through people, providing leadership and delegating responsibilities for organizational and/or financial gain. Goal-oriented and want to see results.
- Tend to function with a high degree of energy.
- Prefer business settings, and often want social events to have a purpose beyond socializing.
- Attack problems with leadership skills. Decision-Maker.
- Characteristics include persuasive, confident, demonstrate leadership, interest in power/status.



Conventional

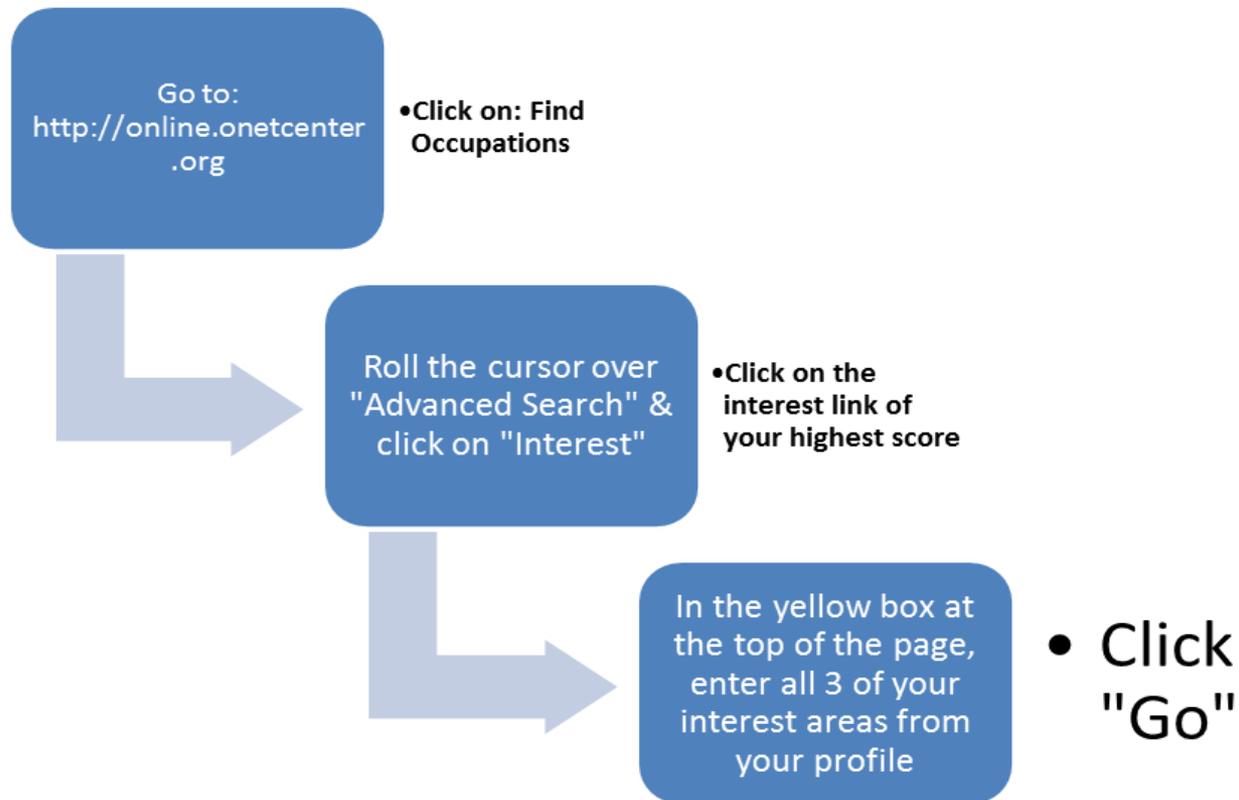
- Like to pay a lot of attention to detail and organization, and prefer to work with data, particularly in the numerical, statistical, and record-keeping realm.
- Have a high sense of responsibility, follow the rules, and want to know precisely what is expected.
- Prefer clearly defined, practical problems and to solve problems by applying rules. Oriented to carrying out tasks initiated by others.
- Characteristics include conscientious, efficient, concern for rules and regulation, orderly

Promotions



Homework

Every occupation can be identified by one or more interest codes (e.g. SAC, REC, etc.)



My Action Plan

Make a list of:

- My Top 3 Career Choices

For example:

1. Retail Sales/Training Instructor
2. Customer Service Supervisor/Training Manager
3. Store Manager/Training Director

- Items to address

For Example:

1. Transportation
2. Child care
3. Finances

Complete page 5 on “Homework Assignment”

Recap

- Identify your “dream job” (based on your knowledge, skills & abilities) and develop a career-path to reach that job
- Train for advancement (Online; Classes, Tutorials, Courses, Schooling, etc.)
- Explore a series of jobs/assignments that will transition you to that “career move”

www.mynextmove.org



My Next Move is specifically designed to help you determine the right career for you.

There are 3 options to help you select a career:

MY NEXT MOVE

Search
career
with
keywords

Browse
careers
by
industries

Tell us
what you
like to do

What do you want to do for a living?



"I want to be a ..."



Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search

"I'll know it when I see it."



Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Browse

"I'm not really sure."

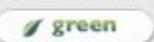
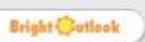


Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Start

Still not sure? Check out careers in these groups:



Are you a veteran looking for work? My Next Move for Veterans helps you find a civilian career similar to your military job.

Learn more about Occupations



Career Research Tools

- MyNextMove: www.mynextmove.org
 - designed to help determine the right career and occupation
- GCFLearnfree.org: www.gcflearnfree.org
 - provides free web training in topics like basic math, computing, reading and social networking
- Khan Academy: www.khanacademy.org
 - free online collection of more than 3,300 micro lectures via video tutorials teaching mathematics, history, healthcare and medicine, finance, science, computer science etc.

Job-Hunting Books

Where to find them? Try your local library (ask the librarian for career or job-search books); go to your local library online; or visit an online bookstore (such as Amazon.com or for better prices on used books – Half.com)

- The Overnight Job Change Strategy by Donald Asher
- What color is Your Parachute? By Richard Bolles
- The New Rules of the Job Search Game: Why Today’s Managers Hire.. And Why They Don’t by Jackie Larson and Cherie Comstock
- Marketing Yourself: The Ultimate Job-Seeker’s Guide by Dorothy Leeds
- The Smart Interviewer by Bradford Smart
- Through the Brick Wall: How to Job-Hunt in a Tight Market by Kate Wendleton
- Knock ‘Em Dead: The Ultimate Job Seeker’s Handbook by Martin Yate
- How to Win Friends and Influence People by Dale Carnegie
- Who Moved my Cheese by Spencer Johnson
- Seven Habits of Highly Effective People: Steven Covey
- Grammarbook.com
- www.chompchomp.org

THANK YOU!!



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