

Prepare a Career Plan



● Explore Careers Unit

Lesson 1A1: Discover Careers that Match Your Interests



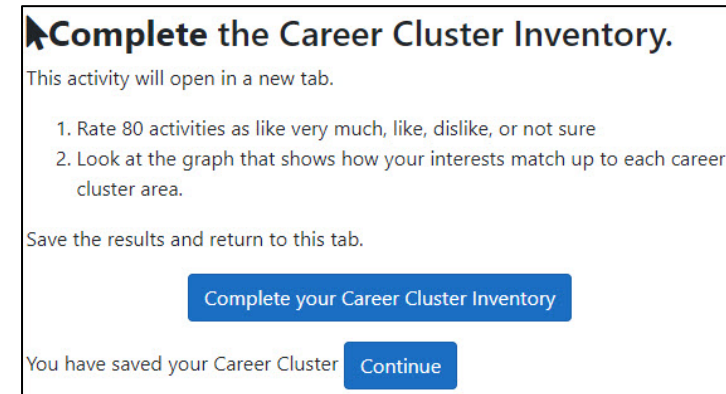
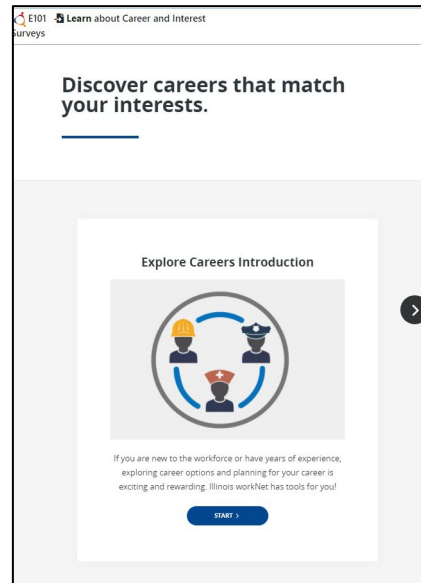
Activity Steps:

Career and Interest Surveys help find a starting point for exploring careers.

1. **Learn** about Career and Interest Surveys.
2. **Complete** the Career Cluster Inventory:
 - a. Rate 80 activities as like very much, like, dislike, or not sure
 - b. Look at the graph to see how your interests match to each career cluster area
 - c. Save your Career Cluster results to complete the activity response



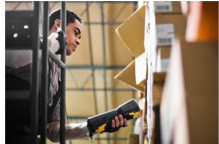
More Resources:

What You Should Know When Selecting Your Career Path



i Career Cluster Inventory is located on the partner site. Once Career Cluster Inventory is complete, save results. Return to Activity Steps and check the completed activity's box. Continue to next activity.

Users are linked to surveys to identify career interests.

Career Cluster Inventory	Interest Profiler	Work Importance Locator
		
Rate 80 activities as like very much, like, dislike, or not sure. Results: Provides a graph indicating how your interests match up to each career cluster area.	There are 180 activities. Choose if you like, dislike, or are unsure for each activity. Results: Organizes interests into 6 categories of work with a score between 0 and 30.	Group 20 statements based on how important the work aspect is to you. Results: Provides scores for 6 work values and occupations for each work value.
Duration: ⌚ 5-25 minutes	Duration: ⌚ 10-20 minutes	Duration: ⌚ 5-15 minutes

● Explore Careers Unit

Lesson 1A2: Explore Jobs, Required Skills/Credentials, and Wage Information



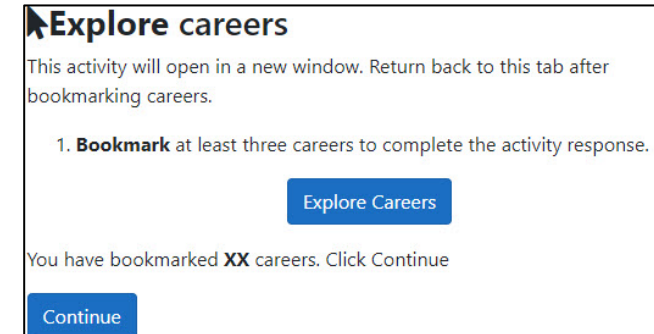
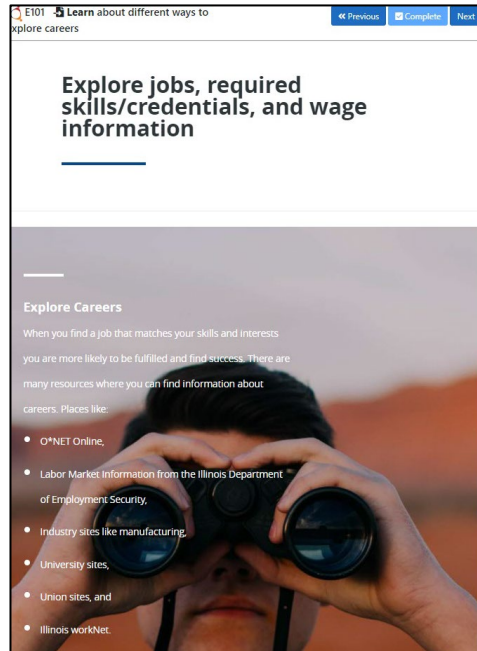
Activity Steps:

