



Career Exploration

QLWG
Individual Life Skills
Unit 25

QLWG Skills for Life

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QLWG Skills for Life Series

THEMATIC UNITS

Competency-based learning meets the needs of all learners. It is important to keep in mind, however, that all learners are different. In order to address the needs and interests of all learners, units have been divided by *Essential Life Skills* and *Individual Life Skills*.

Essential Life Skills are important for everyone, while *Individual Life Skills* address the needs and interests of different learners. Once learners have completed the “Essential” units, they may choose a unit that is applicable to their interests and lifestyle.

Essential Life Skills Units	Individual Life Skills Units
1. Orientation Unit 2. Around the Home 3. My Community 4. Being a Canadian Citizen 5. What’s for Dinner? 6. Managing My Money 7. Smart Shopping 8. My Health 9. All About Me 10. Communication Skills 11. Living in Quebec 12. Strategies for Reading 13. Strategies for Writing 14. Strategies for Grammar 15. Strategies for Numbers 1: Understanding Numbers 16. Strategies for Numbers 2: Adding & Subtracting 17. Strategies for Numbers 3: Multiplying, Dividing & Fractions	18. My Hobbies and Leisure Time 19. Employment Skills 20. On the Job 21. My Family 22. Entertainment (music and film) 23. Fitness and the Great Outdoors 24. Getting Around (travel and transportation) 25. Career Exploration 26. Getting My Driver’s Licence 27. Learning in Quebec 28. Living Green 29. Handling Legal Concerns 30. The Retirement Years

QLWG *Skills for Life Series*

Career Exploration

Unit # 25

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WELCOME LEARNER!

This workbook is meant to help you develop important life skills. As you work on different activities, try to see the purpose in what you are doing, stay motivated and enjoy!

Things to Look for:

Checkpoints

You will finish every unit of study with a Checkpoint (in blue). Once you have completed the Checkpoint questionnaire, you will send this document to your distance education tutor. Make sure you fill in the **date, your name, your phone number** and the **distance education tutor's name** on the cover of this document.

Word Stops

Word Stops will explain more difficult words. Look for words in bold print (example: **bold**). A **Word Stop** will follow to tell you what that word means.



Word Stops will appear in the workbook when there is a difficult word.

If you do not understand, follow these steps:

1. Look at titles and pictures. Do they tell you anything?
2. Try to find the general meaning.
3. Look for Word Stops.
4. Use a dictionary.
5. If you still do not understand, contact your distance education tutor.

Before you contact your distance education tutor:

1. Prepare your questions. What do you want to ask?
2. Give the page number and section title to your tutor so they know where you are.



“Act the part; walk and talk exactly as if you were already the person you want to be.”

~Brian Tracy

Career Exploration

"Your work is to discover your work and then with all your heart to give yourself to it."
~Buddha



Introduction:

Choosing a career is one of the most important decisions you will make. Your career affects many areas of your life. This is why you should take the time to think about a career that matches your personality. This unit will help you to set career goals that reflect your special interests, values and skills.

In this unit, you will:

- think about your current lifestyle.
- read an article about choosing a career.
- identify your interests, skills and values.
- examine a list of different careers.
- think of careers that would suit you.
- research a career that you would like to do.
- make short-term plans for your career.
- make long-term plans for your career.

Getting Started: Where are you now?

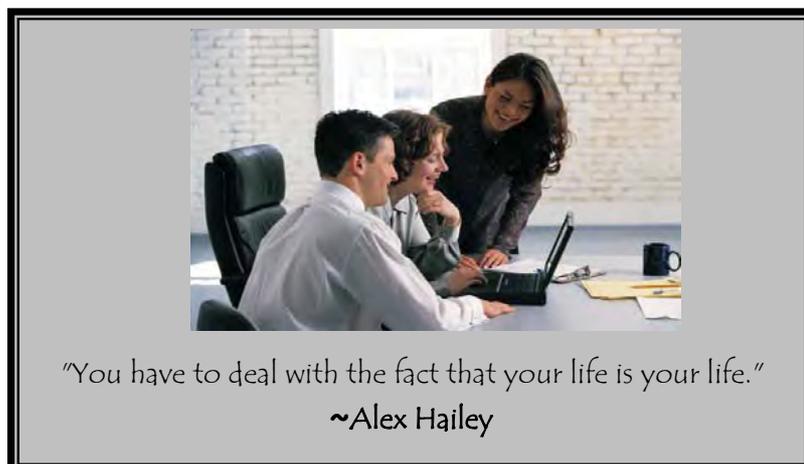
1. What is your current lifestyle like? Describe it.

