

SKILLS TO SUCCEED ACADEMY

Interactive, online employability
training program.

ACTIVITY PACK

**You and Your
Career 2**

Career Pursuit

A large, solid purple shape in the bottom-left corner of the page, curving upwards and to the right.

CAREER PURSUIT

This pack contains five activities to help you apply what you have learned in the 'Career Pursuit' module.

In Activity 1 you will be provided with hints and tips for thinking about careers.

In Activity 2 you will look at who can help you with career advice or information.

In Activity 3 you will focus on defining what you are looking for.

In Activity 4 you will be provided with hints and tips for locating information.

In Activity 5 you will learn how to organize your research using a template provided for you.

You will need to use the information from the activities marked with an asterisk () in this activity pack, for activities in You and Your Career - Module 6, 'Get Some Experience'.



REMEMBER THE KEY LEARNING POINTS FROM THIS MODULE:

1. Know Yourself - to choose a career that is right for you, first you need to get to know yourself.
2. Know What's Out There - there are lots of different careers, so take time to find out what is out there.
3. Know Your Next Steps – it's important to think about your next steps and the actions you need to take to help you plan your career.
4. Advice and Research - getting advice from successful professionals and doing research is an important part of your career search.
5. The DLO (Define, Locate, Organize) method is a great way for you to conduct your research.

It is also important to note that:

- There's a scenario in this module that is not applicable to the Philippine context. Please see below:

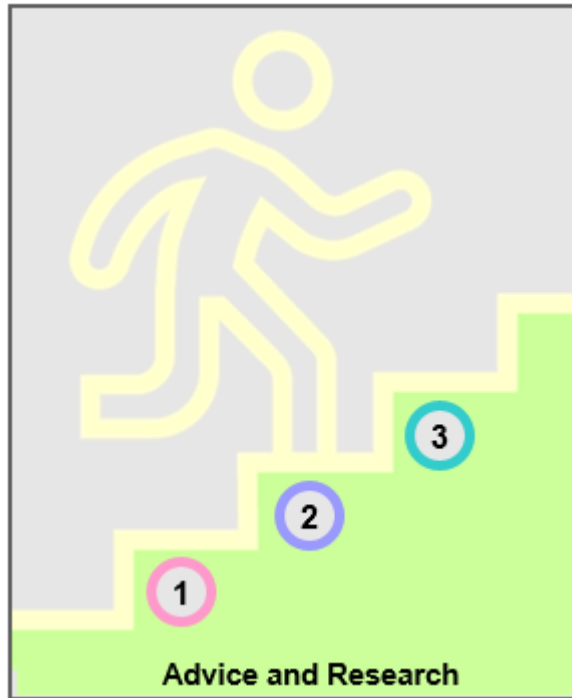
Scenario	Applicability to local context
<p>In slide 7 of the online module, Jackie, an advisor mentioned that:</p> <p>“Advisors can be found in different places, such as your local job aid or career center. If you can’t speak to an advisor in person, you might be able to call an advisor or chat with an advisor online.”</p>	<p>Services offered by professional career advisors are rarely available locally. Instead use the online, self-help resources for job seeking needs like JobStreet, jobsDB, Philjobnet.</p>



ACTIVITY 1: ‘KNOWING’ HOW TO THINK ABOUT CAREERS

In the ‘Career Pursuit’ module you looked at how you can get started on finding a career you will enjoy.

As a reminder, here is a picture that shows you the key things you need to think about.



KNOW YOURSELF

It is important to know more about yourself before thinking about the type of career you would like. For example, it is good to know:

- What you enjoy doing (your interests).
- What you are good at doing (your strengths).
- How your interests and strengths match with your career goals.

In Modules 3 (Why Do You Want To Be A...) and 4 (What Makes You Tick) of this course, you will get the chance to find out more about these things.

KNOW WHAT'S OUT THERE

It is important to have an idea of what types of careers and jobs are available, both today and in the future. In module 5 (Find Your Future) of this course, you'll get the chance to explore this further.