Explore career pathways that match your interests.

1. **Learn** different ways to explore careers.
2. **Explore** careers.

Think about:

- Are there expected job openings or growth?
- How much job prep (experience, training, education) is needed?
- What are the working conditions?
- What are the wages?
- What are some similar jobs?




Users are linked to explore careers they can bookmark.



More Resources:

What You Should Know When Selecting Your Career Path



To **BOOKMARK** any item in E101 activities or on Illinois workNet, look for the  Bookmark icon in the upper right corner. Click the icon to save; locate all bookmarked items in the Bookmark section in "My Dashboard".

• Explore Careers Unit

Lesson 1A3: Rank Your Career Options



Activity Steps:

1. **Learn** about the following when ranking your career options:
 - a. Do you have a passion for the work?
 - b. Does this fit in with your current or desired lifestyle (e.g., family, location, hours, etc.)?
 - c. Does the job get you on a path towards your dream job?
 - d. Does it fit with your personality or work style (e.g., hands-on, technical, artistic, outgoing, quiet, organized, planning, etc.)?
 - e. Are you willing to put in the job prep effort (experience, training, and education)?
2. **Rank** your bookmarked careers to show your top three choices.

More Resources:

[How to Tackle a Career Change Head-On](#)



E101 Learn about the following when ranking your career options

Rank your career options

Time to Rank your Choices

In the previous section, we asked you to select jobs in an industry that match your skills and interests. Now we want you to rank your choices based upon a few more things. Click the arrows to review these items.

Time to Rank your Choices

In the previous section, we asked you to select jobs in an industry that match your skills and interests. Now we want you to rank those choices based upon some extra items. Click start below or the arrow on the right to begin.

START



Rank your bookmarked careers to show your top three choices.

Rank your careers

MARKETING Marketing Managers
More Details - Demand Occupation: Yes - Emerging
Occupation: No
Quick Facts: Marketing Managers

Wages	Earn \$121,232 per year
Employment	Large occupation
10 Year Growth	Average growth
Annual Openings	High

BUSINESS MANAGEMENT & ADMINISTRATION Employment Managers
More Details - Demand Occupation: Yes - Emerging
Occupation: No
Quick Facts: Human Resources Managers

Wages	Earn \$108,037 - \$120,951 per year
Employment	Large occupation
10 Year Growth	Average growth
Annual Openings	High

MARKETING Account Executives
More Details - Demand Occupation: Yes - Emerging
Occupation: No
Quick Facts: Advertising Managers



i Rank your bookmarked careers in the Compare Careers section of Dashboard Menu. Click the up-or-down arrow to move the career choice or drag and drop up-or-down to rank choices. Click the three dots in a circle to remove the choice. When finished, check the box in "Mark Complete".

• Explore Careers Unit

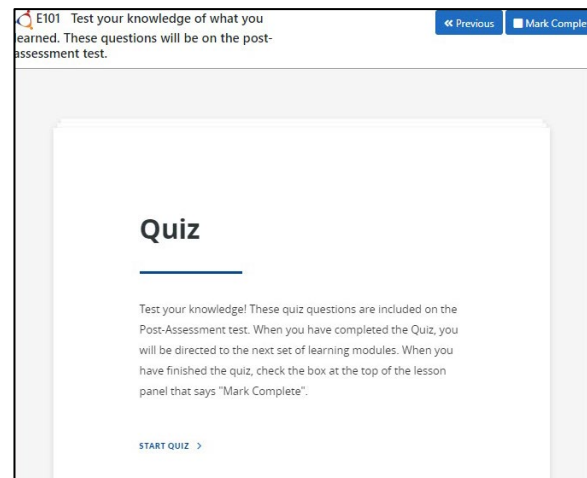
Lesson 1A4: Quiz



Activity Step:

Test your knowledge of what you learned.
Questions will be on the Post-Assessment test.