2. Are you happy with your current lifestyle? Why or why not?

3. Do you want to maintain it or change it?

4. What would your ideal lifestyle be like? Describe it.

5. How will your current career path help you have the lifestyle you want?



ACTIVITY:

Read the article, “Finding a Job that Fits” (on the next page).

STEP 1:

Prepare yourself for reading. Scan the article for familiar words to get a better sense of what the article is about.

STEP 2:

Use your reading strategies to help you read the article. Circle all new or difficult words. Keep track of these words in your *Quick-Word Handbook*.

PURPOSE:

This article will help to think about the importance of finding a career that suits you.

READING STRATEGY: Scanning

1. **Scan** the article for familiar words to get a sense of what it is about. Make a list of some of these words.



WORD STOP

1. **scan** (skan): to look for specific things as you examine something

2. What do you think this article will say about finding a job?

Career Times

Finding a Career that Fits

by Victoria Wolfe



Let's face it, for most of us, choosing a career is not easy. Finding the RIGHT career, however, can be a downright challenge. Just ask Genviève Pierre. Genviève is a 38-year old mother of three who is re-entering the work force after a 15-year absence. Not only is Genviève nervous about starting a job after such a long time, she is also nervous about finding a career that will fit her skills and interests.

According to Stacy Henderson, a job recruiter for the Davis Employment agency, "Finding the right job is like shopping for the perfect pair of jeans. You want something that fits right and feels comfortable. One size doesn't fit all."

Stacy also offers the following advice for career seekers like Genviève.

1. When searching for the right career, whether you're first entering or re-entering the work force, make a list of your background and experiences. Even if you think you don't have any experience, think again! You may not have specific job experience but that doesn't

mean that you don't have work experience. List your hobbies, clubs you're involved in, church and school activities. List things you're good at or any special talents that you may have.

2. If you've worked before, list all your previous positions. Include part-time, volunteer, summer or self-employment. Next write down the duties for each job and the skills that you used to do the job. For example, if you were a homemaker some of the skills you could list are: the ability to keep a budget, ability to multi-task, skills in teaching and training, cooking, cleaning and laundry, to name a few.
3. Look at the abilities and talents you identified on your background and experience lists and then find out what careers are out there that can use your talents. Try either going in person or checking online for your local job resource center. Don't focus on job titles but rather the skills and abilities for each career. Don't limit yourself.
4. Think about your career goals. What do you want to be doing in the next 10-15 years? What kind of job could you get now that would help you attain your goals?

"Finding a job isn't always easy," says Stacy, "but with a little luck and perseverance, you'll find something that is the right fit for you."

REFLECTING ON READING:

1. What is this article about?

2. What does Stacy Henderson compare looking for the perfect career to?

a) What does this comparison mean?

3. Why should career seekers make a list of their background and experiences?

4. Instead of focusing on job titles, what should a person focus on?

5. What did you learn from this article?

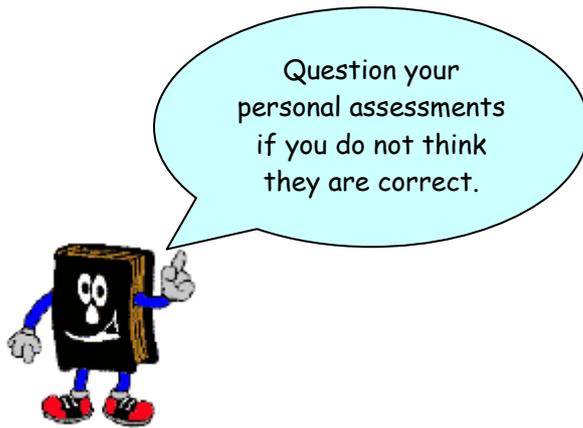
6. What new or difficult words did you come across in this article?

7. How did you handle new or difficult words?



Assessing My Skills, Values and Interests

Assessments can help you think about the career that suits you best. With so many career possibilities available today, a personal assessment is key to understanding the best career possibilities for you. Identifying your skills, values or interests may take some time, but it's worth it!



WORD STOP

1. **assessment** (uh-sess-munt): a judgment of something based on the facts.



"Often people attempt to live their lives backwards: they try to have more things, or more money, in order to do more of what they want so that they will be happier. The way it actually works is the reverse. You must first be who you really are, then, do what you need to do, in order to have what you want." ~Margaret Young

My Values Assessment

Values are what you most believe in and cherish in life. Different people value different things. Knowing your values involves thinking about who you are, what you respect and what you want out of life. You should know your values so that you can choose a career that reflects and supports what is important to you in life. If family is an important value to you, for example, you may not want to choose a career that will take you away for long periods of time.

