

Career
Life
Work

Planning Your Career

Workbook

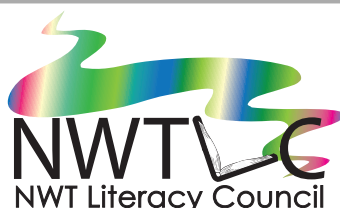
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There are 10 manuals and workbooks in the *Career – Life – Work* series. You will find a list of them on the last page of this workbook. You can find the whole series online at www.nwt.literacy.ca under the adult resources section. If you would like print copies, please contact the NWT Literacy Council.



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About this Booklet

Planning a career and getting a job are two different things. The search for a job begins when you complete your education or when you need one, whereas a career needs to be planned ahead of time. This booklet is about planning for your career ahead of time. The aim of this booklet is to help you think about possible options for your future career.

Some Terms You Should Know

What do we mean by the term “career”?

A career is the sum of our work activities – at home, at work, at school and in our communities. A career includes the time we spend at our paid job. It includes taking care of a home and looking after children or the elderly. It includes volunteer activities and the time we spend learning new things. A career is the overall picture of what you do. Your career might be an educator, however you might have held many different jobs during your career like teacher, early childhood educator, administrator, etc.

What do we mean by the term “occupation”?

An occupation is a group of similar jobs for which people usually have to develop skills and knowledge. An occupation is a specific category of work. A person can have several jobs within an occupation. They can adapt their knowledge and skills to a variety of positions. Examples of occupations include electrician, engineer and teacher.

What do we mean by the term “job”?

A job is a position a person holds that has specific duties. For example, your occupation may be food and beverage server while your job is serving table at the local diner. People usually change jobs more often than they change occupations.

Eight Steps to Planning Your Career

Read these eight steps. For each step there is an activity to help you plan for your career. Fill in each handout for each step and by the end you will have a plan in place to help you reach your goal.

Step 1: Explore Your Interests

This is a good first step to take before you decide on what career you would like to go into. What do you really like doing when you're at work, when you're at home, or in your spare time? What excites you and energizes you? What's your passion?



Step 2: Research New Careers

Once you've discovered your passion, spend some time researching the types of careers that might interest you.



Step 3: List Your Transferable Skills

Think about the different career options that you have looked into. What are some of your transferable skills that would help in these occupations? Remember that transferable skills are the many skills that you have learned throughout your lifetime. Some of these skills might be good communication skills, multi-tasking, excellent organization skills, ability to plan, computer skills, etc.

Step 4: Check out the Career Prospects

Find out what the job prospects are for your chosen career in your community or region. You can talk to a Career Development Officer or look at the job postings in your community or region.



Step 5: Find a Mentor

Looking into a career path can be overwhelming. Find someone to talk to about your career choices. It might be a Career Development Officer or someone who is in that particular career.

Step 6: Job Shadow

Narrow down your career choices to two occupations. Contact organizations or businesses to see if you can job shadow someone in that field for a day or two. This will give you a good idea of what the job is and if you would like to pursue it.

Step 7: Find Out about Training and Education

You may find it necessary to update your skills and education. You can take it slowly. Find out where you can update your skills or education. You might only have to take a couple of computer courses or you might need to take a two year diploma program. Each career has different requirements.



Step 8: Do You Need to Upgrade?

You may need to do some upgrading before you can get into the program you want. Find out what level of education you need to get into the program that you want. Find out if you can get funding for upgrading. Some access programs at Aurora College qualify for Student Financial Assistance.

Step 1: Explore Your Interests¹

Place a check mark (✓) under the **Like** column for those activities you like to do. Check (✓) under **Dislike** for those you are indifferent to, have never done, or do not like.

