

## **Career Development**

### **1. SELF-AWARENESS – Assess personal strengths and weaknesses as they relate to career exploration and development.**

Personal Skills, Abilities, and Aptitudes

- 1.1 List positive characteristics about yourself
- 1.2 Identify personal likes and dislikes
- 1.3 Practice the steps involved in handling conflict and stress
- 1.4 Model the concepts of honesty and dependability
- 1.5 Identify individual talents and interests
- 1.6 Identify and correlate personal, physical, and mental characteristics
- 1.7 Provide examples of how behavior can influence the feelings and actions of others
- 1.8 Demonstrate the steps involved in resolving a conflict/stress situation
- 1.9 Complete a battery of standardized interest and career identification tests
- 1.10 Demonstrate the ability to use mediation techniques based on peer feedback
- 1.11 Compare and correlate personal characteristics and requirements of various career opportunities
- 1.12 Determine attitudes needed for career success
- 1.13 Reassess and analyze individual talents, interests, and personal characteristics as they relate to changing career decisions
- 1.14 Reassess personal characteristics and relate to desired career options
- 1.15 Identify and analyze strengths and weaknesses relative to a variety of career options
- 1.16 Formulate and implement a plan to address identified weaknesses
- 1.17 Enhance identified strengths related to selected career options
- 1.18 Monitor progress and restructure the plan as needed to manage identified weaknesses

### **2. CAREER RESEARCH – Utilize career resources to develop an information base that includes global occupational opportunities.**

- 2.1 Identify and learn about careers of family members and/or friends
- 2.2 Describe and give examples of career clusters
- 2.3 Identify community business people and learn about career opportunities
- 2.4 Use a variety of research tools in the career exploration process (e.g., computer assisted programs, newspapers, books)
- 2.5 Design a questionnaire to be used for a career exploration interview (e.g., educational requirements, starting salaries, career ladder opportunities)
- 2.6 Explain advantages of early career planning
- 2.7 Research several occupational interests
- 2.8 Select and use resources available for projecting career opportunities and trends
- 2.9 Research a specific career
- 2.10 Identify resources for retaining and career transition
- 2.11 Prepare documents related to career exploration using a variety of technological resources
- 2.12 Prepare a career portfolio that includes career research materials and work samples

### **3. WORK ETHIC – Relate work ethic, workplace relationships, workplace**

### **diversity, and workplace communication skills to career development.**

- 3.1 Demonstrate personal qualities related to employability (e.g., promptness, getting along with others, dependability)
- 3.2 Demonstrate responsible behavior related to personal property (e.g., homework, portfolio, school/home communications)
- 3.3 Discuss the importance of a job well done to an individual and a business
- 3.4 Describe how family members depend on one another, work together, and share responsibilities
- 3.5 Describe how honesty and integrity affect relationships with others
- 3.6 State ways in which honesty and integrity of co-workers affect work performance
- 3.7 Discuss and role-play the positive and negative effects of a well-developed work ethic on workers and workplace productivity
- 3.8 Demonstrate the importance of cooperation among people to accomplish a task
- 3.9 Explain the importance of dress code, attendance, and other expectations in the workplace
- 3.10 Explain the importance of respect for the feelings and beliefs of others
- 3.11 Demonstrate appropriate social skills for the workplace
- 3.12 Describe how the workplace environment influences behavior
- 3.13 Role-play appropriate and inappropriate employer and employee interactions in workplace situations
- 3.14 Discuss the importance of being able to work productively with people who are different from oneself
- 3.15 Provide an example of how personal beliefs and attitudes affect decision making
- 3.16 Identify the changing roles of men and women in business and family
- 3.17 Describe different cultural behaviors and expectations
- 3.18 Discuss advantages and disadvantages of entering non-traditional occupations
- 3.19 Identify stereotypes, biases, and discriminatory behaviors that may impact opportunities for women and men in certain occupations
- 3.20 Discuss social and economic factors that have resulted in changing career patterns for women and men
- 3.21 Describe techniques for eliminating gender bias and stereotyping
- 3.22 Formulate strategies for working effectively with co-workers of varying age groups
- 3.23 Demonstrate effective interpersonal skills in a work relationship
- 3.24 Illustrate strategies for responding to and working with individuals under stress
- 3.25 Develop skills to give/receive constructive criticism
- 3.26 Produce and interpret technical writing samples

### **4. CAREER STRATEGY – Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.**

- 4.1 Describe the relationship of assessed interests, aptitudes, and abilities to academic and occupational skills
- 4.2 Apply career goals, skills, and interests to selection of high school courses
- 4.3 Explain how decisions regarding education and work impact major life decisions
- 4.4 Identify considerations for making responsible educational and occupational choices
- 4.5 Identify sources of financial assistance

- 4.6 Complete the steps required to apply for financial assistance
- 4.7 Develop an action plan to transition from post-secondary education to work
- 4.8 Apply steps in the decision-making process
- 4.9 Describe how career development is a continuous process with a series of choices
- 4.10 Identify personal goals that may be satisfied through a combination of work, community, social, and family roles
- 4.11 Analyze personal leisure choices in relation to lifestyle and the attainment of career goals
- 4.12 Determine how educational achievement impacts one's choice of a college major, further training, and/or entry into the job market
- 4.13 Relate the necessity of lifelong learning to one's ability to achieve goals
- 4.14 Design a career plan that includes self-assessment, research, career alternatives, and high school course options
- 4.15 Create and implement a career plan that includes the required steps to transition from high school to post-secondary education/training or the workplace
- 4.16 Explore appropriate employment opportunities and further education

## **5. SCHOOL-TO-WORK TRANSITION – Develop strategies to make an effective transition from school to work.**

- 5.1 Develop an awareness of occupational opportunities (e.g., speakers and field trips)
- 5.2 Research a variety of career clusters (e.g., field trips, speakers, case studies, shadowing, or community service)
- 5.3 Experience paid/unpaid work opportunities in one or more career clusters (e.g., shadowing, mentoring, cooperative work experiences, or community service)
- 5.4 Experience paid/unpaid work opportunities in a chosen career cluster (e.g., internships, apprenticeships, or worksite learning)
- 5.5 Develop and maintain a portfolio (e.g., resume, sample cover letter, awards, extracurricular activities, and community service)
- 5.6 Demonstrate portfolio presentation skills
- 5.7 Enhance the portfolio through revisions (e.g., resume, sample cover letter, sample applications, career plan, examples of work and technical skills, awards, community service, and career information database)
- 5.8 Demonstrate proper etiquette for greeting and meeting people
- 5.9 Demonstrate appropriate interviewing techniques
- 5.10 Explain the importance of interview follow-up
- 5.11 Identify steps to prepare for an interview
- 5.12 Model behavior that contributes to a successful interview

## **6. LIFELONG LEARNING – Relate the importance of lifelong learning to career success.**

- 6.1 Demonstrate the importance of effective study habits, test-taking skills, and learning skills
- 6.2 Develop good health, nutrition, and physical fitness habits
- 6.3 Relate the importance of education to meeting identified goals
- 6.4 Analyze sample employment performance evaluations to assess strengths, weaknesses, and areas for improvement
- 6.5 Explain the importance of professional and community involvement

- 6.6 Discuss the social and ethical standards of the workplace
- 6.7 Identify trends in the changing workplace
- 6.8 Identify career opportunities resulting from new and emerging technologies
- 6.9 Describe career pathways in career development (upward and cross mobile)
- 6.10 Develop strategies to accommodate impending changes in the workplace