

## **WK4 - Resources, Overheads and Handouts**

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## OH/HO1 – Top Five Growth Fields

GROWTH FIELDS AND REGIONS	OCCUPATIONS	EDUCATIONAL REQUIREMENTS	CAREER PROFILE
<b>Technology</b> Asia, Europe, America, Other		Occupations usually require a university education – bachelor of science degree in computer/computational science. Or occupations may require college education or apprenticeship training in a computer science program.	People who are attracted to this field are methodical people who like having clear rules and expectations. They pay attention to detail and want clear instructions. They are well-organized, conscientious, careful, efficient, orderly, persistent and practical.
	<b>Telecommunications Technician</b> Salary 20 – 45K	Completion of secondary school is required. Telephone and switch network installers and repairers require completion of an apprenticeship program ranging from three to four years in length. Additional certifications and experience can impact salary in this occupation. Ongoing learning is required to keep up to date.	
	<b>Product Sales Manager</b> Salary range 35 – 132K	This position will generally require at least a bachelor of arts degree, as well as a technical designation. Generally, these positions are filled by individuals with a technical and marketing background.	
	<b>Computer Systems Analyst</b> Salary range 30 – 73K	This occupation requires a technical degree often preceded by a degree in a science- or math-related area. Ongoing learning is required to keep up to date.	
	<b>Computer Programmer</b> Salary range 32 – 63K	There are a variety of paths to this position. Specialized institutes, college and universities all offer education and certifications that can support your entry into this career. Ongoing learning is required to keep up to date.	
	<b>Computer Engineer</b> Salary range 30 – 73K	This occupation will generally require a degree in computer or electrical engineering.	

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<b>Business</b> Asia, Europe, America, Other		<b>Business positions generally require at least a bachelor of arts and preferably a masters-level degree in a related field. Additional specialties in legal areas and financial management require specific degrees and designations.</b>	<b>People who are attracted to this area are usually outgoing, like to take risks and enjoy new challenges. They have high levels of people skills and are able to be detail oriented as well as progressive thinkers. They are persistent and committed.</b>
	<b>Chief Legal Officer</b> Salary range 120 – 423K	You will require a bachelor of arts and a law degree. This is usually supplemented by additional designations or a combined degree incorporating a Chartered Accountant or similar designation. Specialization and experience in the area relevant to the company is required.	
	<b>Financial Analysis Manager</b> Salary range 30 – 91K	You will require a bachelor of arts and a masters-level degree. Additional certifications in financial management, economics and investment are possibly required. These positions generally require a number of years of experience in addition to education.	
	<b>Public Relations Manager</b> Salary range 36 – 75K	You usually need a university degree or college diploma in public relations, communications, journalism or a field related to a particular subject. To be a public relations practitioner, you may need an APR (Accredited in Public Relations) designation. To be a manager you will need significant experience and often a specific designation related to the area in which you are specializing.	
	<b>Bank Manager – Finance</b> Salary range 30 – 70K	A university degree or college diploma in business administration, commerce, economics or a related field is usually required. A master's degree in business administration (MBA) or finance (MSc) may be required for the management of large commercial loans and investment. Completion of company or other management training programs is usually required. Several years of experience within the	

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		industry, including supervisory experience, are required, with additional certifications in management and administration.	
	<p><b>Account Manager</b> Salary range 45 – 100K</p>	<p>Account management combines sales with customer service. Account management professionals work with clients to ensure they're getting the most out of the products and services their employers sell—and to persuade clients to continue to do business (preferably more and more business) with their employers over time. In high tech as well as in more traditional manufacturing industries, this means making sure that clients are happy with your company's products. And many service-oriented businesses such as advertising and public relations agencies provide similar support to their customers. Education in public relations, marketing, and business administration are good to prepare along with area specific experience with the product, service or area of focus. Additional certificates in project management, and communications are viewed as positives.</p>	

