

Careers: Life Ready Journey Book 3



Name: _____

Date of birth: _____

Date completed: _____

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Last time we looked at skills you had that would be good for your career path, you need to think about these as "employability skills" and be open and honest about whether you are strong or weak in the areas below:



Complete this with a trusted person and then you can compare and listen to feedback about yourself.

Your copy:

SKILLS/QUALITIES	STRENGTHS	WEAKNESSES
Honest		
Sociable		
Co-operative		
Conscientious		
Reliable		
Problem solving		
Thoughtful		
Independent		
Hardworking		

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SKILLS/QUALITIES	STRENGTHS	WEAKNESSES
Punctual		
Funny		
Cheerful		
Assertive		
Polite		
Popular		
Happy		
Confident		
Reserved		
Optimistic		
Flexible		
Team player		
Clean and tidy		
Trusting		
Artistic		
Well-behaved		
Polite		



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Trusted persons copy:

SKILLS/QUALITIES	STRENGTHS	WEAKNESSES
Honest		
Sociable		
Co-operative		
Conscientious		
Reliable		
Problem solving		
Thoughtful		
Independent		
Hardworking		
Punctual		
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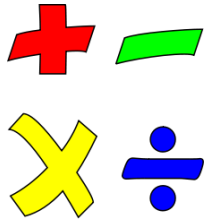
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SKILLS/QUALITIES	STRENGTHS	WEAKNESSES
Flexible		
Team player		
Clean and tidy		
Trusting		
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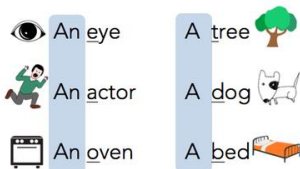


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From the list of skills what skills do you use in Maths?



From the list of skills what skills do you use in English?



From the list of skills what skills do you use in Science?



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Thinking about a day in your life at school what other 5 skills do you use and where?

Skill 1:	Where do you use it?
Skill 2:	Where do you use it?
Skill 3:	Where do you use it?
Skill 4:	Where do you use it?
Skills 5:	Where do you use it?

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Would you like you, if you met you?

This is a very bold statement, and as a person we immediately judge another person when we meet them, normally within a few seconds we have decided if we like a person or not. Therefore, how you greet someone and present yourself is so important with regard to getting a job or college placement.

You need to do a presentation about yourself. This is one of the hardest things to do, but is something you will be asked to do many times throughout your life, especially when you are going for jobs or interviews at colleges.

You may want to think about a job you want to apply for or a college placement you would like to do, in order to give your presentation some structure and focus.

Your presentation can either be written or spoken, but remember you should have a beginning, middle and a conclusion.

The beginning is about welcoming your audience and making them feel important, telling them who you are and also letting them know what you are going to be talking about.

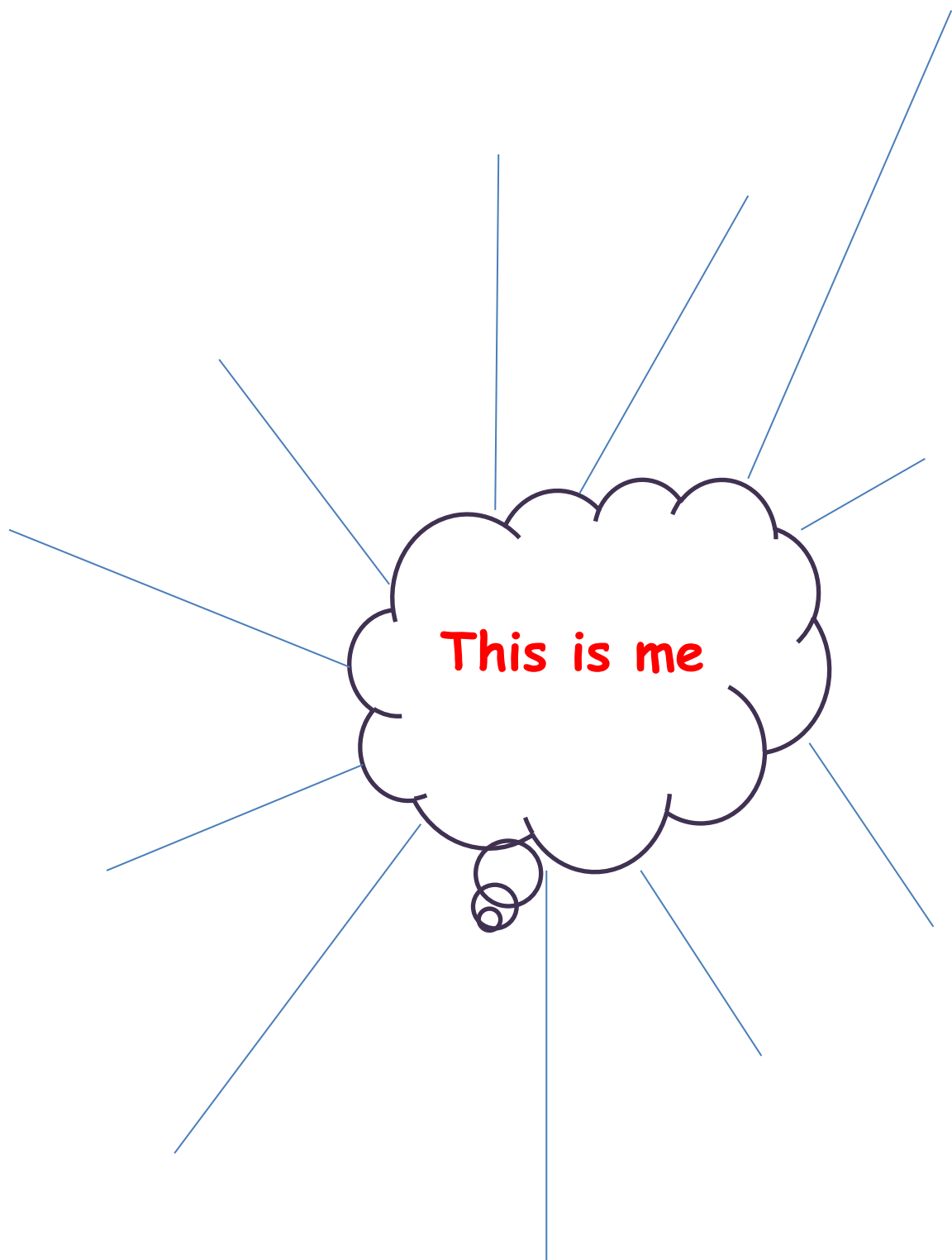
The middle section is where you will tell them about you, include things like your hobbies, things you have achieved in life, what you like doing, past experiences that may lead you into telling someone why you want the job or college placement. Make sure you show pride in what you have achieved.