KNOW YOUR NEXT STEPS

As you learn what is out there and learn more about yourself, you will need to make an action plan and execute the plan by getting some experience in a career that you are interested in.

In Module 6 (Get Some Experience) of this course, you will get the chance to consider your next steps further and create an action plan.

ADVICE AND RESEARCH

Getting good advice and research will help you with each of the three areas above. In this Activity Pack, there are some hints and tips on how to conduct your research and places to go to for advice.

Look at the list of actions on the next page. Decide which category relates to each action by placing a check in the appropriate box:

- Know yourself
- Know what's out there
- Know your next steps
- Advice and Research

ACTION	KNOW YOURSELF	KNOW WHAT'S OUT THERE	KNOW YOUR NEXT STEPS	ADVICE & RESEARCH
Make a list of your strengths				
Make an action plan				
Read about different careers on career websites				
Find out what qualifications you need for a career you are interested in				
Talk to a career advisor about different careers				
Make a list of your interests				
Get some experience in a career you are interested in				
Understand the job market where you live				



ACTIVITY 2: WHO CAN HELP YOU?

When you are starting to look at careers, an important thing to remember is that you are not alone. There are plenty of people and places you can go to for advice or information.

The people and places you go to might differ depending on how far you are in your career search. Early on, you may find that talking to career advisors or teachers is useful to get a general idea of the types of careers out there. Career websites are also useful places to look. You may also find it useful to talk to people who work in the careers you are interested in.

Don't forget to ask family and friends if they know of anyone in their network, and look at company and industry websites for a career you are interested in

USEFUL CAREERS WEBSITES:

Below are some examples of career websites. Try these websites to help you find more information on different careers.

- [JobStreet](#)
- [jobsDB](#)
- [Philjobnet](#)

TOP TIPS FOR FINDING OUT WHAT'S OUT THERE:

Finding out about different careers

- Seek professional advisors through local career fairs
- Search for local career fairs and events
- Use career websites such as LinkedIn and Glassdoor
- Search through your professional network to ask how others enjoy their career and job

Finding out about specific careers

- Talk to friends and family in your network about their careers and jobs, and how they got there (i.e., their career path)
- Use online professional networks to meet new people and learn more about other careers
- Research companies that interest you and find an email address to start an introduction to the company

Think about your own career search and use the template below to think about the people you can talk to and questions you would like answered.

WHO CAN HELP YOU?		
PEOPLE / PLACES	CONTACT DETAILS	WHAT I WANT TO FIND OUT
Advisor		
Local organizations that can give me career advice		
Career websites (LinkedIn, Indeed, Monster, etc.)		
Professionals at career fairs		
Family		
Friends		

CAREERS RESEARCH

An important part of figuring out what career is best for you is to do plenty of research. The next three activities will give you a few hints and tips on doing this research.

In the ‘Career Pursuit’ module you learned about a useful research method to help you research careers. There were 3 key stages:

1. **Define** what you’re looking for.
2. **Locate** the information.
3. **Organize** the information so you can use it easily.

Research is important because it allows you to gather information about jobs and careers – and test your pre-existing knowledge and assumptions about those jobs and careers against your research. You can do research online or by speaking to professionals.

In these activities, you will consider the different stages of research and have a chance to practice some research for yourself.



ACTIVITY 3: DEFINE WHAT YOU ARE LOOKING FOR

DEFINE WHAT YOU ARE LOOKING FOR

To start your research, you need to know the questions you want answered.

In the 'Career Pursuit' module you saw an example of a tool that can help you start to figure out what you are looking for within your research.

When using a tool like a mind map, you usually start with a main theme placed in the middle and then add more details around it. You can do it on a piece of paper yourself or use an online tool. Below are three examples of free online tools that can help you.

EXAMPLE TOOLS:

- [Bubbl-Free Mind Map](#)
- [Mindomo Mind Map](#)
- [Mind Meister Map](#) - there are both free and paid features. You can use the free features to create up to 3 free mind maps.