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<b>Health</b> America, Asia, Europe, Other		<p>This area of employment requires varied education and training. There are a significant number of degrees and certificates that are offered at a college or career college level. In addition the higher end positions require university and graduate levels of education. There is a high possibility of portability for a number of the degrees and positions.</p>	<p>People in this field are social. They like to teach, inform, train, cure or enlighten others and are interested in personal relationships. They enjoy teamwork and caring for other people's needs. They tend to be helpful, kind, generous, understanding, patient and co-operative.</p>
	<b>Dentist</b> Salary range 42 – 108K	<p>You must complete one to four years of pre-dental university studies or, in Quebec, a college program in science, and you must hold a university degree from a recognized dental program. You must also obtain a licence from the regulatory body in the province/territory where you'll work.</p> <p>You need advanced training and an additional licence to specialize in a particular area. Dentists certified by the National Dental Examining Board of Canada may practise in any province/territory provided they also meet the provincial/territorial requirements for licensing.</p>	
	<b>General Practitioner and Family Physician</b> Salary range 25 – 200K  <b>Physicians Specialist</b> Salary range 45K – 900K	<p>You must complete a bachelor's degree and then a doctor of medicine degree at a recognized institution. In Quebec, you must complete a college program in health science and one year of pre-medicine university studies, and graduate from an approved medical school. You must finish two to three years of a family medicine residency program. You must also complete the qualifying examinations of the Medical Council of Canada and obtain a licence from the licensing authority in the province/territory where you'll work. With additional training, you may become a specialist physician.</p>	
	<b>Registered Nurse</b> Salary range 28 – 52K	<p>To work in any of these nursing areas (except registered psychiatric nursing), you must have a</p>	

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		college or university registered nursing diploma/degree. You must also obtain a provincial licence and you may need a membership in a professional association.	
	<b>Physiotherapist</b> Salary range 38 – 63K	You must have a university degree in physiotherapy and a period of supervised practical training. To practise, you must be registered or licensed with the regulatory board in the province/territory where you'll work. You may also need to complete the Physiotherapy National Exam administered by the Alliance of Physiotherapy Regulatory Boards.	
	<b>Speech Pathologist</b> Salary range 41 – 75K	Speech-language pathologists require a master's degree in speech-language pathology. Registration with a regulatory body is required for audiologists and speech-language pathologists in New Brunswick, Quebec, Ontario, Manitoba and Saskatchewan. Membership in the Canadian Association of Speech-Language Pathologists may be required.	
	<b>Paramedic</b> Salary range 25 – 45K	Completion of a college, hospital-based or other recognized program in emergency medical technology ranging from two to twenty-four months or courses in emergency health care and supervised practical training are required. Licensing according to type and length of training by a regulatory body is required in Prince Edward Island, Ontario, Saskatchewan, Alberta and British Columbia. Those operating emergency vehicles require an appropriate class of licence.	

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<p><b><u>Trades, transport and equipment operation</u></b></p> <p>America, Asia</p>	<p><b>Trades Helper and Labourer</b> Hourly wage range • \$9 – \$24/hour</p> <p><b>Heavy Equipment Operator</b> Hourly wage range • \$13 – 30/hour</p> <p><b>Welder and Soldering Machine Operator</b> Hourly wage range • \$14 – 21/hour</p> <p><b>Construction Millwright and Industrial Mechanic</b> Hourly wage range • \$17 – \$21/hour</p>	<p>Required educational/training background will vary depending on your area of work. Many recent entrants have a high school diploma, and almost one in five has a trade/vocational certificate or community college diploma.</p>	<p>People in this field like to understand how things work and how they are built. They enjoy working outdoors and with tools and machinery. They tend to be persistent, practical, honest, genuine and skilful.</p>
	<p><b>Geological Engineer</b> \$17 – \$30/hour</p>	<p>A bachelor's degree in geological engineering or in a related discipline is required. A master's degree or doctorate in a related engineering discipline may be required. Licensing by a provincial or territorial association of professional engineers is required to approve engineering drawings and reports and to practise as a Professional Engineer (P.Eng.). Engineers are eligible for registration following graduation from an accredited educational program, three or four years of supervised work experience in engineering and passing a professional practice examination. Supervisory and senior positions in this unit group require experience.</p>	
	<p><b>Geographic Information Systems Technician</b> \$17 – \$20/hour</p>	<p>Completion of secondary school is required. Technicians in this unit group require completion of a one- to two-year college program in cartography, photogrammetry, aerial survey, remote sensing, geographic information system or geomatics.</p>	