ACTIVITY: Identify your values.

STEP 1:

Examine the values chart on the next page. Add any values that are not on this list.

STEP 2:

Put a check mark in the box that indicates how important each value is to you.

STEP 3:

Create a list of your most important values (starting with the most important).

PURPOSE:

Knowing your values will help you to choose a career that doesn't conflict with what is important to you.



My Values

The following are the most common values that people have. They are not in any specific order.

Value	Very important	Somewhat important	Not very important
1. My Family			
2. My Husband/Wife			
3. My Friendships			
4. My Job/Career			
5. My Community			
6. Being a Citizen			
7. The Environment			
8. My Education			
9. Travel			
10. My Health			
11. Money			
12. Honesty			
13. Independence			
14. Learning			
15. Creativity			
16. Romance			
17. My Faith			
18. Respect			
19. Other:			
20. Other:			
21. Other:			
22. Other:			

FOLLOW-UP:

Now, make a list of the values that you rated as very important or somewhat important. Put your most important values at the top.

EXAMPLE:

Shawna's values list looks like this:

1. Friendship
2. Learning
3. Career
4. Health



Shawna rated friendship, learning, Career and health as her top values. Now that Shawna has identified her values, she may set career goals that work with what is important to her. Because friendship is an important value to her, Shawna may choose to pursue a career that will allow her to stay close to her friends. Because health is also important, she may wish to choose a career that keeps her physically active.

My Values List:

You do not have to complete the entire list. Include all the values that you rated as very important.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My Interests Assessment

Your interests are what you like to do. You should assess your interests when career planning because work is such a big part of your life – you want to enjoy it!

ACTIVITY: Identify your interests.

STEP 1:

Examine the interests chart on the next page. Add any interests that are not on this list.

STEP 2:

Put a check mark in the box to indicate how much you like to do each activity.

STEP 3:

Create a list of your top interests (starting with the one you like the most).

PURPOSE:

This activity will help you to identify your interests. Knowing your interests will help you to find a career that you enjoy.



"If you have to support yourself, you had bloody well better find some way that is going to be interesting."

~Katherine Hepburn

My Interests

The following is a list of different things that people like to do. Check the box that describes how much you like to do each activity to identify your top interests.

I like to...	A lot	A little	Not at all
1. do puzzles			
2. work on cars			
3. organize things like files, offices or activities			
4. work in teams			
5. have clear instructions to follow			
6. work independently			
7. set goals for myself			
8. build things			
9. read			
10. do creative writing			
11. do experiments			
12. help people			
13. teach or train people			
14. help people solve their problems			
15. take care of animals			
16. sell things			
17. cook			
18. take on new responsibilities			

I like to...	A lot	A little	Not at all
19. be creative			
20. do filing or typing			
21. figure out how things work			
22. pay attention to details			
23. put things together			
24. learn about other cultures			
25. analyze things like problems, situations or trends			
26. play instruments or sing			
27. dream about starting my own business			
28. work with people			
29. work with numbers or charts			
30. work with computers			
31. have discussions			
32. keep records of my work			
33. be a leader			
34. work outdoors			
35. work in an office			
36. work on math problems			
37. clean			
38. draw			
39. give speeches			

FOLLOW-UP:

Now, make a list of everything that you said you liked to do a lot. Start with the activity that you like to do the most.

EXAMPLE:

Shawna said she liked...

1. *to help people.*
2. *to clean.*
3. *to pay attention to details.*
4. *to keep records of her work.*



Shawna now knows that helping people is one of her top interests. This is an interest that will be very important when she starts her career planning. If Shawna chose a career where she worked alone, she would probably not be very happy.

My Interests List:

You do not have to complete the list. Include all the things that you said you like to do a lot.

1. _____
2. _____
3. _____
4. _____
5. _____

Skills Assessment

Your skills are what you *can do* or something that you have been *trained to do*. You should assess your skills when career planning so that you may look for a career that you can do well.

You should also know that few people have all the skills they need when they start a new career. That's the beauty of skills - you can always develop them. As you go through the list, take note of the skills that you would like to develop.

ACTIVITY:

Identify your skills.

STEP 1:

Examine the skills chart on the next page. Add any skills that are not on this list.