Activities	Like	Dislike
(R) Realistic		
1. Fix electrical things		
2. Repair cars		
3. Fix mechanical things		
4. Build things with wood		
5. Drive a truck or other machinery		
6. Use metalworking or machine tools		
7. Take a course on woodworking or mechanics		
<i>Total number of Ls</i>		
(I) Investigative		
1. Read scientific books or magazines		
2. Work on a scientific project		
3. Build rocket models		
4. Read about special subjects on your own		
5. Solve math or chess puzzles		
6. Learn and understand weather cycles		

¹http://www.sunraye.com/job_net/ws3.htm

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7. Like to figure things out		
<i>Total number of Ls</i>		
(A) Artistic		
1. Sketch, draw, or paint		
2. Sing in the choir or at church		
3. Play and practice a musical instrument		
4. Play in a band, group or orchestra		
5. Go to recitals, concerts, or musicals		
6. Write poetry or short stories		
7. Take an art course		
<i>Total number of Ls</i>		
(S) Social		
1. Connect with friends through email, Facebook or Twitter		
2. Attend religious services		
3. Belong to social clubs (make new friends)		
4. Help others with their personal problems		
5. Take care of children		
6. Attend meetings and conferences		
7. Go to sports events		
<i>Total number of Ls</i>		
(E) Enterprising		
1. Influence others		

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2. Sell something		
3. Discuss politics		
4. Operate your own service or business		
5. Attend conferences		
6. Give talks		
7. Meet important people (like politicians or musicians)		
<i>Total number of Ls</i>		
(C) Conventional		
1. Keep your desk and room neat		
2. Add, subtract, multiply and divide numbers in business or bookkeeping		
3. Love learning and using new technology (computer, iPad, etc.)		
4. Keep detailed records of expenses		
5. Have excellent typing skills		
6. Write business letters		
7. File letters, reports, records according to need		
<i>Total number of Ls</i>		

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Summary (number of Ls for each category)	# of Likes
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

Look at Your Interests

Everyone is different, so your likes and dislikes will be unique to you. However, it is possible to guess where you will best fit into the world of work. Write each rank beside each interest category below. The category with the most Ls will rank #1, the category with the least will rank # 6.

_____ (R) Realistic

Realistic people like making things with their hands, have good hand-eye coordination and dexterity. They prefer jobs such as mechanic, construction worker, x-ray technician, carpenter or carpenter helper.

_____ (I) Investigative

Investigative people like to do research, to try to understand things around them, and usually prefer working alone or in a small group. They look for the following types of jobs: biologist, engineer, researcher, meteorologist, environmental monitor, taxidermist, dietitian, repair person, or computer operator.

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_____ **(A) Artistic:** People who fit this type of personality express themselves by their artwork. They like a work place to be flexible and they like to be creative in their work. You find this type of person among hairdressers, actors, writers, poets, dance instructors, camera people, clowns, interior designers, painters, photographers, or translators.

_____ **(S) Social:** These type of people look for jobs where they can enter into relations with other people and help others, whether it is as a teacher, nurse, playground supervisor, career counsellor, social worker, parole officer, bartender, waiter/ waitress, swimming instructor, community support worker, janitor, child care worker, youth worker or ambulance attendant.

_____ **(E) Enterprising:** Enterprising people express themselves easily and are good at convincing others to think the same way they do. They look for positions with power and prestige, and you often find them in jobs such as real estate agent, sales, store manager, bank manager, foreperson, head chef, or sales representative.

_____ **(C) Conventional:** People who fit the conventional type look for order, minute detail, and structured work. They like jobs where rules and orders are clear and where they can complete an assigned task on time. You often find them in jobs such as office assistant, receptionist, computer programmer, records keeper, cashier, sewing machine operator, bookkeeper, filing clerk, telephone operator, warehouse person or shopkeeper.

What occupations interest you most? Choose three from the above or choose other ones that interest you.

1. _____

2. _____

3. _____

Step 2: Research Different Career Options

Use the three occupations that you chose from the previous page to fill in the chart below. You will need to do some research on each particular occupation. You can look up the job on the National Occupation Classification website found at <http://www5.hrsdc.gc.ca/noc/english/noc/2006/welcome.aspx> or you can do some research in your own community about the occupation.

