

Supplement: Introduction to Work



WELCOME AND INTRODUCTIONS

Introduction to Facilitators - Who are We?

Introduction to Group - Who are You?

- Name
- Are you:
 - Currently working
 - Looking for work
 - Thinking about work but not sure what to do
- If you could get paid to do any type of work, what would it be?

WHAT ARE THE REASONS FOR WORKING?

WHAT ARE *MY*
REASONS
FOR WORKING?

WHAT ARE THE **BENEFITS** OF WORKING?

HOW CAN *I*
BENEFIT
FROM WORKING?

WHAT'S THE FIRST STEP
WHEN YOU'RE TRYING
TO FIND WORK?

Start With Thinking About YOU

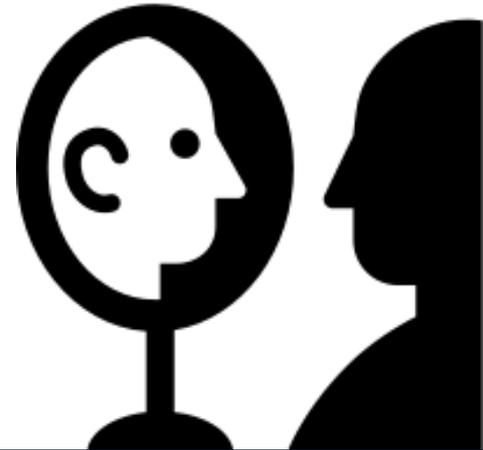
DISCOVERY can help to customize your job search for by cultivating the mindset of knowing what **YOU!** want and need to be successful in a workplace



WHAT DOES
SUCCESS LOOK
LIKE
IN A WORKPLACE FOR YOU?

Discovery Helps Answer These Questions About Ourselves

- What type of work environment(s) do I want work in?
- What type of work tasks can I confidently execute?
- What type of work tasks do I want to be executing?
- What type of employer do I want to work for?
- What industries might I like to work in?



Practice How to Share Your Strengths With Others

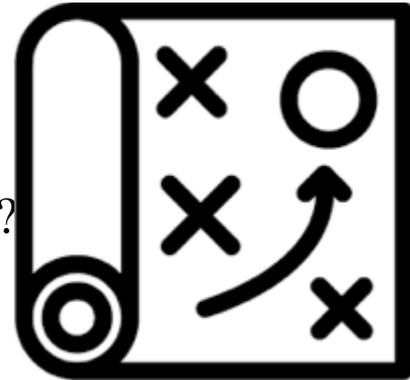
We will also learn how to represent ourselves as someone who will positively contribute to a workplace



HOW DO WE ENGAGE WITH OTHERS ABOUT WORK?

Discovery Helps Answer These Questions

- How are we planning to get the work we want?
- How do we communicate where we want to work with others who might have opportunities or connections to employers?
- How can we tell an employer we can help advance their mission?
- How can we find or create the work we want to do?



WHAT WOULD HELP YOU
FEEL COMFORTABLE
PARTICIPATING IN THIS
GROUP?

Debrief

- Session Review
- Questions

THANK YOU!
SEE YOU NEXT WEEK!

Supplement: Preparation for Guided Group Discovery

Discovery

Question

When you hear the word **DISCOVERY**,
what comes to mind?

PREPARATION FOR DISCOVERY

Discovery Topics

During this process, we will cover the following topics:

- **Interests:** What are your interests and how do they relate to work?
- **Environments:** What are your environments for success?
- **Skills:** What are you good at doing, or want to be good at doing?
- **Tasks:** What work responsibilities do you want to be paid to do?
- **Personality:** How do you want to work with other people?
- **Vocational Themes:** What areas of work fit your interests, environments, skills, tasks, and personality?

Purpose and Principles of Discovery

Guided Group Discovery is to be a safe environment for everyone to explore who they are and use this knowledge to help identify the types of work that's best for them.

- In group, we appreciate:
 - Not everyone knows who they are and where they want to be
 - Our individual experiences and aspirations
 - Our different views towards work
 - That our strengths and areas for growth may differ
 - There are no right or wrong answers to you discovering who you are
 - We are all here to help each other through Discovery

Activity: You Now & You In The Future

On one side of your activity worksheet, take a few minutes to draw or write out a description of your present self. On the other side, draw or write out a description of yourself in the future, being as descriptive and vivid as possible.

