Review the instructional objectives, vocabulary words and definitions.
Career Preparation

Getting and Keeping a Job
About 80% of available jobs are never advertised—networking tactics employ most individuals! When it comes to finding a job, you’ve got to network! According to Cornell University’s Career Center, 80% of available jobs are not advertised. These jobs are often referred to as the “hidden job market.”

How many of you are currently employed? How did you hear about the position?

Have you been on a job interview? If so, please share your experience.
Where do you start?

- Be observant
- Check with the businesses that you patron
- Search online job sites
- Talk to friends/family—network

• Be observant. Some businesses will post “now hiring” signs in their windows.
• Check with the businesses that you patron, such as your grocery store or where you shop the most.
• Talk to friends/family—this is called networking.
• Search online job sites and resources such as craigslist.com, monster.com, careerbuilder.com, online newspapers for your area, local Workforce Commission, government agency web sites, college websites or career counseling staff.
Short-term goals and long-term career goals should align with opportunities based on interests and work values. Match characteristics of your current or most recent occupation with similar occupations, and find specific information such as the fastest growing jobs, levels of education and training requirements and average salaries.

For a self-assessment, skills transferability, exploring work, career clusters and occupational information, refer to:
http://www.texascaresonline.com/wowmenu.asp

Teacher note: You may opt to have the students research a career at the Texas Cares Online website.
Employability Skills in Education

- Effective communication skills
- Ethics
- Patience
- People skills
- Personal skills
- Physical stamina
- Technical skills

Effective communication skills are important because educators must be able to talk with parents and colleagues about the progress of the children. Educators need both good writing and speaking skills to provide this information effectively. Analyze why communication is an employability skill needed in the education profession.

Effective team members possess people skills. Educators need to work well with people to develop good relationships with parents, children and colleagues.

Ethics should addresses professional responsibilities in four areas: children, families, colleagues, community, and society.

Leadership skills include instructional skills. Educators need to be able to explain things in terms children can understand.

Physical stamina is essential for educators. Working with children can be physically taxing, so educators should have a lot of energy.

Problem-solving includes patience. Working with children can be frustrating, so educators need to be able to respond to overwhelming and difficult situations calmly.

Technical skills are also important. According to Fred Rogers Center “Technology in the Lives of Teachers and Classrooms: Survey of Classroom Teachers and Family Child Care Providers,” most teachers and providers have access to and are comfortable using technology with the children in their settings.
Give me an example of how these soft skills can benefit you at the workplace.

"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. Created for youth development professionals as an introduction to workplace interpersonal and professional skills, the curriculum is targeted for youth ages 14 to 21 in both in-school and out-of-school environments. The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism.

Teacher note: You may opt to divide the class into six groups and assign each group one component of the soft skills listed on this slide to further research at:
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/

United States Department of Labor
Skills to Pay the Bills – Synopsis
http://youtu.be/OwPArMTI9i8
Soft Skills

Communication

Enthusiasm and Attitude

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

United States Department of Labor
Soft Skills – Enthusiasm and Attitude
http://youtu.be/-vk-99seC_I
These are considered soft skills or transferable skills. These are skills which individuals must develop, refine, practice and reinforce. Why are they called transferable skills? They are called transferable skills because you can transfer them from one situation or career to another. Here is a list of additional transferable skills:

- Accepting responsibility
- Completing projects on time
- Cooperating
- Decision-making
- Leadership
- Management
- Negotiating
- Patience with difficult people
- Problem-solving
- Setting priorities
- Tactfulness

Can you think of skills you have that you can transfer to many different situations or careers?
Someone who possesses a “can do” attitude is confident, enthusiastic, willing to work hard, sincere, honest, polite, responsible, respectful, has good work ethics and takes the initiative.

What does it mean to take the initiative? Why is this important at the workplace?
What would happen if you did not know something about the company? Be prepared for the interview. The employer may want to interview you the same day you fill out an application. Did you research the company? What products does it sell or what services does it provide?

Be ready to answer questions such as:

- “Why do you want to work at this company?”
- “What kind of work are you seeking?”
- “What hours and days are you available?”
- “Are you available on the weekends?”
- “Why should we hire you?”

When the interviewer sees that you took the initiative to learn about the company and are prepared for the interview, he or she learns two important facts about you. One is that you are really interested in the job, and the other is you are willing to go the extra mile for something that is important to you. Make a great impression!
An interviewer is looking for a genuinely sincere person who can give honest answers and shows interest. It is important for you to be able to be direct and give well thought out answers.

