

Putting Career Education & Work Standards into Practice: CEW 101

Key Topics, Level 9-12

13.1.11 Career Awareness and Preparation

- Completing Self Assessments (interest, aptitudes, personality, etc.) (A)
- Reviewing career options, based on assessments (B)
- Researching careers matching self-assessment results (B)
- Connecting changing workplace roles to new career opportunities (C)
- Participating in and assessing career development opportunities (e.g. job shadow, internship, community service) (D)
- Reviewing and revising the 9th -12th grade course selection plan, related to chosen career path (E)
- Gaining knowledge and exploring secondary and postsecondary career training programs, all types (F)
- Creating a Career Action Plan, through career portfolio process (G)
- Selecting postsecondary opportunities based on Career Action Plan (H)

13.2.11 Career Acquisition

- Practicing speaking and listening skills in the job interview process (A)
- Using varied research skills in a job search (online and print resources) (B)
- Refining and collecting career acquisition documents for career portfolio (e.g. job application, resume, postsecondary application, essays, letters of recommendation) (C)
- Reviewing annually career portfolio contents for personal career decision making (D)
- Applying essential workplace skills (e.g. communication, dependability, health and safety regulations, scheduling, technology, team building) (E)

13.3.11 Career Retention and Advancement

- Understanding personal attitudes and work habits for keeping a job and for advancing (A)
- Learning/Practicing “team member” listening techniques (e.g. clarifying, summarizing, encouraging) (B)
- Evaluating conflict resolution skills in the workplace (e.g. group dynamics, negotiation, problem-solving, constructive criticism) (C)
- Developing a personal budget connected to career choice (e.g. gross pay, savings, taxes, charitable contributions) (D)
- Evaluating Time Management Strategies, effective for home and work (E)
- Strategizing/Learning about the global marketplace, adapting to change and moving forward professionally (F)
- Understanding lifelong learning and its impact on keeping a job and being advanced to new positions (G)

13.4.11 Entrepreneurship

- Comparing entrepreneurial and corporate environments to achieve personal career goals (A)
- Recognizing entrepreneurial traits and how they match with personal traits (B)
- Developing a business plan, using community entrepreneurship resources (e.g. Chamber of Commerce, trade/technical Associations, entrepreneurial development centers) (C)