



Workshop 1

Introduction to Career and Life Planning

Student Summary

This workshop will seek to provide you with the following:

- Overview of career and life planning; **what is it?**
- Introduce the model of career and life planning; **how do we use it?**
- Identify where on the career map each student currently is and what steps need to be taken to progress; **where am I?**
- Discuss career portfolios; **what do I need to do?**
- Discuss the importance of global considerations in the career and life planning process (i.e. need to consider the possibility of working outside of Canada); **what do I need to consider?**

At the end you will take with you:

1. Handouts summarizing a career and life planning model.
2. A self-assessment of each student's 'place' on the career map and a list of at least three next steps that are recommended for progress.
3. Handouts detailing the components of a career portfolio and an initial composition of a career portfolio.



Workshop 1

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Introduction

You are taking this workshop because you want to have an introduction or refresher on the career development process and where you are in that process. This workshop will seek to provide you with the following:

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- Introduce the model of career and life planning; **how do we use it?**
- Identify where on the career map each student currently is and what steps need to be taken to progress; **where am I?**
- Discuss career portfolios; **what do I need to do?**
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Setting the Context

A **career is a lifetime journey** of building and making good use of your skills, knowledge and experiences. Building your career **is a process** you will begin now and work on throughout your life. It is predicted that many of us will have about 6 or 7 careers in our lifetime, so you'll definitely be re-visiting this process.

Building your life and your career **go hand in hand**... the elements in your life directly affect your career choices, therefore we look at the career/life building process as **one overall process**.

Example: *Where you choose to live, the type of family you have and what you want to do for fun, all these elements affect your career choices. You will also have to consider global elements and issues given the global economy in which we find ourselves.*

Where to Start

OH1 Career and Life Planning Process

Notice there are **four key areas** in this process:

BEGIN WITH self-knowledge: Career/life planning is very personal and it **begins with self-knowledge**—getting to know yourself and who you are, what your interests, skills, personal style and



Workshop 1 Introduction to Career and Life Planning

values
are.
We

start the process here to make sure that the career/life activities you engage in will suit who you are and will make you happy.

Once you get to know yourself you *MOVE ON* to **gaining career knowledge**: Getting to know the world of work, exploring occupations you may be interested in and that there is a need for, researching the education you'll need to get there and exploring the community activities you want to participate in.

After doing this researching you begin *PLANNING* by thinking about your **long-term vision, or the dream for your life**.

When you've done all this you're ready for *ACTION*, you **start setting goals** and figuring how you're going to get there, and then going for it. You do this with the help and support of your family, friends and community.

This process is a cycle, which you will **repeat a few times in your life**.

FOR EXAMPLE: You will go through this process right now, before starting your post-secondary education and landing your first job. You may go through this process again if you choose to get married and start a family, maybe again once you've been in the workforce and your career changes because you're bored of your work, or maybe your industry changes.

OH2A Overview of High-Five messages

There are some things that you will want to keep in mind along your path. These are known as the High-Five messages:

CHANGE IS CONSTANT
FOLLOW YOUR HEART
TEAM UP WITH OTHERS
KEEP ON LEARNING
FOCUS ON THE JOURNEY

Activity

Think about what these mean to you, how do they apply to life and career planning? Take the Before they were famous quiz.

OH2B Before they were famous

Self Knowledge

There are four key areas to explore when getting to know yourself:

1. Interests: Interests create the story of who you are. Identifying all of the things you enjoy and are intrigued by will help you explore the careers that will help you explore your interests. Example: sports, topics like science or fashion, etc.



Workshop 1 Introduction to Career and Life Planning

2. **Skills:** Skills are your abilities and aptitudes, what you can do and what you're willing to learn. Recognizing your skills and understanding how you can transfer our skills to a variety of situations. Example: typing, getting along with people.
3. **Personal Style:** everyone has a different personality and it's important to identify what makes us unique. You will grow and change over our lifetime and the key to being happy in our careers and lives is to choose jobs that suit who you are. Example: being outgoing or shy.
4. **Values:** Values are the things that are most important to you in your life and career. Your values are formed in a variety of ways through your life experiences, your feelings and your families. In the context of Career/Life Planning, values generally refer to the things you value in a career. For example, some people value job security, money, structure and a regular schedule. Others value flexibility, excitement, independence and variety. Being aware of what you value in your life is important because a career choice that is in line with your core beliefs and values is more likely to be a lasting and positive choice.