Here is the mind map example from the module:

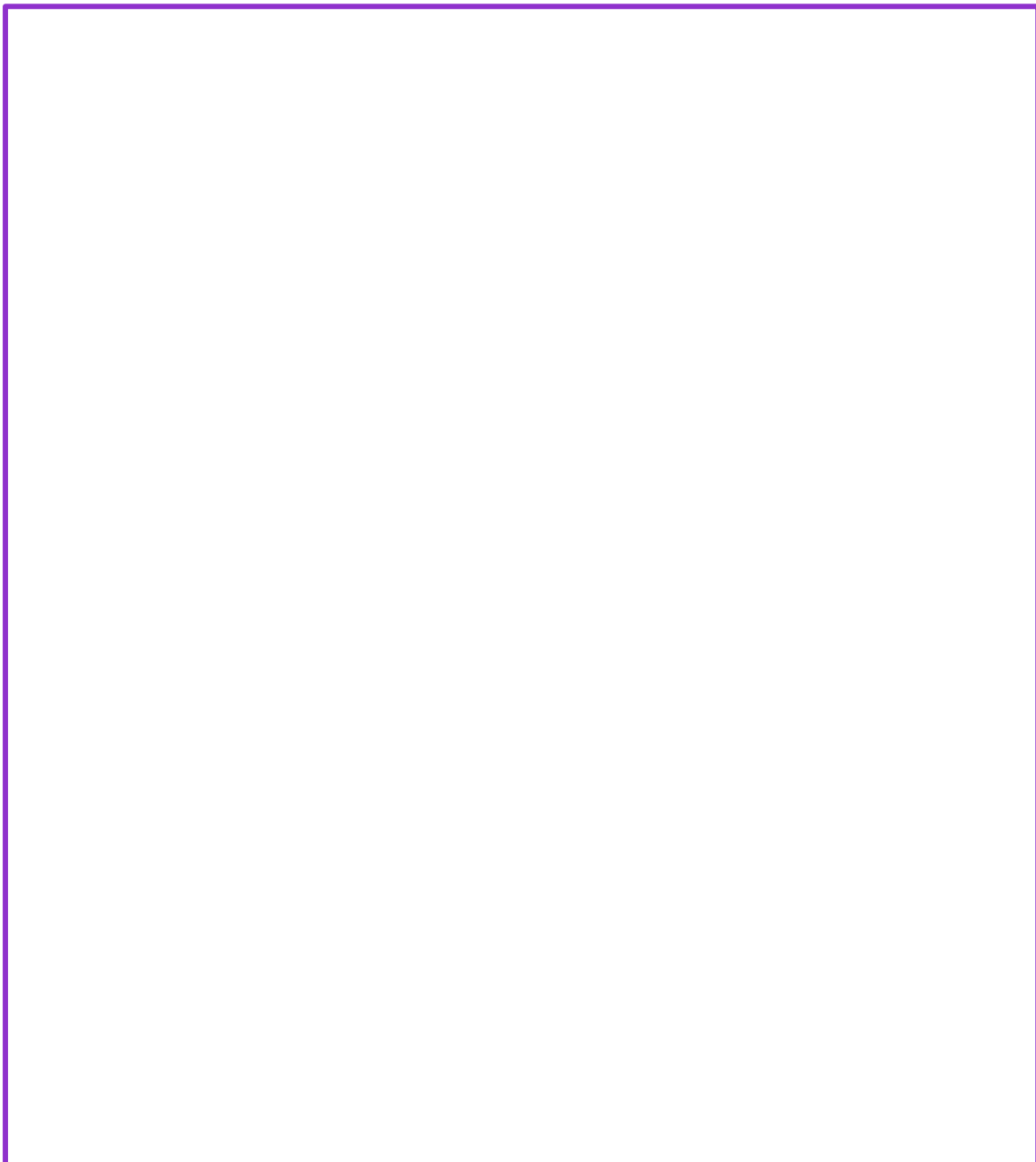


Now it's your turn!

In the space below, create your own example to help you start with your career planning. Print out a copy of this page or use a blank piece of paper to draw your example.

If you have a career in mind, then try creating a mind map focused on things you need to do to find out more about that career.

If you're still trying to decide what career interests you, why not create one which focuses on the things you can do to find out more about different careers?