STEP 2:

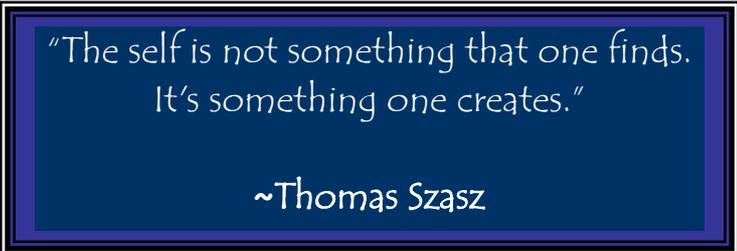
Put a check mark in the box to indicate how much you like to do each activity.

STEP 3:

Create a list of your top interests (starting with the one you like the most).

PURPOSE:

This activity will help you to identify your interests. Knowing your interests will help you to find a career that you enjoy.



"The self is not something that one finds.
It's something one creates."

~Thomas Szasz

My Skills

<i>Skills I am good at or trained in...</i>	Yes, I have this skill.	No, this is not one of my skills.	This is a skill I would like to work on.
1. Creating			
2. Predicting			
3. Solving problems			
4. Setting goals			
5. Finding information			
6. Analyzing			
7. Listening			
8. Talking			
9. Sharing ideas			
10. Supporting others			
11. Cooperating			
12. Handling conflict			
13. Training others			
14. Making decisions			
15. Organizing			
16. Managing time			
17. Meeting goals			
18. Accepting responsibility			
19. Working as a team member			
20. Making decisions			
21. Using a computer			
22. Talking on the phone			

<i>Skills I am good at or trained in...</i>	Yes, I have this skill.	No, this is not one of my skills.	This is a skill I would like to work on.
23. Reading			
24. Writing			
25. Working with my hands			
26. Putting things together/taking things apart			
27. Hairdressing			
28. Taking care of others			
29. Fishing			
30. Cooking			

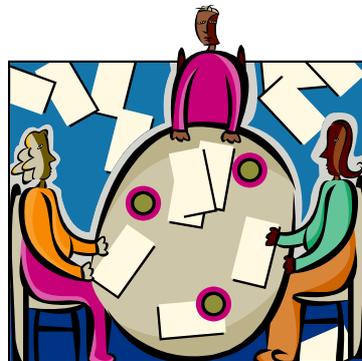
FOLLOW-UP:

1. Make a list of your top five skills. Start with the skills that you are best at.
2. Make a list of the skills you would like to work on.

EXAMPLE:

Shawna is good at...

1. making decisions.
2. setting goals.
3. accepting responsibility.
4. cooperating.
5. talking.



Shawna has now assessed her skills. This will not only help her to look for a career that suits her, but also to see what kind of skills she should work on. She knows, for example, that she would do well in a career where she makes decisions, sets goals, accepts responsibility and works with others (cooperating and talking).

My Top Skills List

Go over the skills chart. Make a list (below) of your top skills. Start with your most useful or strongest skill.

1. _____
2. _____
3. _____
4. _____
5. _____

Skills I Would Like to Work On

Go over the skills chart. Make a list of the skills that you would like to work on.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

"Do what you feel you have a flair for doing,
and if you are good enough at it, the money will come."

~Greer Garson

Personal Assessment Summary

There is no other person exactly like you. You have a special blend of values, interests and skills that affect how much you enjoy doing something and how well you do it. You should make sure you know what types of work compliment your unique background and skills.

ACTIVITY:

Examine your top values, interests and skills and **summarize** your strongest qualities in the right hand column of the chart (below).



WORD STOP

1. **summarize** (suh-mur-ize): to review and sum up in a few words.

My Strongest Qualities Summary	
EXAMPLE:	Friendship, learning and career are my strongest values.
Values:	
Interests:	
Skills:	



This summary will also help you to identify your top qualities in an interview.

Other Considerations

1. Think about your past work experiences.

a. What did you like?

b. What did you not like?

2. Think about past studies.

a. What things did you like to study the most in school?

b. Would you be willing to go back to school? If so, for how long?

3. What kind of environment do you like to work in (in an office, outdoors, near home, in the city, with a small group of people)?

How are you doing?



Complete the questionnaire to keep track of your learning.

1. Have you completed all reading and activities to this point? (*Circle your answer.*)

Yes

No

2. If you answered “No”, explain what you did not complete and why.

3. What was easy and why?

4. What was difficult and why?

5. General comments. (*Do you have any comments on the work that you have done?*)

Careers Galore!

In the following section, you will find an extensive list of different careers in **alphabetical** order.



WORD STOP

1. **alphabetical** (al-fuh-bet-uh-kul): listed in the order of the letters of the alphabet (A to Z).