 **Complete**



After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” once quiz is finished.

Duration – 5 Minutes

●● Explore Training Unit

Lesson 1B1: Explore Training Programs by Learning to Compare Pros and Cons



Learn



Complete

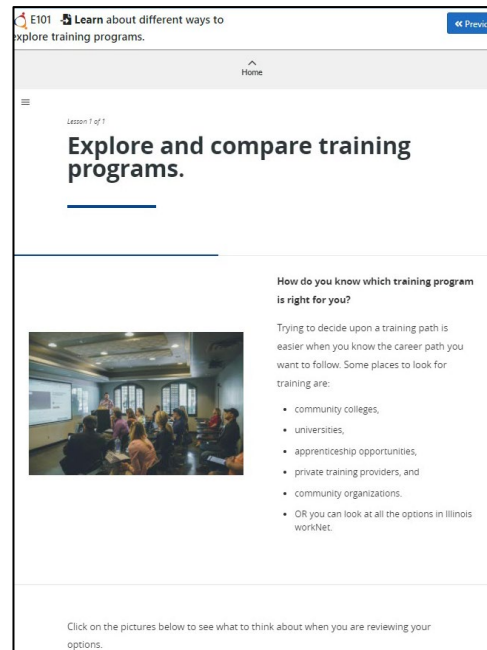
Activity Steps:

1. **Learn** different ways to explore training programs.
2. **Search** Training Programs and bookmark at least three.
Think about:
 - a. How long is the training program?
 - b. What is the cost?
 - c. How is the program offered (online/in person/combo)?
 - d. Where is it located?
 - e. After completing, do I earn a credential recognized by the industry?

Duration – 15-60 Minutes

More Resources:

- [Decision Making Process When Selecting a Training Program](#)
- [Credentials](#)



i Bookmark items in E101 or on Illinois workNet. Look for the Bookmark symbol in the upper-right corner. Click the symbol to save an item to the correct Bookmark section in "My Dashboard."



AAS/Interactive & Social Media Marketing

Overview

Approved By LWIA: 14
Last Re-Certification Date: 4/25/2019

Program Description

For more information on what is included in Performance Measures, please [refer to the WIOA Policy here](#).

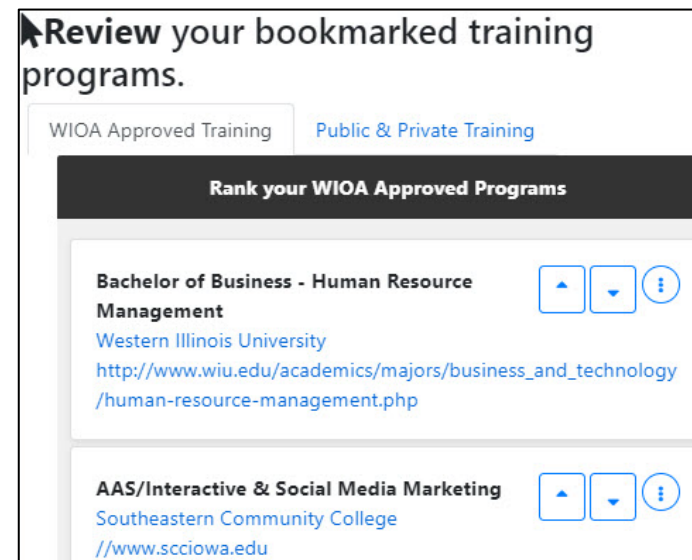
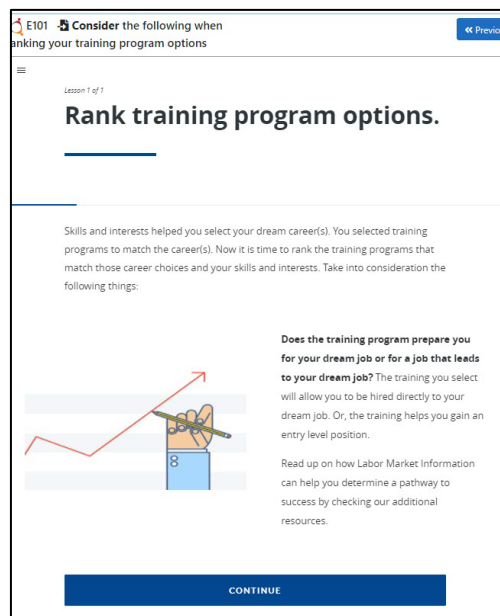
●● Explore Training Unit