For Example

Occupation	Education Needed	Skills Needed
Early Childhood Educator	Early Childhood Certificate (College)	Communicate well with parents and children Help children solve problems Work with others Read to children Organize activities
Heavy Equipment Operator	Heavy Equipment Operator Program (College)	Communicate well with others Drive a variety of trucks and tractors Good attitude Put safety first Writing skills

Your Turn!

Occupation	Education Needed	Skills Needed



More on Different Career Options

You have already researched three different occupations. This activity allows you to look into different occupations that you might not have thought of.

1. Think of two people you know who are in jobs/careers you feel would be ideally suited to you.

What are the jobs? _____

2. Ask someone else about jobs/careers they feel would be good for you. Often others can suggest possibilities that do not occur to you. List their suggestions.

3. Select three jobs that sound interesting from the above. Find out what skills and education you need for each job.

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Occupation	Education Needed	Skills Needed

Step 3: List Your Transferable Skills

Transferable skills are skills that we have learned throughout our lives. You have already looked at your transferable skills in the previous section.

Here is a list of transferable skills that are needed for many different jobs. Check (✓) off the ones that you have.

Good communicator	Organizational skills	Able to plan
Excellent computer skills	Can speak two languages	Good at research
Sensitive to others	Good with details	Like to teach others
Have good ideas	Take initiative	Enjoy working with others
Good with children	Can problem solve	Like to read
Good writer	Good with numbers	Good at selling things
Supportive to others	Good listener	Good at public speaking

How can your transferable skills help you with your career choice? Choose three occupations that you researched in Step 2. List three skills that are needed for each occupation and then match your skills to them. You can find the skills needed for each occupation on the National Occupation Classification website found at <http://www5.hrsdc.gc.ca/noc/english/noc/2006/welcome.aspx>.

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For Example

Occupation: Early Childhood Educator

Skill	Do you have this skill?	How did you learn this skill?
Oral communication	Yes	I have very good oral communication skills that I learned from raising my children. I had to learn how to communicate with them so they would listen to me. I speak clearly and have high expectations. I read, sing and talk to my children. I also have learned to talk to the school about my children in a respectful way. We work together to make sure my children are doing well.
Problem solving	Yes	I often have to problem solve with my children to help them work things out. Also when my children are sick I need to problem solve to figure out what is the best thing I should do. Should I bring them to emergency or call TeleHealth?
Working with others	Yes	I have worked well with others on different projects that I have been involved with. At school I was part of a team that worked together to organize a family fun night. I have volunteered at the school to read to children and have worked well with the teachers.

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Occupation: Heavy Equipment Operator

Skill	Do you have this skill?	How did you learn this skill?
Driving skills	Yes	I am a good driver. I have had my driver's license for 10 years with no accidents. I am confident about driving and think these skills will transfer to driving heavy equipment.
Pay attention to detail	Yes	I am a very detail oriented person. I know that you have to be very detailed and precise on procedures when driving for a living. Safety is the number one issue for many employers and my ability to pay attention to detail will help me and others be safe on the job. I learned this skill by working with my dad out-on-the-land. We had to be very precise and careful when we went hunting in extreme temperatures.
Working with others	Yes	Mostly when you drive a truck it is on your own, however you still have to work with others at the beginning of the day to get organized and you have to listen to instructions carefully. I am a good listener and I work well with others. I have worked on many building projects where I have worked well with others and have learned to listen first and then ask questions.

Career Life Work

Your Turn!

Occupation: _____

Skill	Do you have this skill?	How did you learn this skill?

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Occupation: _____

Skill	Do you have this skill?	How did you learn this skill?

Career Life Work

Occupation: _____

Skill	Do you have this skill?	How did you learn this skill?

Step 4: What are the Career Prospects?

Narrow down your career choices to two occupations. Find out what the job prospects are for your two occupations in your community or region. You need to make sure that there are jobs available in your chosen career path. You can talk to a Career Development Officer, look at job advertisements in your community or region or contact potential employers in your chosen field.