ACTIVITY (GETTING STARTED):

Go through the list and circle or highlight all the careers that interest you.

A

Accountant
Actor
Acupuncturist
Addictions Counsellor
Advertiser
Air Conditioning Mechanic
Airline Ticket Agent
Air Traffic Controller



Airplane Maintenance Engineer
Airplane Detailer
Alarm Installer

Amusement Park Employee
Amusement Safety Officer
Animal Services Officer
Animation Artist
Announcer
Anthropologist
Architect
Archivist
Artist - Painter
Athletic Trainer
Autobody Technician
Automotive Parts Person
Automotive Sales Person

B

Bank Teller
Bank Teller Manager
Bartender
Beekeeper
Baker

Bill Collector
 Book Binder
 Brewer
 Bricklayer
 Building Operator/Maintenance
 Bus Driver
 Butcher
 Buyer – Retail



C

Cabinetmaker
 Café Worker/Owner
 Camp Counsellor
 Cardiology Technician
 Career Counsellor
 Carpenter
 Carpet Binder
 Carpet Layer
 Carriage Driver
 Chauffeur
 Chaplain
 Chef
 Chemical Engineer
 Chemist
 Child Care Giver
 Child Welfare Worker
 Chiropractor
 Chimney Sweep
 Chocolatier
 Cleaner

Comedian
 Communications Technician
 Computer Game Developer
 Crane Operator
 Crime Scene Investigator
 Crisis Intervention Worker
 Curator

D

Day Care Worker
 Day Home Operator
 Dental Hygienist
 Dental Technician
 Dentist
 Dentist/Halitosis Specialist
 Diesel Mechanic
 Disc Jockey (DJ)

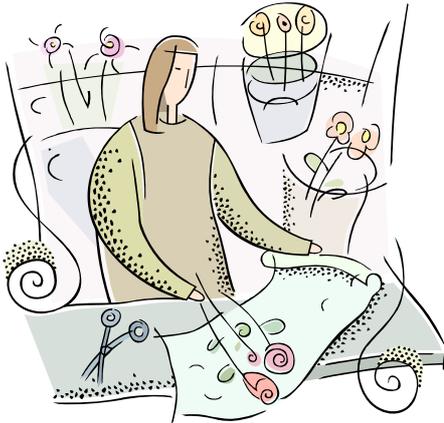
E

Editor
 Electrologist
 Elevator Constructor
 Embalmer
 Employment Counsellor
 Entrepreneur (start your own business)
 Executive Assistant
 Executive Chef
 Exterminator



F

Family Counsellor
Farmer
Fashion Designer
Filmmaker
Financial Advisor
Firefighter
Flight Attendant
Florist



Food Safety Inspector
Football Player
Forensic Scientist
Funeral Director

G

Garbage Engineer
Geographer
Geologist (Mineral)
Glass Blower
Greenhouse Operator

H

Hairdresser
Hardwood Floor Installer

Harpist
Heavy Equipment Technician
Helicopter Maintenance Engineer
Helicopter Pilot
Hockey Player
Homeopath
Horizontal Drill Operator
Hotel Worker
House Cleaner
Hospital Housekeeper
House-sitter

I

Insurance Agent
Instructional Designer
Intelligence Officer (Spy)
International Social Worker
Interpreter

J

Janitor
Journalist

L

Landfill Engineer
Landscape Architect
Language Instructor
Lawyer
Librarian
Linguist
Locksmith
Lube Shop Technician

M

Machinist
 Mail Clerk
 Makeup Artist
 Market Researcher
 Mascot
 Massage Therapist
 Meat Cutter
 Mechanic
 Medical Lab Technician
 Memorial Stone Engraver
 Mental Health Worker
 Midwife
 Military
 Missionary
 Model
 Music Composer
 Musician
 Music Teacher
 Music Therapist

**N**

Nanny
 Naturopathic Doctor
 Nurse - Licensed Practical (LPN)
 Nurse - Registered (RN)
 Nurse - Registered Psychiatric (RPN)
 Nurse Scientist (RN/PhD)

O

Occupational Therapist
 Office Worker
 Oil Driller
 Oil & Gas Worker
 Oil & Gas
 Optician
 Optometrist

P

Painter
 Palliative Care Worker
 Paralegal
 Paramedic
 Paramedic - Specialty
 Parole Officer
 Pastor
 Pedicurist/Manicurist
 Personal Trainer
 Pet Pal
 Pet Waste Remover
 Petrologist/Petrographer
 Pharmacist
 Pharmacologist
 Pharmacy Assistant
 Photographer
 Physiotherapist
 Physicist
 Pilot - Airplane
 Pilot - Helicopter
 Pipeline to Facility Jobs
 Plumber
 Police Officer
 Probation Officer
 Property Manager