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	<b>Aircraft Mechanic</b> Salary range 24 – 50K	In general, you usually need a high school diploma, a college program in aircraft maintenance or a four-year apprenticeship program.	
	<b>Pilot</b> Salary range 27 – 90K	You will be required to take a certification and instruction course. This will include flying time as well as classroom time involving the science of flying. Opportunities are available through the Armed Forces to obtain training and certification in this area. There are distinct differences in salary depending on the type of aircraft being operated and the experience of the pilot.	
	<b>Transportation Policy Director</b> salary range 57 – 106K	This will require a bachelor of arts and a specialty in policy and government administration. There are degrees available to prepare you, however you will most likely require either experience in the field or a relevant specialty designation.	

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<p><u>Resources</u></p> <p>America, Asia, Europe, Other</p>		<p>Required educational/training background will vary depending on your area of work. Many recent entrants have a high school diploma, and almost one in four has a trade/vocational certificate or community college diploma.</p>	<p>Much like the trades, people in this field like to understand how things work and how they are built. They enjoy working outdoors and with tools and machinery. They tend to be persistent, practical, honest, genuine and skilful.</p>
	<p><b>Labourers in Mineral and Metal Processing</b> Hourly wage range • \$10 – 21/hour</p> <p><b>Labourers in Wood, Pulp and Paper Processing</b> Hourly wage range • \$9 – \$29/hour</p> <p><b>Labourers in Processing, Manufacturing and Utilities</b> Hourly wage range • \$10 – \$19/hour</p> <p><b>Underground Miners, Oil and Gas Drillers and Related Workers</b> Hourly wage range \$17 – \$21/hour</p>	<p>These are entry-level positions and do not often require significant education. Often they have certificate or accreditation-based requirements in order to operate a machine, deliver First Aid, handle hazardous materials, etc. These careers can also lead to advancement for individuals who show promise and commitment to a company.</p>	<p>These careers are similar to the trades in that they usually attract people who like to work with their hands, enjoy physical labour but also have an interest in machinery or processing. They are mobile careers and will often allow people to move from region to region or country to country.</p>
	<p><b>Forester</b> \$17 – \$25/hour</p>	<p>A bachelor's degree in forestry or forestry engineering is required. Certification as a forester or forest engineer by provincially chartered associations is required in provinces having such associations.</p> <p>A two-year practicum of supervised work experience and professional examinations is usually required before registration. Supervisory and senior occupations in this unit group require additional experience.</p>	

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	<b>Mine Superintendent</b> \$17 – \$24/hour	Mining and quarrying managers usually require a bachelor's degree in mining engineering or earth sciences.	
	<b>Biologist</b> \$17 – \$25/hour	A bachelor's degree in biology or in a related discipline is required for biologists. A master's or doctoral degree in biology or a related discipline is required for employment as a research scientist in biology. Post-doctoral research experience is usually required before employment in academic departments or research institutions.	

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<u>Construction</u> All		Required education and training will vary significantly in this field. The field offers opportunities from no training at an entry level to post graduate degrees being required for the top end positions. Most positions will require some certification and post secondary education or apprenticeship.	People in this field like to understand how things work and how they are built. They enjoy working outdoors and with tools and machinery. They tend to be persistent, practical, honest, genuine and skilful. There are also significant areas that require technical, creative and administrative skills.
	<b>Architect</b> Salary range 27 – 68K	A bachelor's degree from an accredited school of architecture or completion of the syllabus of studies from the Royal Architectural Institute of Canada (RAIC) is required. A master's degree in architecture may be required. Completion of a three-year internship under the supervision of a registered architect is required. Completion of the architect registration examination is required. Registration with the provincial association of architects in the province of work is required.	
	<b>Construction Inspectors</b> \$17 – \$24/hour	Completion of secondary school is required. A college diploma in construction, civil engineering or architectural technology plus several years of related work experience or several years of experience as a qualified tradesperson in a construction trade, such as plumbing, carpentry or electrical trade are required. Provincial certification in a skilled trade or as an engineering technologist is usually required.	
	<b>Construction Engineering Manager</b> Salary range 46K – 146K	This position requires secondary school including civil engineering degrees, project management certificates as well as experience in the field with a variety of projects and types of construction. Skills are generally transferable globally.	
	<b>Construction Equipment Operator</b> Salary range 27 – 47K	General certification and on-the-job training are required. There are licensing requirements for some equipment.	