Some things to consider for the future:

- *Where will you live?*
- *What will you do for work?*
- *What things would you want to have?*



What Do We Use in Discovery?

- **Imagination:** Envisioning the futures you want to experience
- **Reflection:** How to use your past experiences to guide your future
- **Communication:** How to share your ideas with others
- **Planning:** How to create steps to get to where you want to be
- **Execution:** How to put your plans into action to achieve the results you want

Debrief

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Question To Think About

What is one thing you want to learn more about yourself?

THANK YOU!
SEE YOU NEXT WEEK!

Question

When you were a little kid, what were you most interested in?

WHAT ARE YOUR INTERESTS?

Not all Interests Are the Same

- Some people are interested in specific activities, like playing an instrument
- Some people are interested in visiting different places, like museums
- Some people are interested in learning everything they can about something, like animals that live in the ocean

HOW DO INTERESTS RELATE TO WORK?

How do Interests Relate to Work? (Continued...2 of 3)

- Work is more enjoyable when you do something you care about
- An employer may be more likely to hire you if you show a genuine interest in the work performed at their business

How do Interests Relate to Work? (Continued...3 of 3)

Which of your interests might you want to pursue for work?

OUR PRESENT AND FUTURE INTERESTS

Present vs. Future Interests

- There may be some things that we don't have any experience with now, but are interested in trying or learning more about
- For example, you may be interested in being a chef, but you have never cooked in your life

Present vs. Future Interests (Continued)

Take a few minutes to think of any interests you may want to explore in the future

Debrief

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THANK YOU!
SEE YOU NEXT WEEK!

Supplement: Environments



**What environments
do you thrive in?**

**What environments
do you feel challenged in?**

HOW CAN YOU DEFINE AN ENVIRONMENT?

How Can You Define An Environment? (Continued...2 of 5)

Geographical:

Where an environment is located



How Can You Define An Environment? (Continued...3 of 5)

Physical:

How an environment is designed, built,
and/or maintained



How Can You Define An Environment? (Continued...4 of 5)

Social:

What types of people use an environment



How Can You Define An Environment? (Continued...5 of 5)

Cultural:

How people act and interact with each other in an environment



Why Are These Important?

How you feel and act in an environment is influenced by the geographic, physical, social, and cultural aspects of the environment you are in

Role-Play Activity: How We Act In Different Environments



WHAT ARE THE DIFFERENCES BETWEEN PERSONAL AND PROFESSIONAL ENVIRONMENTS?

What Are the Differences Between the Two?

Think through the definitions of environments from earlier:

- **Geographical/Physical**
- **Social/Cultural**

How do expectations of your behavior differ in each?

Personal and Professional Environments

All professional environments should make you feel capable
of succeeding

Wherever I Work, I Want to Succeed

All professional environments should make you feel capable
of succeeding

I BELIEVE I CAN THRIVE...

- What types of environments are you interested in working in in the future?
- Remember, this is a time to dream big!

Questions:

- What types of environments do you thrive in?
- What types of environments do you feel challenged in?

I BELIEVE I CAN THRIVE...

- What types of environments are you interested in working in in the future?
- Remember, this is a time to dream big!

DEBRIEF

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THANK YOU!
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Supplement: Tasks

Tasks: Work

task 1

task 2

task 3

What Is a Task?

- A piece of work that needs to be completed
- A specific duty or activity you are paid to perform at work



What Is a Task? (Continued)

What tasks can you think of that you have completed before?

- At work?
- At school?
- At home?



How Does Thinking About Tasks Help With The Job Search?

Thinking about tasks can help you target your search for work to employers who **need** those tasks completed



Activity: All Work Is Filling A Need

Break into teams and respond to the following question:

- What needs do teens typically satisfy for employers?
(think of common jobs teens have)

Each team has 4 minutes; the team with the longest list wins

How Can I Identify The Tasks That I Feel Confident In Completing For An Employer?