Q

Quality Control Manager (for food)

R

Rail Traffic Controller
 Realtor
 Receptionist/Secretary
 Recreation Guide/Instructor
 Refrigeration Mechanic
 Reporter
 Reserves (Military)

S

Santa Claus
 School Bus Driver
 Sea Cadet
 Secretary/Receptionist
 Security Guard
 Server (Restaurant)
 Sheet Metal Worker
 Social Worker
 Stockbroker
 Surveyor

T

Tattoo Artist
 Teacher
 Train Driver
 Translator
 Travel Agent
 Trucker

U

Upholsterer

V

Veterinarian
 Videographer

W

Waiter/Waitress
 Warehouse Supervisor
 Wastewater Worker
 Water Well Driller
 Web Designer
 Web Technician
 Welder
 Wildlife Officer
 Wireless Network Technician
 Writer

Z

Zookeeper

FOLLOW-UP:

1. Are there any other careers that you are interested in that were not on the list?
What are they?

2. Go through the list. Make a list (below) of all the careers that interest you.

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

3. Now, put the careers on the above list in order. List the jobs that interest you the most first. Don't forget to add careers that weren't on the list that you are interested in.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

My Career Research

Before you invest money in a car, you want to know if it is suitable for your needs and interests. Finding a career should be no different. If you find out early on that a career doesn't suit you, then you can avoid putting time and money into starting a career that you probably won't stick with.



ACTIVITY (Part 1):

Find important details about two careers that you're interested in.

STEP 1:

Re-examine your top choices for a career. Decide which careers you will research.

STEP 2:

Examine the Sample Career Research chart to see what you need to find out.

STEP 3:

Research your top two career choices. You can do this by:

-  using the Internet (find useful websites on the next two pages).
-  going to your local library.
-  contact Human Resources and Social Development Canada (federal service).
-  contact your local Emploi-Québec office (provincial service).

STEP 4:

Complete your Career Research chart.

PURPOSE:

This activity will help you to decide if a specific career choice is right for you.

Career Search Websites

There are many excellent resources out there to help you find the right career. The following list of websites will help you to target your skills and find out about different careers.

Monster

<http://english.monster.ca>

- Find information about getting the job you want.

Career Planning

<http://careerplanning.about.com>

- Find information about different careers.

Education-Advancement.com

<http://www.education-advancement.com>

- Find information about education and programs that will help you start your new career.

Career planning and Human Resources Canada

<http://www.hrsdc.gc.ca/en/gateways/individuals/cluster/cp.shtml>

- Find information on career planning and jobs in Canada.

nextSteps.org

<http://www.nextsteps.org/career/index.html>

- Find advice on career planning and resumé writing.

The Free Career Test

<http://www.free-career-test.com/tfct.asp>

- Find a free career test that will help you get on the right career path.



Mazemaster Canada

<http://www.mazemaster.on.ca>

-  Find information on this career exploration site with many on-line activities.

Canada Prospects

<http://www.canadapropects.com>

-  Find an on-line career exploration magazine and interactive activities.

Career Paths Online

<http://10steps.careerpathsonline.com>

-  Discover useful information on career development.

The Worksearch Journey

<http://www.worksearch.gc.ca>

-  Find an interactive career resource produced by the Federal Government.

Keirsey Temperament and Character Website

<http://www.keirsey.com>

-  Complete a personality questionnaire.

Job Futures

<http://www.jobfutures.ca/en/home.shtml>

-  Learn information on 265 occupational groups.

JobsEtc.ca

<http://www.jobsetc.ca/>

-  Try interactive ability quizzes and learn more about the Canadian job market.

Sample Career Research

Shawna has always loved animals. She decided to research the career of animal trainer to see if it would suit her. She was pleased with what she discovered; although she'd enjoy working with people as well.

Examine Shawna's research to get an idea of what kind of research you will need to do.

Career:	Animal Trainer
Job Description:	Animal trainers work with different animals. They train them for riding, security, performance, obedience or assisting people with disabilities.
Training or Education Required:	Most animal trainers need to have a high school diploma or general equivalency diploma (GED). They should have experience with animal obedience. Animal trainers don't have to have certification, but training programs and certification help people start this career.
Important Interests:	<ul style="list-style-type: none"> 🐾 Working with animals 🐾 Training animals 🐾 Caring for animals
Important Skills:	<ul style="list-style-type: none"> 🐾 Problem-solving 🐾 Patience 🐾 Accepting responsibility 🐾 Caring
Tasks for a Typical Day in this Career:	<ul style="list-style-type: none"> 🐾 Train animals to respond to commands. 🐾 Give positive reinforcement to animals. 🐾 See that animals learn and get exercise. 🐾 Manage animal diet. 🐾 Groom animals.
The Pay:	Animal trainers usually make between \$12.00 and \$17.00 an hour.
Other Details:	Demand for animal trainers will grow because there are more pet owners who will want to use their services.