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	<b>Project Manager</b> Salary range 30k – 92K	There are a variety of two- and four-year degrees and certifications which will allow entry level into this high demand field. Additional certifications, experience and skill level will impact salary. Skills are transferable globally.	
	<b>Real Estate Agent</b> 15 – 150K	This position generally requires a certification course specialized for the field. Additional benefits are certifications in property management, a law degree or training as a legal secretary. However salary ranges vary greatly and depend on the skill, connections and investment of the agent and/or firm they are associated with.	
	<b>Real Estate Executives</b> 75 – 169K	These positions are senior and require significant experience and higher education. Generally these involve accounting, legal and masters-level education as well as experience.	
	<b>Interior Designer</b> Salary range 18 – 43K	This position is open to individuals from a variety of design backgrounds. There are certificates available, however many individuals in the field come from a fine arts background.	

## OH/H02 – RESOURCES

Here are a few resources to get you started:

### Online resources

#### Canada

- Youth Path <http://www.youthpath.ca>
- Job Futures – Canada’s National Career and Education Planning Tool  
<http://jobfutures.gc.ca>
- Jobs, Workers, Training & Careers  
<http://www.jobsetc.ca>
- Canadian Labour Market Info.  
<http://www.labourmarketinformation.ca>

#### Alberta

- Alberta Learning and Information Services  
<http://www.alis.gov.ab.ca/career/oi/alberta.asp>
- Occupation profiles  
<http://www.alis.gov.ab.ca/occinfo/Content/RequestAction.asp?format=html&aspAction=GetHomePage&Page=Home>

#### British Columbia

- Career Paths – The Career Planning Guide for BC and the Yukon  
<http://www.careerpathsonline.com>
- Motiv8 <http://www.motiv8.com>
- Opening Doors – Your electronic guide to post-secondary education in BC  
<http://openingdoorsbc.com>
- Youth Site BC-WIN  
<http://workinonet.bc.ca/youth/default.htm>

#### USA

- Job Profiles <http://www.jobprofiles.org>

### Salary Related Resources

- North America Salary Research  
<http://salaryexpert.com/seco/index.cfm?Action=DisplayNAInput&CobrandID=95&area=360000>
- International Salary Research  
<http://salaryexpert.com/seco/index.cfm?Action=DisplayINTLInput&CobrandID=95&area=942>
- Salary Search  
<http://jobsmart.org/tools/salary/sal-prof.cfm>

### Print resources

- Canada.com (Canadian Press)  
<http://www.canada.com/national/index.html>
- Career Paths  
<http://www.careerpathsonline.com>
- Canada Prospects  
<http://www.canadapropects.com>

### Informational interviews

What is an informational interview

- Career Development e-manual  
[http://www.cdm.uwaterloo.ca/Information\\_Interviews.asp](http://www.cdm.uwaterloo.ca/Information_Interviews.asp)

### Job shadowing

- What is job shadowing?  
[http://www.cdm.uwaterloo.ca/Job\\_Shadow.asp](http://www.cdm.uwaterloo.ca/Job_Shadow.asp)

### Networking

What is networking?

- Surfing for Work in BC  
<http://surfingforwork.com/topic.htm?chapterid=29&chapter=2>

### Community Resources

Facilitator to provide

## OH3 – A Career Portfolio What and Why?

### Definition: What is a Portfolio?

- Port - to move
- Folio - papers or artifacts
- History - from the arts

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 works to help you record your experience, achievements and promote **yourself** when seeking new opportunities for work, volunteering or education.