Sorting Different Types of Tasks

Employers have many different types of needs to be filled, like:

- Helping customers
- Putting things together
- Keeping things clean and organized

A man named John Holland came up with a way to organize the different tasks that we complete at work, called the **Holland Career Codes**. Holland identified six different types of workers:



REALISTIC WORKERS

like tasks that are hands-on
and practical, such as:

- Repairing or building phones and computers
- Construction
- Cooking
- Cleaning or maintenance
- Working on cars or bikes
- Landscaping work

Realistic
The “Do-ers”



ARTISTIC WORKERS like tasks that let them be creative and design things, such as:

- Writing stories or articles
- Playing musical instruments
- Designing posters or flyers
- Taking or editing photos or videos
- Making flower arrangements
- Designing clothes



Artistic
The “Creators”

INVESTIGATIVE WORKERS

like tasks that have to do with ideas and thinking, such as:

- Studying new technology
- Investigating crimes
- Developing new medicines
- Conducting science experiments
- Diagnosing a person's disease
- Researching what people buy at different stores
- Teaching science

Investigative
The "Thinkers"



SOCIAL WORKERS like tasks that let them help others, such as:

- Teaching
- Taking care of sick relatives
- Coaching sports
- Train people on new skills
- Provide therapy for people



ENTERPRISING

WORKERS like tasks that let them work and lead people on specific projects, such as:

- Owning or managing a store
- Selling food at a sports event or movie theater
- Starting your own business
- Supervising a team working at a store
- Planning parties or weddings



Enterprising
The “Persuaders”



CONVENTIONAL
WORKERS like tasks that
involve organizing data and
details, such as:

- Keeping an office organized
- Managing a businesses records
- Handling customers' bank transactions
- Sorting envelopes and packages

Conventional
The "Organizers"



Work Does Not Involve Only One Type of Task

Most types of work involve multiple types of tasks

- For example, someone who works at a restaurant may have to cook food (**REALISTIC**), take customer orders (**ENTERPRISING**), and manage the restaurant's money (**CONVENTIONAL**)

Sorting Your Preferred Tasks

Rate from 1-6 which of these tasks you identify with

Present and Future Tasks

Present and Future Tasks (Continued)

- What tasks would you like to be paid for in the future?

Debrief

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THANK YOU!
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Supplement: Skills



INTRODUCTION TO SKILLS

WHAT IS A SKILL?

A **SKILL** is:

- The ability to do something well
- A combination of the knowledge, abilities, and talents needed to perform a task
- Something employers usually hire you for

SKILLS AND INTERESTS

- A **SKILL** is
 - The ability to do something well
 - A combination of the knowledge, abilities and talents needed to perform a task
 - **Something employers usually hire you for**
- AN **INTEREST** is
 - Something you enjoy doing or learning about

SKILLS AND TASKS

- A **SKILL** is
 - The ability to do something well
 - A combination of the knowledge, abilities and talents needed to perform a task
 - Something employers usually hire you for
- A **TASK** is
 - A piece of work that needs to be completed
 - The specific activities or duties you perform on a job
 - Something employers usually pay you to complete

UNIVERSAL AND TECHNICAL SKILLS

UNIVERSAL AND TECHNICAL SKILLS (Continued)

- **TECHNICAL SKILLS:**

- Are skills that you use to complete specific tasks on a job
- Technical skills are generally not easily transferred between jobs (for example, having the technical skills of being an auto mechanic won't help you know how to cook)
- Often called 'hard skills'

- **UNIVERSAL SKILLS:**

- Are broken into internal and external skills: related to how you manage yourself and how you engage with others
- Universal skills are generally skills that can be applicable in any personal or professional environment
- Often called 'soft skills'

Activity: Technical or Universal Skill?

- Operating a forklift
- Time management
- Building a website
- Conflict resolution
- Flexibility
- Barbering
- Effective Communication
- Public Speaking
- Following Directions
- Relationship Building
- Typing
- Decision Making
- Managing Emotions
- Teamwork

IDENTIFYING OUR SKILLS

How Do I Identify My Universal Skills?

Unlike technical skills, universal skills exist and occur across all workspaces. A list of universal skills:

Internal: Initiative & self direction, decision making, time management, creativity, self-awareness, setting & working towards goals, adaptability to difficult & unexpected situations, problem solving & resourcefulness, regulating emotions, self promotion & advocacy

External: Collaboration & teamwork, written & spoken communication, body language, leadership, building positive relationships, managing conflict, influence & persuasion, networking

Identifying Future Skills

Unlike technical skills, universal skills exist and occur across all workspaces. A list of universal skills:

Internal: Initiative & self direction, decision making, time management, creativity, self-awareness, setting & working towards goals, adaptability to difficult & unexpected situations, problem solving & resourcefulness, regulating emotions, self promotion & advocacy

External: Collaboration & teamwork, written & spoken communication, body language, leadership, building positive relationships, managing conflict, influence & persuasion, networking

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