My Career Research

(Choice #1)

Career:	
Job Description:	
Training or Education Required:	
Important Interests:	
Important Skills:	
Tasks for a Typical Day in this Career:	
The Pay:	
Other Details:	

My Career Research

(Choice #2)

Career:	
Job Description:	
Training or Education Required:	
Important Interests:	
Important Skills:	
Tasks for a Typical Day in this Career:	
The Pay:	
Other Details:	

ACTIVITY (Part 2):

See if the career details fit with your background and interests.

STEP 1:

Look at the sample plan (on the next page) to get an idea of what you have to do.

STEP 2:

Compare your Personal Assessment Summary (on page 20) with the two careers that you have researched. Decide if the career suits you.

STEP 3:

Consider if you need more training or skills.

STEP 4:

Complete the questionnaire “How Does the Career Fit?” for each of the careers you have researched.

PURPOSE:

This activity will help you to see if your career choices fit. It will also help you to determine if you need more skills or training.



“He who would learn to fly one day must first learn to stand and walk and run and climb and dance; one cannot fly into flying.”

~Nietzsche

Sample Questionnaire: How Does the Career Fit?

Career Choice #1: Animal Trainer

1. Do you have the right values? Explain

I rated friendship, learning, career and health as my top values. As an animal trainer, I could stay close to my friends, which is important. I also like the fact that I would be physically active as an animal trainer. This would be good for my health. I also know that as an animal trainer I would always be learning new things.

2. Do you have the right interests? Explain

Helping people is one of my top interests. As an animal trainer, I would not work with people as much as I would like, but I would know that I am helping them through helping their pets.

3. Do you have the right skills? Explain.

I am especially good at making decisions, setting goals and accepting responsibility. These skills would be very helpful to an animal trainer.

4. Would you need to upgrade your skills and/or education for these careers? How so?

I do not have much experience working with animals. I need to update some of my skills in order to become an animal trainer. In particular, I would have to learn how to care for animals.



How Does the Career Fit?

Career Choice #1: _____

1. Do you have the right values? Explain.

2. Do you have the right interests? Explain.

3. Do you have the right skills? Explain.

4. Would you need to upgrade your skills and/or education for these careers?
How so?

How Does the Career Fit?

Career Choice #2: _____

1. Do you have the right values? Explain.

2. Do you have the right interests? Explain.

3. Do you have the right skills? Explain.

4. Would you need to upgrade your skills and/or education for these careers?
How so?

My Career Search: The World at My Fingertips

As you begin the task of choosing a new career, keep in mind that many careers can take you to new and exciting places. Today, many people will move to new towns, cities, provinces or even countries in order to get experience in the career of their choice.



As you make plans for your future career, consider the following:

1. Where you want to go for work.
2. Where you will go for work.
3. If you're willing to move.



Sam had always been good with computers. This is why he decided to pursue a career in computer technology. When it came time to look for work, Sam discovered the many different opportunities. He decided to move to a new city so that he could see new things and meet new people. This was scary at first, but Sam soon discovered how exciting living in a new place could be.

REFLECTION:

Where would you like to go to work?

My Short-Term Career Plan

A short-term career plan focuses on what you will do over the next year to get closer to your career goals. The most important thing about short-term career planning is to set realistic goals that you can do in the near future.



Tip:

Career planning is an evolving process – like a journey. Take it slowly and feel free to make changes as you move ahead.

ACTIVITY

Make a short-term career plan.

STEP 1:

Look at the sample responses to get an idea of what you have to do.

STEP 2:

Consider if you need more training or skills.

STEP 3:

Complete the questionnaire “How Does the Career Fit?” for each of the careers that you have researched.

PURPOSE:

This activity will help you to see if your career choices fit. It will also help you to determine if you need more skills or training.

“You must be the change you wish
to see in the world.”
~Mohandas K. Gandhi



SAMPLE PLAN:

Starter Questions:

1. What career would you like to go after?	Animal Trainer
2. What education or training do you need to do for this career?	I need to get more training working with animals. I don't need this, but, I could take animal training certification at the local vocational school.
3. What skills do you need to develop for this career?	I need to develop better animal training skills. I should also work on book keeping and budgeting skills as I may wish to start a small business training animals.