Informal Assessment

Students take a short informal assessment. The full version can be taken online later at:

<http://www.jobboom.com/cgi-bin/prod/questionnaireDoc.pl?direction=2&langue=A&typeQuestionnaire=1>

HO1 Stages of Career Quiz

Stages of development

Ok so now you know where you are at, lets take a look at each stage and what you can be doing to move along in the process. You may find you associate yourself with two stages, depending on your situation.

Stage 1

The exploration stage

In this stage we:

- Use interests, abilities and values to make career choices.
- Are beginning to be more knowledgeable about the activities involved in different occupations.
- Think more about career choices.
- May change your mind frequently.
- Begin to see themselves as part of the world and to question where you fit in.
- Turn inward to examine yourself and learn who you are.

At this stage keep exploring, gain self-knowledge to crystallize or filter your options, choices, and ideas to a manageable level.



Workshop 1

Introduction to Career and Life Planning

Stage
2
The

preparation stage

In this stage:

- Choices are something that you are thinking about, and the impact that they may have.
- You have a good idea of who you are and what is important to you.
- You may have started exploring and researching general career fields, or specific ones you have interest in and see how they fit into your understanding of who you are, and what is important to you.
- You may feel hesitant to make plans and feel that your decisions will have a great effect on their future, or that it is overwhelming.

At here things are starting to come together, you are getting more certain on your choices and you are exploring specific career options. Start to narrow it down even further.

Stage 3 **Making it happen**

Here, you:

- Start to think about long-term goals and look at current events and how it will impact your future.
- Make choices e.g. what kind of post-secondary education or training after high school to pursue.
- Start to really ascertain the resources you have at your disposal-parents, funding, mentors, experience.
- Feel the impact of reality on their choices.
- Continue to explore.
- Make tentative occupational choices.

Remember to get some help, talk with your parents, teachers, mentors and those people you trust!

Discussion Activity

Aliya decided to become a veterinarian when she was twelve. This seemed an ideal fit at the time. She loved animals and was good at science and math. However, as Aliya found out more about what a vet does, she realized that she liked cats and dogs as pets but did not want to deal with animals in a clinical setting. She also realized that, although she was a good student, she did not have the marks to get into Vet college (which are higher than the marks required to get into medical school). Also, she had developed a real interest in business through courses she took at school and through her school's Marketing Club. She eventually decided to go to university to study for an honours business and chemistry degrees and now works for a large pharmaceutical company.

1. **What were some of the pitfalls that she avoided?**
2. **What could happen if she went to school and then changed her mind?**
3. **Do you think high school grades impact your career choices?**



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Career Portfolios

A career portfolio is a portable collection of papers and/or materials, items and information presented in a variety of formats. It provides a place to assemble records and products of learning and work to help an individual gain record experience, achievements, and to promote **you** when obtaining new opportunities for work, volunteering, or education.

OH5A/HO4A Career Portfolio Overhead

OH5B/HO4B Sample Table of Contents

Portfolio Building

We will start your portfolio here using the sample table of contents and some help with group leaders. Take your information home, it is key that you come up with a list of things to put in your portfolio that work for you. Also think of things you may want in your portfolio that you need to get, or need to obtain through future activities such as volunteering, improving your grades and other steps. Involve your parents, friends and allies. Look on the web using some of the resources we have provided. New portfolios can be printed or they can be online, in pdf format on disk – find the fit for you!

Next Steps and Closing

Remember the key messages from this workshop:

- Know where you are.
- Know who you are and what is important to you.
- Explore the possibilities.
- Start preparing for your education and career choices now.

After this workshop consider:

- Review the next steps for the stage you are at according to the assessment.
- Consider taking further assessments (refer to reference materials and other workshops).
- Challenge yourself to get your portfolio finished in the next 30 days.
- This is an evolving document and should be updated regularly.

Remember life is about taking chances. Nothing worth while was ever for sure.