### Why Use a Portfolio?

"The material in your portfolio will show what makes you different from the other applicants for a particular position. A well-prepared portfolio provides "evidence" to the reviewer of your accomplishments, skills and abilities; it documents the scope and quality of your experience and training. A portfolio is designed to do one thing—to support you as you market yourself! It is limited only by your imagination. It is possible for someone in any major to successfully develop and use this tool." *Dr. Steve Iseman and Nancy S. Sheeley*

"The portfolio is designed by you, to help you present the best of yourself to other people."  
*Anna Graf Williams, Portfolio at a Glance*

"One can never be certain where our careers will lead today. Therefore, use a portfolio to keep track of where you have been. It may just help you get to where you are going next." *Martin Kimeldorf*

- Offers a process for career development—to think about what you have done and where you want to go.
- Demonstrates concrete proof of skills, learning and achievements.
- Provides an opportunity for creative self-expression.
- Essential tool for the "New Economy" worker.
- A marketing and self-promotional tool for your career search and development; can be used by job seekers in interviews, students seeking acceptance to universities or educational programs, or for the self-employed to present to prospective clients.
- A career planning tool for people in transition, for self-discovery and self-evaluation to assist in identifying transferable skills.
- A performance appraisal and promotional tool for people employed within an organization, or students within a university or educational program.
- A prior learning assessment tool for assisting people to gain credit and recognition for their non-formal learning experiences.
- A tool for students to track and record their learning experiences, to identify transferable skills and to use for job search while in school and after graduation.

#### OH4 – Reflection and next steps...

- Do you have some new ideas on how to collect things that are important to your future education and employment?
- What is one thing you will take from this workshop?
- What is one thing that you will do in the next month to help your career development?
- Housekeeping matters

## OH5 – Global Opportunities

**Developing Asian nations** such as Taiwan, India, Japan, and Hong Kong are becoming powerful global economic forces and are positioning their countries to develop a skilled workforce. Many of these countries have a burgeoning population (ie: places like India and China are bulging with 1+ billion citizens).

The **Taiwanese** government recognized that a skilled workforce is the basis of all development and is implementing policies accordingly. (Source: Taiwan Yearbook 2003, [www.gio.gov.tw/taiwan-website/5-gp/yearbook/chpt18.htm](http://www.gio.gov.tw/taiwan-website/5-gp/yearbook/chpt18.htm)).

Other regions such as **Japan** and **Hong Kong** are still recovering from long recessions, and waves of employment downsizing conducted by multinationals and local firms. However, forward thinking is allowing these countries to position themselves to be strong competitors in the creation, commercialization, and distribution of technology.

In regions such as **China**, the shift away from state-owned enterprises and toward the expansion of private industry, small and medium-sized companies offer the best opportunities for employment.

**OPPORTUNITY**--Employment is plentiful in sectors with human resources shortages, such as the agricultural, construction and building, engineering, hotel and service, IT, shipbuilding, oil and mining, and textile industries. China is considered wealthy in terms of the social and economic fundamentals necessary to support a high-technology economy. These include its huge population, the rapid adoption of new technology by its consumers, and the expansion of modern fibre-optic networks throughout urban areas. (Source: China Career Guide, GoingGlobal.com).

**OPPORTUNITY**-- Despite this continent's large, highly educated population base, it is also experiencing a wide range of human resources shortages in knowledge-based occupations such as IT (microelectronic specialists, robotic specialists, marketers, biotechnology specialists, lawyers with a technical background, etc.)

Africa--In regions such as **South Africa**, unemployment is high, in large part due to a shortage of skilled workers.

**OPPORTUNITY**—Major areas of employment include financial services, business services and mining. Observers believe that South Africa holds the promise of becoming a major manufacturing country in the global marketplace. (Source: South Africa Career Guide, GoingGlobal.com).

**India's** Vision 2020 report foresees India evolving into an information society and knowledge economy based on a platform of information and communication technology.