ACTIVITY 4: LOCATE THE INFORMATION

LOCATE WHERE YOU CAN FIND THE INFORMATION

Once you have defined what you want to research, the next step is trying to find the information! This set of tips for searching on the Internet and the practice scenario that follows will help you improve the way you do your research.

TOP TIPS

SEARCH ENGINES

Search Engines are websites that help you find the information that you're looking for on the Internet. However, keep in mind these are search engines, not "research" engines. Remember to use reliable sources to form opinions and use real experience from your network to make a thorough decision.

SEARCHES WITHIN A WEBSITE

SEARCH ENGINE EXAMPLES:

- [Google](#)
- [Yahoo](#)
- [LinkedIn](#)

Most websites allow you to search within their site in a search bar. Once you have found a good website, you can use the search bar on the website to locate more information on the company and your career interest. The search bar is usually denoted by a magnifying glass icon and can help speed up your research.

LOOKING OFFLINE AND TALKING TO PEOPLE

If you talk to professionals in your network, remember to take each perspective and form your own decisions. Talking to the right people can really make a difference in your career pursuits. Remember to keep expanding your network and look for ways to connect with others to gain knowledge and information.

RELIABLE INFORMATION

It is important to make sure that the information you do find is reliable and comes from a trustworthy source.

TRY IT YOURSELF

Pick a career that you are interested in, and imagine you are trying to find out more about that career.

Complete the tasks below using the tips that you have just read and check the boxes as you go.

- Use a search engine to find a website which will give you information on different careers or a specific career.
- Use the website to find out:
 - Qualifications required for the career.
 - Types of jobs you could do in this field.
 - Typical job descriptions.
 - Average starting salaries.
 - Person specification (what type of person would like and be good at this job).
- Create a folder on your computer called 'Career Research.'
- Save the links to the websites you have used, and the information you have found in a document on your computer so you can easily access your organized information.
- Save the document in your new 'Careers Research' Folder.

See below for tips on saving documents if you need some help.

If you can't save your document on the computer (e.g., because you are on a public computer), print out a copy instead.

To make sure you store your research somewhere you can find it again:

- Set up a folder for just one topic (e.g., 'Career Research'). You can even have sub-folders for each type of career you research.
- If you are working on a public computer (e.g., at school or at the job center), then you may not be able to access documents you save on that computer again. Instead save a copy on the desktop and then e-mail it to yourself. Remember to delete the copy you saved on the desktop once you have e-mailed it to yourself.
- If you can't e-mail or save your document, print a copy of it and file it at home in a special 'Careers Research' folder.



ACTIVITY 5: ORGANIZE THE INFORMATION

ORGANIZE THE INFORMATION SO YOU CAN USE IT EASILY

As you have learned, it is very important to do some careful research when considering a career.

It is equally important that you organize this information so that it is easy for you to find and reference. There is a lot of information out there and you don't want to drown in a sea of information!

This activity contains a template that will help you research and organize your thoughts.

Use a separate template for each career you are interested in.

Look at the questions in the template below and write down your answers as you do your research

QUESTION	ANSWER
Career you have identified	
RELEVANT TRAINING/SKILLS/QUALIFICATIONS:	
Mandatory/Prerequisite (must have this training/skill/qualification for this career)	
Nice to have that will make me stand out (extra training/skills/qualifications)	
COMPANIES WITHIN THE INDUSTRY:	
Key Players	
Local Companies	

QUESTION	ANSWER
MOVEMENTS AND MAJOR CHANGES:	
Historical	
Industry	
News stories and current affairs	
FURTHER INFORMATION:	
Useful Websites	
Useful contacts	

In Module 5 of this course (Find Your Future), you'll have another chance to practice doing some research into careers.

For now, use the information that you have gathered in this activity pack to help you plan and get started in searching for a career.



REMEMBER

These Activity Packs are yours to keep. Make sure you review them regularly and keep them updated.

You can also discuss them with advisors, friends, family and anyone else you trust to give you valuable feedback.

For any questions or concerns on the context, please email us at contact.ph@s2sacademy.ph