Part 1: Look on the Internet to see if any jobs are advertised for your two choices.

- <http://www.jobsnorth.ca>
- <http://www.nnsl.com/jobs/jobs.html>
- <http://www.jobbank.gc.ca>

Part 2: Talk to a Career Development Officer about your two career options. Write down questions to ask him or her.

Part 1: Look on the Internet for Job Advertisements

For Example

Occupation: Early Childhood Educator

Job Posting	Where	Wage
Live in Caregiver	Private home	\$1,845 per month plus room and board
Infant Worker	Hay River Reserve – Katlodeeche First Nation	Not given
Caregiver	Private home	\$11 per hour

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Occupation: Heavy Equipment Operator

Job Posting	Where	Wage
Heavy Equipment Operators (Backhoe, Loader, Dozer, Grader)	RTL	\$25 per hour
Class 3 Drivers with Air Endorsement	Corothers Home Building Centre	Not given
Haul Truck Drivers	Rio Tinto (Diavik)	\$80,000 with benefits

Your Turn!

Occupation 1: _____

Job Posting	Where	Wage



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Occupation 2: _____

Job Posting	Where	Wage

Part 2: Questions to ask a Career Development Officer

For Example

- What are the job prospects for a daycare worker in my community?
- What is the pay level for a daycare worker?
- How do I open a licensed day home?
- What are the advantages and disadvantages to running my own day home?

- What are the job prospects for a heavy equipment operator in my community?
- What is the pay level for a heavy equipment operator in my community or at one of the mines?
- How do I get enough experience so I can get a job?

Your Turn!

Occupation 1

-

-

Occupation 2

-

-

Step 5: Find a Mentor

Looking into a career path can be overwhelming. Find someone to talk to about your career choices. It might be a career counselor or someone who is in that particular career.

List potential places to call to find out if someone will talk to you about your chosen career.

For Example

Occupation: Early Childhood Educator

1. Yellowknife Daycare
2. Little Friends Dayhome
3. Early Childhood Consultant at Education, Culture and Employment
4. Career Development Officer at your Regional ECE Services Centre
5. Aurora College

Occupation: Heavy Equipment Operator

1. RTL-Robinson Enterprises Ltd.
2. NTCL – Northern Transportation Company Limited
3. Career Development Officer at your Regional ECE Services Centre
4. Aurora College
5. Someone who works at one of the mines as a heavy equipment operator or truck driver

Career Life Work

Your Turn!

Occupation 1: _____

1. _____

2. _____

3. _____

4. _____

Occupation 2: _____

1. _____

2. _____

3. _____

4. _____

Step 6: Job Shadow

Contact organizations or businesses to see if you can job shadow someone in that field for a day or two. This will give you a good idea of what the job is and if you would like to pursue it. Ask to speak to the supervisor or manager.

For Example

Occupation: Early Childhood Educator

Places to contact:

1. Yellowknife Daycare
2. Kids Corner Daycare
3. Little Tykes Dayhome

Questions to Ask

1. I am interested in becoming a daycare worker and I would like to meet with you to discuss the possibility of job shadowing someone at your organization.
2. I am interested in possibly opening up my own day home when I complete my early childhood education training. I was wondering if I could come to your day home and observe you for a day to see if it is something I might be interested in.

Occupation: Heavy Equipment Operator

Places to contact:

1. RTL – Robinson Enterprises Ltd.
2. NTCL – Northern Transportation Company Limited
3. Berton’s Construction Trucking and Rentals

Questions to Ask

1. I am interested in becoming a heavy equipment operator. I would like to know more about the job. Would it be possible to meet with someone in your company and talk about the job and maybe observe them for a day?

Your Turn!

Occupation 1: _____

Places to contact:

1. _____
2. _____
3. _____

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Questions to Ask:

1. _____

2. _____

Occupation 2: _____

Places to contact:

1. _____
2. _____
3. _____

Questions to Ask:

1. _____

2. _____

Step 7: Find Out about Training and Education

You may find it necessary to update your skills and education. You can take it slowly. Find out where you can update your skills or education. You might only have to take a couple of computer courses or you might need to take a two year diploma program. Each career has different requirements.