Lesson 1B2: Rank Training Program Options



Activity Steps:

1. **Consider** the following when ranking training program options:
 - a. Does this program prepare you for your dream job or for a job that leads into your dream job?
 - b. Does this program offer course options that fit with your current situation (e.g., family, location, hours, transportation)?
 - c. Does it fit with your learning style (e.g., hands-on, technical, artistic, etc.)?
 - d. Are you willing to dedicate the required time to successfully complete the program?
 - e. Do you need additional education or training to meet the minimum program requirements?
2. **Review** bookmarked training programs.
 - a. Rank bookmarked training programs to show your top three choices.



Rank bookmarked training programs in the Compare Training section of Dashboard Menu. Click an up-or-down arrow to move the career choice or drag and drop your choices up-or-down to rank them. Click the three dots in a circle to remove the choice.

More Resources:

- [Decision Making Process When Selecting a Training Program](#)
- [How Can LMI Help You?](#)

Duration – 10-20 Minutes

●● Explore Training Unit

Lesson 1B3: Research How to Pay for Training. Analyze Options



Learn

Activity Steps:

1. **Learn** ways to pay for training and the financial aid process for college.
2. **Complete** the activity response by updating Career Plan dates for "Make a plan to pay for training and to support yourself while you are in training."

Duration – 5-15 Minutes

More Resources:

- [Ways to Pay for School](#)
- [5 Tips When Applying For Financial Aid](#)
- [7 Phases of College Financial Aid Award Packaging](#)

Complete

Complete the activity response

Update your career plan dates for "Make a plan to pay for training and to support yourself while you are in training."

Update career plan dates in Illinois workNet Career Plan.

Open Illinois workNet Career Plan

<< Click



Update the step for your Career Plan by:

- Add a date you want to begin.
- Add a date you plan to finish.
- Enter the number of hours you plan to work on your step.
- Enter any additional notes.
- Update Status to Started/Open when you add a date.
- Click the **Update** button to return to the learning module.

● ● Explore Training Unit

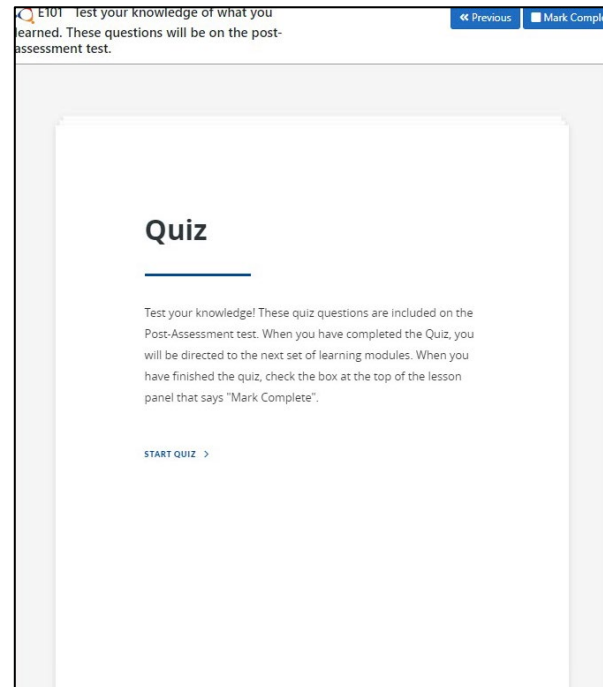
Lesson 1B4: Quiz



 **Complete**

Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.



Questions on the quiz will be on the Post-Assessment. After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” when you finish the quiz.

Duration – 5-10 Minutes

●●● Get Qualified Unit

Lesson 1C1: Decide What is Needed to Reach the Job Prep Level Required for Job Goal

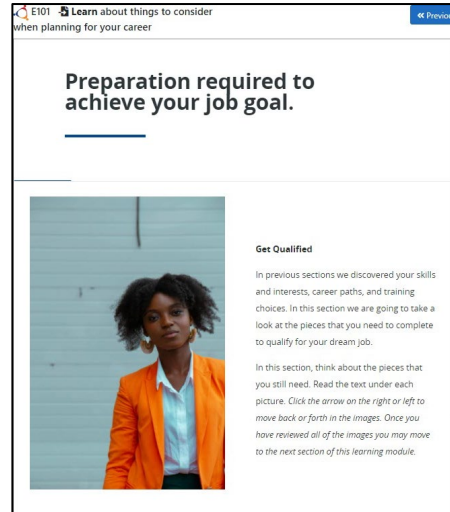


Learn

Activity Steps:

1. **Learn** things to consider when planning for your career.
2. **Review:** What do you still need?
 - a. Experience
 - b. Education
 - c. Training
 - d. Credentials
3. **Review:** What situations do you need to plan around?
 - a. Family
 - b. Transportation
 - c. Work
 - d. Other Situations
4. **Complete** the activity response. Update Career Plan dates for "Find places where staff can help you reach your goals".

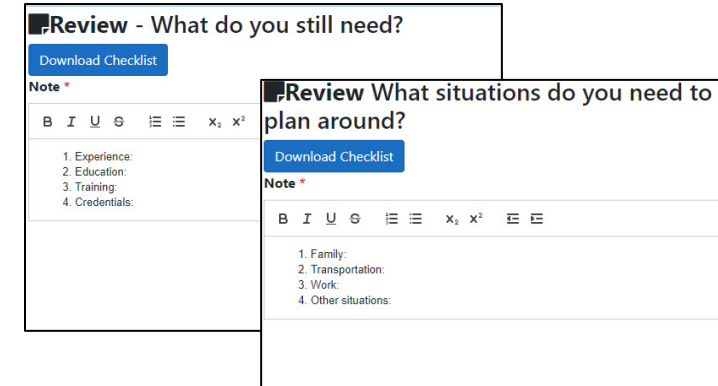
Duration – 5-25 Minutes



More Resources:

- [Job Skills Guide](#)
- [Why Academic Skills Matter](#)
- [Why Computer Skills Matter](#)
- [4 Steps for Getting Started with the Illinois workNet Self-Assessment Tool](#)
- [Overcoming obstacles](#)
- [Job Search Plan \(PDF\)](#)

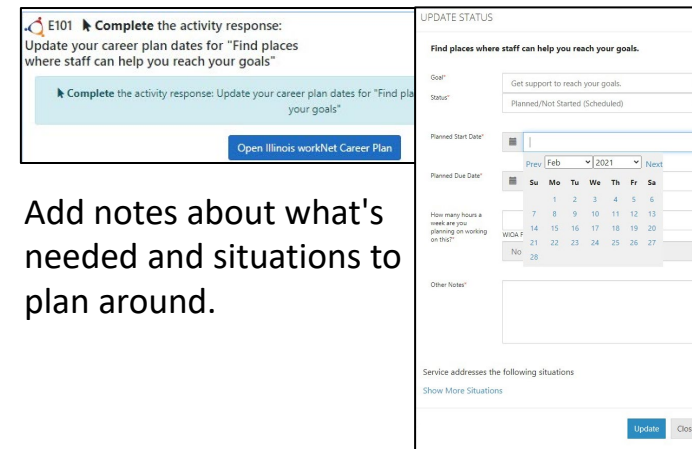
Review



Fill in the Notes for your plan.

Notes save as you type.

Complete



Add notes about what's needed and situations to plan around.

- Update the step for your Career Plan by:
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **Update** button to return to the learning module.

●●● Get Qualified Unit

Lesson 1C2: Identify Employability Skills Required for All Careers



Learn

Review

Activity Steps:

1. **Learn** the employability skills that employers require.
2. **Recognize** skills that often transfer from one job to another (Examples: keyboarding, taking blood pressure, changing the oil in a car, or knowledge of Microsoft Office suite).
3. **Complete** the activity response by rating employability skill level.

Duration – 15-45 Minutes

More Resources:

- [Attention: Soft Skills Required](#)
- [Why Computer Skills Matter](#)
- [Stackable credentials](#)
- [Job Search Plan \(PDF\)](#)

Complete

i Complete the Essential Employability Skills Self-Evaluation by reading each item and selecting one of the four options. Read the definition of each option by clicking the info bubble next to the choice.