The conclusion should be about letting them know where you want to go in your working life, what you can bring to their company / college and also give them the opportunity to ask questions, when the questions are finished you need to thank them for their time and interest in you.

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Brain storming ideas - if needed



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Some thoughts you may like to include:

1. List your most favourite experiences - work, projects, social and extracurricular activities. Describe what you enjoyed about those experiences - the people, results, etc.
2. List your best school / work skills (ones where you are highly capable and highly motivated to use).
3. List your talents - ways in which you exhibit natural skills (often things that family and friends will tell you that you're great at, or things that you get very energized from).
4. List things that most interest you today. (You may know little about these things. "Things," not industries. Examples: fashion, soccer, photography, data analysis, environment, etc.)
5. List three or more jobs, or people who have jobs, that sound very interesting or exciting to you. What about each of these appeals to you? (Be creative.)
6. List the values / conditions that **MUST** exist in your next job.
7. List the characteristics of a work environment you would enjoy. (Examples: private offices, chaotic, very quiet etc.)

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Self reflection is a humbling process. Its essential to find out why you think, say and do certain things.....

Then better yourself.

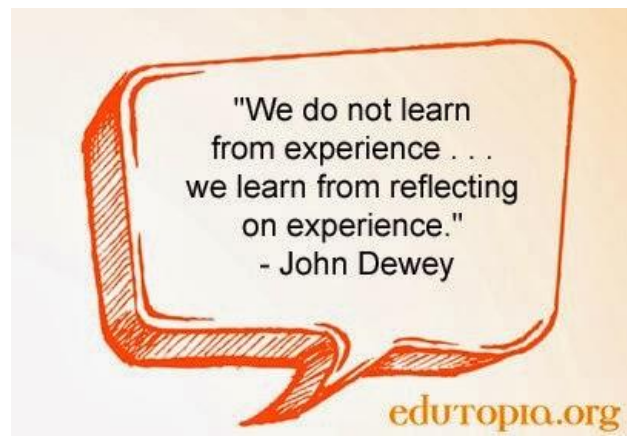
Discuss the questions and answers, with a trusted adult who will give you feedback

Self-Reflection Questions for Learning

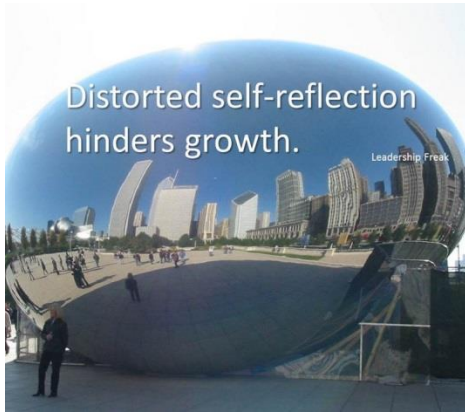
- **Now that it's over, what are your first thoughts about this overall project? Are they mostly positive or negative?**
- **If positive, what comes to mind specifically?**
- **What were some of the most interesting discoveries I made while working on this project? About the problem? About myself? About others?**
- **What were some of my most challenging moments and what made them so?**

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- What is the most important thing I have learned personally?
- What did I learn were my greatest strengths? My biggest areas for improvement?
- What would I do differently if I were to do the same project again?
- What made me most proud?
- What's the one thing about myself above all others I would like to work on, to improve?
- How will I use what I've learned in the future?



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Produce a subject poster giving the facts about qualifications, skills and jobs you can gain by studying a particular subject.

A large, empty rectangular box with a thick black border, intended for the student to create a subject poster.

What is work?



When you start a new job, you will be put on probation, this is a set amount of time the employer will state to ensure they have employed the person who presented themselves at the interview and that the skills you said you had on your CV are true. Probation can vary from one month to six months. If it is shown, you are lacking in some skills, the employer will put in a plan to help you gain these skills. However, it is much easier to terminate the contract within the probation period. If you are struggling in any aspects of your job, you should always ask for help.