For Example

Occupation: Early Childhood Educator

Education needed: Early Childhood Development Certificate

Program: Aurora College

Program requirements:

- Completion of an Aurora College application form; 18 years of age or older
- Completion of Aurora College ABE English 140 and Math 130 or NWT High School English 23 or 20-2 and Math 13 or Math Pure or Applied 10
- Two letters of reference to demonstrate initiative and attitude
- Knowledge of an Aboriginal language is an asset.

Program length: courses are throughout the year, the program length varies depending on how many courses you take over the course of a year

Occupation: Heavy Equipment Operator

Education needed: Heavy Equipment Operator Program

Program: Aurora College

Program requirements:

- Completion of Grade 9 level of oral/written English or Aurora College English 130 and Math 130.
- A copy of a valid Class 5 license prior to entry into the program
- Students must:
 - Have a medical certificate
 - Pass a valid Class 3 driver's medical if enrolled in Introduction to Truck Driving Class IIIQ 728-114
 - Hold a valid driver' abstract
 - Be 18 years of age

Program length: 13 weeks

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Your Turn!

Occupation 1: _____

Education needed: _____

Program: _____

Program requirements:

Occupation 2: _____

Education needed: _____

Program: _____

Program requirements:

Step 8: Do You Need to Upgrade?

In the last step you found out what education you need for your two career choices. You may need to do some upgrading before you can get into the program you want. Find out if you can get funding for upgrading. Some access programs at Aurora College qualify for Student Financial Assistance.

For Example

Occupation: Early Childhood Educator

Program requirements: (repeated from the last step)

- Completion of an Aurora College application form; 18 years of age or older
- Completion of Aurora College ABE English 140 and Math 130 or NWT High School English 23 or 20-2 and Math 13 or Math Pure or Applied 10
- Two letters of reference to demonstrate initiative and attitude
- Knowledge of an Aboriginal language is an asset

Upgrading: I will need to take my Math 130 to qualify for the Early Childhood Development Certificate. I can do this at the local learning centre.

Funding available: No – I will need to work part-time and go to school.

Occupation: Heavy Equipment Operator

Program requirements: (repeated from the last step)

- Completion of Grade 9 level of oral/written English or Aurora College English 130 and Math 130.
- A copy of a valid Class 5 license prior to entry into the program
- Students must:
 - Have a medical certificate
 - Pass a valid Class 3 driver's medical if enrolled in Introduction to Truck Driving Class IIIQ 728-114
 - Hold a valid driver' abstract
 - Be 18 years of age

Upgrading: I will need to take my Math 130 for the Heavy Equipment Operator Course. I can do this at the local learning centre.

Funding available: Yes – I can get funding for this course through EI and Student Financial Assistance. The program is offered only in Fort Smith, so I will have to move there for 13 weeks and live in residence.

Your Turn!

Occupation 1: _____

Program requirements:

Upgrading:

Funding available: _____

Occupation 2: _____

Program requirements:

Upgrading:

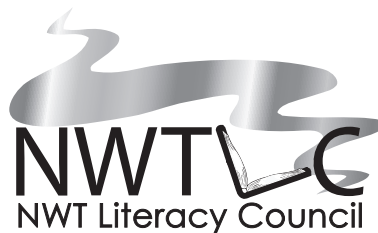
Funding available: _____



The *Career - Life - Work* Series consists of the following:

- Personal Management Skills Manual
- Communication Skills Manual
- Career Development Manual
- Job Success Strategies Manual
- Dealing with Conflict Workbook
- Getting the Job Workbook
- Soft Skills for Work Workbook
- Planning Your Career Workbook
- Dealing with Stress Workbook
- Goal Setting Workbook

You can download these documents from www.nwt.literacy.ca



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