My Short-Term Career Plan:

1. What steps will you take over the next year in order to get into this career?	<ol style="list-style-type: none"> 1. I will contact the local vocational school to see what I need to do to get in their animal trainer program. 2. I will volunteer at the local animal shelter to develop more skills caring for animals. 3. I will find out as much as possible about training dogs in my area. 4. I will talk to people with pets to see if they have any training tips.
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Now, it's your turn...

Starter Questions:

1. What career would you like to go after?	
2. What education or training do you need to do for this career?	
3. What skills do you need to develop for this career?	

My Short-Term Career Plan:

1. What steps will you take over the next year in order to get into this career?	1. _____ _____
	2. _____ _____
	3. _____ _____
	4. _____ _____
	5. _____ _____
	6. _____ _____
	7. _____ _____
	8. _____ _____

My Long-Term Career Plan

Long-term career planning involves setting personal goals for the long term (the next five years or more). Because the work world is changing every day, the skills that you have today may not be in demand in the future. Long-term career planning is about setting goals to develop skills that employers will *always* value.



Some of these skills include:

- ✿ Communications (talking and writing)
- ✿ Listening
- ✿ Critical thinking
- ✿ Creative thinking
- ✿ Social skills – working with people
- ✿ Problem-solving
- ✿ Decision-making
- ✿ Planning and organizing
- ✿ Computer/technology
- ✿ Lifelong learning

ACTIVITY: Set long-term career goals.

STEP 1:

Look at the sample goal (on the next page) to get an idea of what you have to do.

STEP 2:

Think of the skills that will be important for the career you want.

STEP 3:

Make a list of the skills you wish to work on. Explain how you develop each skill.

PURPOSE:

This activity will help you to plan for the future and be prepared for the changes that lie ahead.

My Long-Term Career Plan: Setting Personal Goals

Skills I want to develop	How I plan to develop them
EXAMPLE: I would like to develop my communication skills.	I will find out more about how to communicate well. Then, I will practice what I learn with the people around me.
1.	
2.	
3.	
4.	
5.	
6.	

"The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can't find them, make them."

~George Bernard Shaw

Career Exploration and Me

Now that you have completed activities and done research that will help you to make smart career choices, you are ready to make daily observations to see how career choices affect your life and the lives of those around you.



ACTIVITY:

Observe the world around you to see how career choices affect people's lives.

STEP 1:

Reflect on what you know about choosing a career.

STEP 2:

Observe the world around for different attitudes towards their careers.

STEP 3:

Answer the questions on the following pages. Provide solid examples of what you observe and feel.

PURPOSE:

Learning is most valuable when you can apply it to your own life.

Where to find real-life examples:

1. Look at the people around you. How important are their careers?
2. How does one's career affect one's life?
3. How does making smart career choices affect you?
4. What are people's attitudes towards training and developing new skills?

Career Exploration

Learning Checklist

Check off each item on this list that you can do as “ACHIEVED”. If you feel that you have to improve on something, check “IN PROGRESS”. Review your Learning Checklist with your tutor.

COMPETENCIES What I can do.	IN PROGRESS	ACHIEVED
1. I can describe my current lifestyle.		
2. I can describe changes I would like to make to my current lifestyle.		
3. I can scan an article for familiar words.		
4. I can predict what an article will be about based on familiar words.		
5. I can read an article about career planning.		
6. I can handle new words.		
7. I can explain what I read.		
8. I can assess my values.		
9. I can assess my interests.		
10. I can assess my skills.		
11. I can summarize my values, interests and skills.		
12. I can consider past studies when thinking about a career.		
13. I can consider past experiences when thinking about a career.		

COMPETENCIES What I can do.	IN PROGRESS	ACHIEVED
14. I can say what environment I want to work in.		
15. I can identify careers I find interesting on a list.		
16. I can make a list of careers that I find interesting.		
17. I can research two careers that I find interesting.		
18. I can find different details on a career (description, training, skills, pay, etc).		
19. I can use the Internet to find out about careers.		
20. I can compare the details of a career with my values, interests and skills to see if it fits.		
21. I can identify training and skills that I need to work on.		
22. I can make a short-term career plan.		
23. I can identify skills that I want to develop in the long-term.		
24. I can observe how career and career choices affect my life.		
25. I can write about what I observe.		
26. I can reflect on what I learned.		
27. I can use what I learned in the future.		

The

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