Career Preparation, Teamwork and Leadership Skills
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Career Preparation

Getting and Keeping a Job
According to the Bureau of Labor Statistics, in 2014, there were 4.8 million job openings on the last business day of August.

The average number of people who apply for a job is 118. Twenty percent of the applicants get an interview.

The average interview takes 40 minutes but 24 hours to two weeks to hear from the employer.

(Source: forbes.com)
Where do you start?

• Be observant
• Check with the businesses that you patron
• Search online job sites
• Talk to friends/family---network
Setting Personal and Professional Short-Term and Long-Term Goals

• Short-term goals and long-term career goals should align with opportunities based on interests and work values.

• For a self-assessment, skills transferability, exploring work, career clusters and occupational information, refer to:

  http://www.texascaresonline.com/wowmenu.asp
Employability Skills in Education

- Effective communication skills
- Ethics
- Patience
- People skills
- Personal skills
- Physical stamina
- Technical skills
Soft Skills for Workplace Success

- Communication
- Enthusiasm and Attitude
- Networking
- Problem-Solving and Critical Thinking
- Professionalism
- Teamwork

(click on picture)
Soft Skills

Communication

Enthusiasm and Attitude

(click on picture) (click on picture)
Human Relations Soft Skills/Transferable Skills

- Treating people fairly
- Establishing rapport
- Being a cooperative team member
- Dealing effectively with conflict
- Helping clarify misunderstandings
- Creating an environment of social interaction

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Have a Positive “Can Do” Attitude

• What does that mean?
  • If you were an owner of a company and you were interviewing people for job openings, what kind of employees would you want to hire?
  • What words describe a “can do” attitude?
  • Why is it important?
The Job Interview

- Impressions DO count when evaluating someone, particularly for a professional position.
- As an interview candidate, you have your foot in the door, but so do all the other candidates that are being interviewed.
What qualities is an interviewer looking for?

• Able to give honest, sincere answers
• Good appearance
• Enthusiastic and friendly
• Well-spoken and poised person
How to Ace the Interview

• Come to the interview prepared
• Dress appropriately
• Think about what you have to offer and how your skills match what the company needs
• Follow-up the interview with a thank you note
Job Interviews for Teens

For any job interview, it's important to impress the interviewer from the moment you arrive. Learn what you should and should not do during the interview so you can avoid embarrassing faux pas!

Job Interview Tips for Teens
(click on link)
Professional Ethics

- Professional manner
- Personal life
- Respect for resources
- Guidelines for professional ethics
Guidelines for Professional Ethics

1. Is it fair?
   • Does it uphold the values of the organization?
   • Can I tell my decisions to my employer, my family and others?
   • How would others regard the details if made public?

2. Am I confident in my decision?
   • Will it be valid for years?
   • Is it legal?
   • Will it hurt anyone?
   • Does it positively represent the company?

3. Does it make anyone uncomfortable?
   • Does it convey respect for others?
   • Have I involved others by asking their viewpoint?
Tips for Keeping a Job

• Be on time! Attendance is critical---be at work when you are on the schedule.

• Dress appropriately, and practice good hygiene.

• Be familiar with company policy and personnel policies.

• Learn your job description, and be sure you do all that is expected. Do jobs right, not just fast.

• Offer to help others if you are finished with your tasks.
What to Do When It’s Time to Leave

• Be SURE you have a new job before telling anyone you are looking elsewhere.

• Give your employer the notice that is required in the personnel policies. This can be as much as two weeks. Be prepared for some employers to want you to leave as soon as you give notice, even immediately.

• Bring a written copy of your resignation letter, including the date of your last day and a thank you note.

• Don’t burn your bridges. You may need to get positive references from this employer.
Social Media

Be aware of what you post on social media. Employers may look at your pages before they interview you and after you get the job.
Social Networking Sites

Educators in some districts have experienced problems with inappropriate communications with students, as well as inappropriate content being posted on their pages by themselves or their “friends.”
Teamwork

Being a Team Player
TEAM

• T----Together
• E----Everyone
• A----Achieves
• M----More
“(Teams)…have become the vehicle for moving organizations into the future. Teams are not just nice to have, they are hard core units of the production.”

Blanchard, 2007, pg 17
Why work in teams?
Why work in teams?

• We all can learn from each other
• Teams can be more effective than individuals when working on complex projects
• Teamwork helps develop interpersonal skills
Effective Team Members

- Are good communicators
- Are reliable
- Are respectful of other team members
- Cooperate and pitch in to accomplish the goal
- Expect success---have a positive, “can do” attitude
- Work to find solutions to problems
Not So Effective Team Members

Team members who are not effective are often:

• Aggressive
• Dominating
• Individuals who disrupt the work and/or do not take the project seriously
• Lazy and/or not dependable
• Withdrawn and/or afraid to contribute
Leadership Skills

Learning to Lead
Boss versus Leader

Are a boss and leader always the same?
Think about a boss, and think about a leader.
Skills of Effective Leaders

• Building and sustaining relationships
• Developing and communicating a vision
• Influencing people
• Making decisions
• Overcoming setbacks and adversity
• Understanding people’s needs
Good Leaders Always…

• Challenge people to think
• Communicate clear expectations
• Lead by example
• Make decisions
• Make others feel safe to speak up

• Measure and reward performance
• Properly allocate and deploy talent
• Provide continuous feedback—positive and negative
Good Leaders Always…

• Are accountable to others
• Are great teachers
• Ask questions and seek counsel
• Create a positive, energetic atmosphere
• Genuinely enjoy responsibility
• Invest in relationships
• Problem solve without procrastinating
Leadership and learning are indispensable.

John F. Kennedy

What do you think this means?
Questions?
References and Resources

Images:
• Microsoft Clip Art: Used with permission from Microsoft.

Textbooks:

Websites:
• Blackberry App World™ Provides step-by-step instructions and screen shots of 12 popular tie knots. http://appworld.blackberry.com/webstore/content/23447/?lang=en
• Community Tool Box Core Functions in Leadership http://ctb.ku.edu/en/table-of-contents/leadership/leadership-functions
References and Resources

• Job Hunter’s Guide
  Introduction to job hunting, Assess, Prepare, Search, Contact, Interview, Work, Case Studies and Special Topics.
  http://www.twc.state.tx.us/news/tjhg/toc.html

• Occupational Outlook Handbook
  Teacher’s Guide
  http://www.bls.gov/ooh/About/Teachers-Guide.htm

• Occupational Outlook Handbook
  The nation’s premier source for career information
  http://www.bls.gov/ooh/

• United States Department of Labor
  “Skills to Pay the Bills: Mastering Soft Skills for Workplace Success,” is a curriculum developed by Office of Disability Employment Policy (ODEP) focused on teaching “soft” or workforce readiness skills to youth, including youth with disabilities.
  http://www.dol.gov/odep/topics/youth/softskills/

YouTube™:

• United States Department of Labor
  Soft Skills – Communication
  http://youtu.be/X0voPlW2pSs
References and Resources

- United States Department of Labor
  Soft Skills – Enthusiasm and Attitude
  [video](http://youtu.be/-vk-99seC_I)

- United States Department of Labor
  Soft Skills – Professionalism
  [video](http://youtu.be/7dPWVjQSad4)

- United States Department of Labor
  Skills to Pay the Bills – Synopsis
  [video](http://youtu.be/OwPArMTI9i8)

- United States Department of Labor
  Soft Skills – Teamwork
  [video](http://youtu.be/sMFh9QYFh2I)