

Career Instruction Outline

- 1) Career changes 10 minutes
 - a) Ask class who is changing careers and why?
 - i) Discuss challenges with class
 - b) Focus on today's class are resources available
 - i) Not career counseling, specialist are available for that
- 2) Personality Profile 15 minutes
 - a) Career Key – <http://www.careerkey.org>
 - i) Measures skills, abilities, values and interests in a short quiz.
 - ii) Similar to a personality profile
 - iii) Walk through the Career Key
 - iv) Discuss the personality types
 - (1) See how the system allows you to dig deeper to the US Dept of Labor web site
 - v) OPTIONAL: have some books available for the students to look over during their free time.
- 3) Getting Skills 30 minutes
 - a) Skills Profiler – http://www.acinet.org/acinet/skills_home.asp
 - i) Helps to narrow down possible careers based on skills
 - ii) Shows gaps in skills
 - iii) Ability to explore specific careers
 - iv) Walk through the Skills Profiler
 - b) LearnATest – <http://www.mel.org>
 - i) Can help lessen gaps
 - ii) Variety of lessons and practice tests
 - iii) Walk through a sample test
- 4) Resources 20 minutes
 - a) Focus on the O*NET resource
 - i) Show the <http://www.onetacademy.com/> on-line training which is available on how to effectively use the O*NET resource
- 5) Give students time to use the Career Key, Skills Profiler, LearnATest and/or O*NET resource 45 minutes