**OPPORTUNITY**--India's claim to the title Silicon Valley of Asia will be followed by the diversification from IT to biotechnology, medical sciences and other emerging fields of technology, widening the field of India's international competitiveness and generating a large number of employment opportunities for educated youth. These developments, driven by the commitment of the government, and a rapid expansion of vocational training programs, will ensure jobs for skilled workers by 2020. (Source: India Vision 2020 report)

Other Western countries—Similar to many developing nations, developed nations such as **Australia** and the **UK** have a huge demand for educated professionals especially in the IT field.

**OPPORTUNITY**—For example, it is predicted that within the next three years, there will be a 25 percent shortfall of IT staff in the UK (Source: Australia Career Guide, GoingGlobal.com, and United Kingdom Career Guide, GoingGlobal.com) .

**Germany** is working to become more attractive to skilled workers from other parts of the world.

**OPPORTUNITY**—Currently, Germany is experiencing a shortage of qualified workers in areas such as media, information technology, professional services, and research and development. (Source: Germany Career Guide, GoingGlobal.com).

North America—Similar to other western nations, **Canada** also faces a critical shortage of skilled workers. This situation is exacerbated by the trend of skilled Canadians leaving for the US for better wages. It is estimated that the shortage of skilled worker could grow to one million by 2020.

**OPPORTUNITY**—The Bank of Canada recently suggested that a shortage of skilled workers in Canada is spreading beyond high-tech industries, forcing employers in numerous sectors to compete for a shrinking pool of qualified labour. Industries now experiencing employment shortages include construction trades, truck transportation, engineering, food services, and accommodation.

To increase the skilled employment pool in Canada, legislation has been introduced to make it easier for immigrants to enter the country (Source: Canada Career Guide, GoingGlobal.com).

In the **United States**, the employment picture has been characterized by widespread flux for the past two decades, as companies hire and fire workers to adjust to economic conditions. This practice is expected to continue. The hardest hit by employment cuts have been the telecom, technology, airlines, tourism, and media/advertising industries.

**OPPORTUNITY**—On the other side of the coin are industries like health care and certain segments of information technology, which can't find enough qualified employees to fill open positions. The Bureau of Labor Statistics states that the longer-term outlook for IT jobs in the U.S. is strong. Overall, engineering employment is expected to increase as well as the demand for sales and marketing professionals. (Source: USA Career Guide, GoingGlobal.com).

Certain states in **Brazil** are attracting investment and employment in agribusiness, which is still essential to Brazil's economy as it continues to shift to modern technology and professional management techniques. Business services and services in general are expanding faster than manufacturing and agribusiness. Employment in sectors like tourism and continued professional education are growing at a significant pace.

*These brief profiles just provide you with a glimpse of what is happening around the globe, but you probably picked up on some commonalities among the different regions.*

## HO3 – Occupational research

### Defining Your Top Occupational Choice

<p>Answer the following questions for your TOP occupation choice, followed by your back-up plan—your second occupation choice.</p>	<p>TOP Occupation Choice: _____</p> <p>National Occupational Classification Code _____</p>	<p>Back-up Plan... Second Occupation Choice: _____</p>
<p><i>How does this occupation relate to your INTERESTS and VALUES?</i></p>		
<p><i>What skills do you have that will help you in this occupation? What skills do you need to acquire?</i></p> <p><i>What are the duties and working conditions?</i></p>		
<p><i>For an entry-level position, what level of education is required?</i></p> <p><i>List the post-secondary institutions offering training in this area and note their geographic location.</i></p> <p><i>Jot down an approximate cost for this training option.</i></p>		
<p><i>What is the entry-level or average</i></p>		

<i>salary?</i>		
<i>List two sectors that offer work in this area.</i>		
<i>In which geographic location can you find work?</i>		
<i>Future outlook--Do you think that this is a declining, stable, growing or emerging career area?</i>		
<i>Can you envision yourself in this</i>		

<i>career area 5, 10, 15 or 20 years later?</i>		
<i>Related occupations</i>		
<i>Record any additional findings here...</i>		

## HO4 – Other Articles and Information from Facilitator