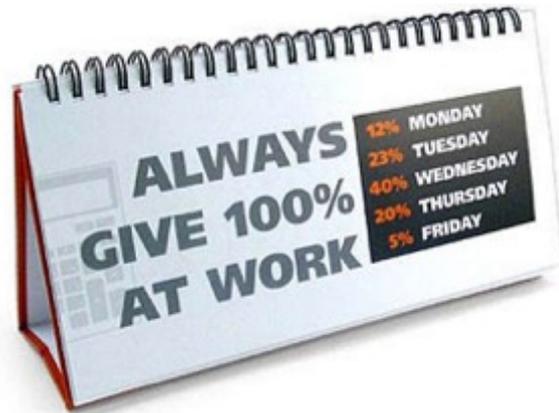


# Supplement: Introduction to Work



# 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

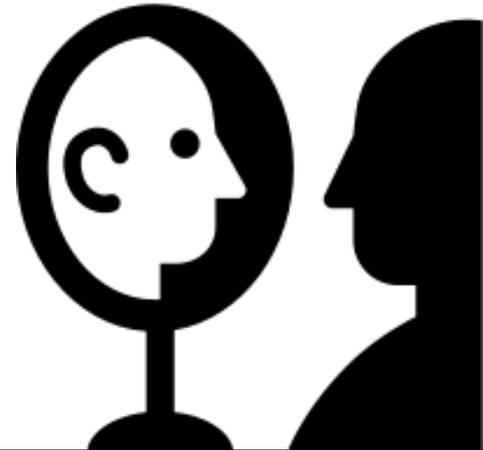
**DISCOVERY** can help to customize your job search for by cultivating the mindset of knowing what **YOU!** want and need to be successful in a workplace



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

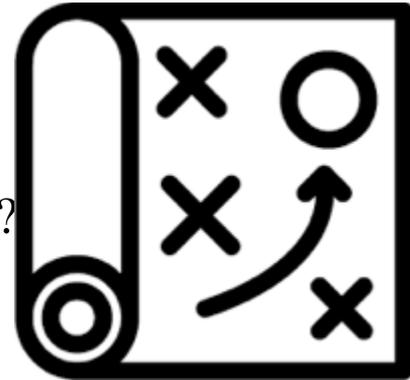
We will also learn how to represent ourselves as someone who will positively contribute to a workplace



# 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

- Session Review
- Questions

## 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

- Session Review
- Questions

**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

- Session Review
- Questions

**THANK YOU!**  
**SEE YOU NEXT WEEK!**

# 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



**Social**  
The "Helpers"

## 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

- Session Review
- Questions

**THANK YOU!**  
**SEE YOU NEXT WEEK!**

## 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

# Debrief

- Session Review
- Questions