

Prepare for a Career!



Understand Yourself

Step 1

What are you good at? What are your interests?
What is important to you?

Explore Your Options

Step 2

What are the careers that match your strengths and interests?
How can you get hands-on exposure to them?
What type of training is needed for these careers?

These things can help you understand careers better:

Business Tours	Internships
Career Camps	Job Shadowing
Career Exploration Classes	Labor Market Information
Career Information Tools	Mentoring
College Tours	Service Learning
Informational Interviews	Volunteering

Develop a Career Plan

Step 3

What are your career goals?
What steps will you take to reach them?
What supports do you need in order to be successful?

Expand Your Skills

Step 4

What is the difference between “soft”
and “occupational” skills?
What are all of the options for building these?

Youth:

Career and Technical Education Classes
General Education Academics
Student Professional Organizations
Work Experiences
Work Skills Competitions

Youth and Adults:

Adult Basic Education
Apprenticeship
Community, Technical, Four-Year College and Beyond
Customized Training
Military
On-the-Job Training
Short-term Training
Work Readiness Workshops

Obtain and Advance in Employment

Step 5

How will you find a job? How will you keep it?
How can you advance into other positions?

PLANS CAN CHANGE! You can go back to any step at any time!

Other things to think about:

- What about housing, transportation, day care, health insurance?
- If you have “public benefits,” how will work affect them?
- Where do I go if I need help?