Once again, make sure your appearance is impeccable. Wear the type of clothing required for the job. If you are going to apply for a job as a salesperson, dress a step above the way a typical salesperson dresses.

Pay close attention to your grooming habits; be sure to have clean hair, nails clean and trimmed, teeth brushed, no offensive odors and hair neatly styled.
Come to the interview prepared: Learn about the company and have some questions prepared for you to ask.

Dress appropriately: A suit is not always required, but ragged jeans/shorts and T-shirts are never appropriate.

Think about what you have to offer and how your skills match what the company needs.

Follow-up: Be sure to send a note or email thanking the hiring manager for his or her time.
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)

What are some additional interviewing tips for teens?

About.com
Job Interview Tips for Teens
http://video.about.com/jobsearch/Job-Interview-Tips-for-Teens.htm
A good work ethic is an attitude that combines hard work, good performance and dependable results.

Professional manner includes being:
• dependable
• on time
• polite
• respectful

Personal life includes:
• separating work life from private life
• avoiding discussing personal problems
• keeping personal telephone calls to a minimum

Respect for resources includes not stealing or wasting resources.

How can your ethics help you develop strong relationships in a work environment?

United States Department of Labor
Soft Skills – Professionalism
http://youtu.be/7dPWVjQSad4
To determine whether a decision or action is based on sound workplace ethics, managers and employees should ask these questions.

Are all these valid questions to keep in mind as an employee? Why or why not?
Presentation Notes
Career Preparation, Teamwork and Leadership Skills

Slide 18

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.

Individual Project: Students will write a resignation letter stating they are leaving their job to begin college. Remind them to include the date of their last day and a thank you to their 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.

(Click on picture)

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Should employers have the right to access your social media usernames and passwords? Discuss the pros and cons of this issue.

What would a potential employer think about your social media page? Be selective and careful of what you post on your social media page. Remember, the Internet is forever!

National Conference of State Legislatures
Employer access to social media usernames and passwords.
Educators are strongly discouraged from having personal pages on Myspace, Facebook or other 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.” In some cases, educators have been dismissed due to inappropriate content on their personal web pages. Educators are also advised not to use class time to engage in communications of a personal nature with others.
What is a team?
Writing Strategy: Ask students to list other words or phrases to describe a team or work in groups to develop another acrostic. You may opt to assign a scribe to record all the words or phrases on the board. Lead students to give examples of characteristics cited and to list additional characteristics and practices of an effective team member.

Teacher note: You may opt to create a Wordle “word cloud” from words or phrases the students used to describe a team at www.wordle.net.
“(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

What does this quote mean to you?

United States Department of Labor
Soft Skills – Teamwork
http://youtu.be/sMFh9QYFh2I
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

• A team member also contributes to the group with the following:
  • effort
  • ideas
  • suggestions

• Listens to other team members’ ideas

• Provides encouragement to other team members

• Resolves differences for the benefit of the team
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

What is the difference between an effective team member and an ineffective team member?

Enrichment activity: Divide the class into groups. Give each group poster paper and markers. Have groups develop a list of items that create a successful team and present their posters to the class. These could be placed in the hall to share with the school.
Have students discuss the difference between someone who just tells everyone what to do and someone who inspires people to do their best. List characteristics of each.
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

Do you possess these skills as a leader?

You may refer to the full article which provides more of an explanation of these skills at:

Community Tool Box
Core Functions in Leadership
http://ctb.ku.edu/en/table-of-contents/leadership/leadership-functions
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

This link below is to the full article and will provide additional information of the listed characteristics of leaders. Advanced students can be given the link or printed article for extra reading or as an enrichment activity.

Forbes
The Most Successful Leaders Do 15 Things Automatically, Every Day
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

Think about the great leaders of our country or the world. What are some examples of how they exhibit(ed) good leadership skills?
Leadership and learning are indispensable.
John F. Kennedy

What do you think this means?

Discussion starters: Leadership must be learned because it is more than telling someone what to do. Leaders must be knowledgeable of their fields and keep up with new information. Leaders learn about the wants and needs of their employees. Leaders must know where they want to go (vision) and learn techniques to reach those goals.
Questions?
References and Resources

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

Textbooks:

Websites:
- Blackberry App World™
- Community Tool Box
  Core Functions in Leadership http://ctb.ku.edu/en/table-of-contents/leadership/leadership-functions
- Forbes
- Forbes
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/jhg/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

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References and Resources

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