

# **YOU CAN HELP**

## **PREPARE OUR YOUTH OF TODAY**

### **FOR CAREERS OF TOMORROW**

#### **INTRODUCTION TOPICS: (BREAK THE ICE)**

- **ASK THE STUDENT ABOUT THEMSELVES; GIVE THEM YOUR TIME AND LISTEN (20 SECONDS)**
- **TEENAGERS MAY STRUGGLE TALKING ABOUT THEMSELVES: ENCOURAGE THE STUDENT TO TELL YOU THEIR POSITIVE ATTRIBUTES – NEGATIVES ARE NOT ALLOWED (CANDY BAR ACTIVITY)**
- **ASK ABOUT THEIR KSA: (FROM YOUR EXPERIENCES - AS THE STUDENT DESCRIBES THEIR KSA'S, THINK ABOUT POSITIONS AND INDUSTRIES THAT WOULD BE OF INTEREST TO THE STUDENT)**
  - **KNOWLEDGE:**
    - **WHAT CLASSES DO THEY ENJOY?**
    - **WHAT OCCUPATIONS HAVE INTERESTED THEM?**
    - **WHAT TYPE OF INDUSTRY IS INTERESTING TO THEM?**
  - **SKILLS:**
    - **WHAT DO THEY LIKE TO DO?**
    - **WHAT DO THEY DO WELL?**
    - **WHAT WOULD THEY LIKE TO DO IF GIVEN THE OPPORTUNITY?**
  - **ABILITIES:**
    - **WHAT CLASSES DO THEY DO WELL IN?**
    - **WHAT HAVE PEOPLE TOLD THEM THAT THEY DO WELL?**
    - **WHAT ARE THEY CONFIDENT IN DOING?**
    - **WHAT ARE THEIR STRENGTHS?**
    - **ALWAYS HAVE A POSITIVE ATTITUDE!!!!**
- **GIVE THE STUDENT YOUR FEEDBACK – IDEAS FOR POSITIONS THEY COULD LOOK INTO AND INDUSTRIES THEY COULD RESEARCH.**

#### **CAREER TIPS FOR HIGH SCHOOL STUDENTS:**

- **ATTACHED ARE 9 TIPS TO SHARE; KNOW THESE AND SHARE THE ONES YOU BELIEVE THE STUDENT YOU ARE TALKING TO NEEDS TO HEAR.**
- **MAKE #10 – REMAIN DRUG FREE AND KEEP A CLEAN BACKGROUND.**
- **ENCOURAGE STUDENTS TO LOOK INTO THOSE “HARD TO FILL” CAREERS (ENGINEERING, PROJECTING MANAGING, ETC)**

**TREASURE HUNTING FOR A CAREER – R.E.A.D. TO CREATE YOUR OWN MAP.**

- **1<sup>ST</sup> TREASURE – RESEARCH - USE EVERY JOB TO GAIN KNOWLEDGE, SKILLS AND ABILITIES. FIND WHAT OTHER CAREER OPPORTUNITIES THE EMPLOYER OFFERS, AND TAKE TIME TO RESEARCH THE INDUSTRY – THIS WILL ALWAYS BE BENEFICIAL - YOU JUST NEVER KNOW WHERE THE KNOWLEDGE YOU GAIN WILL TAKE YOU!!!**
- **2<sup>ND</sup> TREASURE - EXPERIENCE – HELP STUDENTS UNDERSTAND THAT GAINING EXPERIENCE WILL HELP THEIR SALARY INCREASE OVER TIME;(BUT, THEIR FIRST FEW JOBS WILL MOST LIKELY PAY MINIMUM WAGE – KNOW WHAT THE MINIMUM IS – CURRENTLY AT: \$7.25) HELP THE STUDENT UNDERSTAND THEY MAY ALREADY HAVE EXPERIENCE AND WILL GAIN THIS ON EVERY JOB THEY DO. (ADD TO RESUME – EVERY TIME THEY GET A JOB – WRITE DOWN KSA’S)**
- **3<sup>RD</sup> TREASURE – ASK PEOPLE – ENCOURAGE STUDENTS TO TALK WITH PEOPLE IN THE OCCUPATIONS AND INDUSTRIES THAT INTEREST THEM. (NEIGHBORS, PARENTS OF FRIENDS, EMPLOYEES OF PLACES THEY SHOP AND SERVICES THEY OBTAIN.)**
  - **WHAT THEY DO IN THE JOB?**
  - **WHAT THEY ENJOY AND DISLIKE ABOUT THEIR JOB?**
  - **HOW THEY GOT INTO THE FIELD?**
  - **WHAT A TEENAGER COULD DO NOW TO PREPARE FOR A JOB LIKE THIS?**
  - **DOES THEIR EMPLOYER OFFER INTERNSHIPS OR EXTERNSHIPS TO HIGH SCHOOL STUDENTS?**
- **4<sup>TH</sup> TREASURE – DEVELOP SKILLS. (CASHIER – ACCOUNTING; STOCKING – WAREHOUSE MANAGER; COURIER – OTR TRUCK DRIVER; RECEPTIONIST – EXECUTIVE ADMINISTRATIVE ASSISTANT; AND BEYOND) BE WILLING TO WORK FOR THE EXPERIENCE AND NOT SO MUCH THE PAY (INTERNSHIPS/EXTERNSHIPS)**

**EVERYONE HAS TO START SOMEWHERE TO GET TO WHERE THEY ARE GOING.**

**EDUCATION: DISCUSS THE EDUCATION DESIRED/REQUIRED FOR POSITIONS AT YOUR COMPANY. MANY EDUCATIONAL INSTITUTIONS WILL BE HERE AT THE UCD, ENCOURAGE STUDENTS TO SEARCH OUT THE ONES TO FIT THEIR NEEDS.**

- **CDL? SHARE IDEAS OF HOW AND WHERE TO OBTAIN A CDL.**
- **CERTIFICATIONS? WHAT TYPE AND WHAT SCHOOLS OFFER THE CERT.**
- **APPRENTICESHIPS?**
- **FORMAL EDUCATION (KNOW THE DIFFERENCE AS, AAS, BS, MA, PHD)**