●●● Get Qualified Unit

Lesson 1C3: Identify Technical Skills



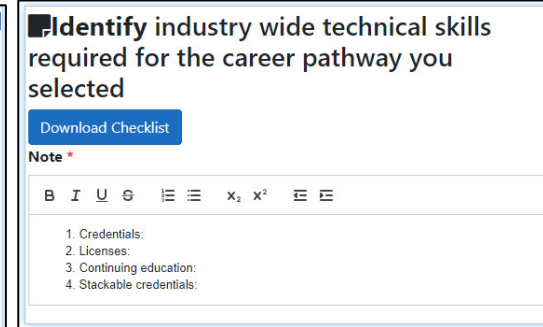
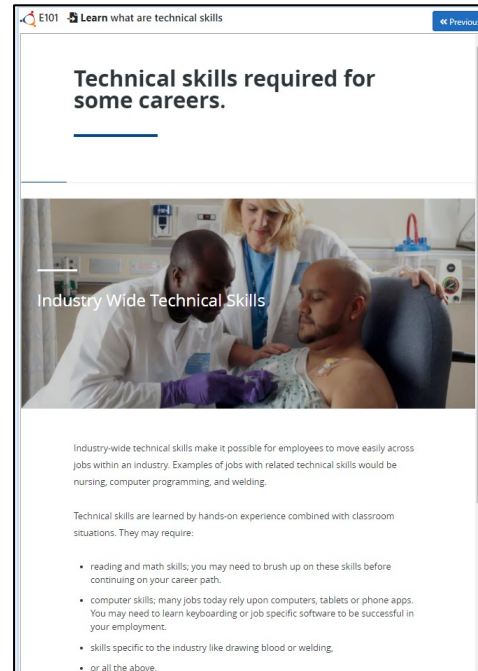
Activity Steps:

1. **Learn** what are technical skills.
2. **Identify** industry wide technical skills required for the career pathway selected:
 - a. Credentials
 - b. Licenses
 - c. Continuing Education
 - d. Stackable Credentials
3. **Complete** this activity by updating Career Plan dates for "Learn about credentials you can earn and how to get them".

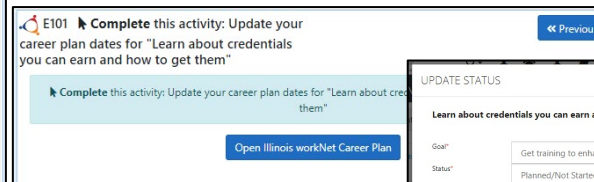
Duration – 5-30 Minutes

More Resources:

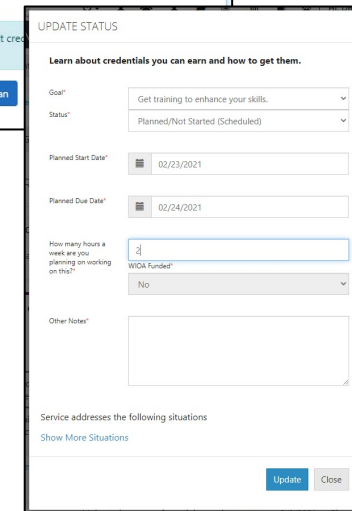
- [Why Industry-wide Technical Skills Matter](#)
- [Credentials: Have Evidence of Your Skills](#)
- [Job Search Plan \(PDF\)](#)



Fill in the notes for your plan.
The notes save as you type.



Add notes about what credential, license, certificate, or degree you might need.



- Update the step for your Career Plan by:
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **Update** button to return to the learning module.

●●● Get Qualified Unit

Lesson 1C4: Make a Plan to Reach Goals



Activity Steps:

1. **Learn** about setting your goals and create a plan:
 - a. Careers
 - b. Training
 - c. Skills Needed
2. **Complete** this task by create a goal(s) and step(s) related to career, training, and skills needed.

Duration – 10-30 Minutes

Resource:

- [How to Make SMART Goals](#)

E101 Learn about setting your goals and create a plan

Make a plan to reach your goals.

Plan your Goals!

In this section, we will review how to set goals and create a plan.

We have already:

- Established your skills and interests,
- Found potential career matches, and
- Researched education and training options.

Let's review terms related to goals before you set your goals. Click each box below to see the definition of the term on the other side.

E101 Complete this task:

Create a goal(s) and step(s) related to career, training and skills needed.

Complete this task: Create a goal(s) and step(s) related to career, training and skills needed.

Add Goal to Illinois workNet Career Plan

Change Career Plan

ADD NEW GOAL

Goal Statement *

Category * ⓘ

Short/Long Term * ⓘ

Add Goal



Create a Goal by:

- Typing in something that you want to achieve.
- Select whether it applies to Career Plan, Education/Training Plan, Independent Living, Support Services, or Referral to Services.
- Select Short-Term or Long-Term.

• Get Qualified Unit

Lesson 1C5: Quiz

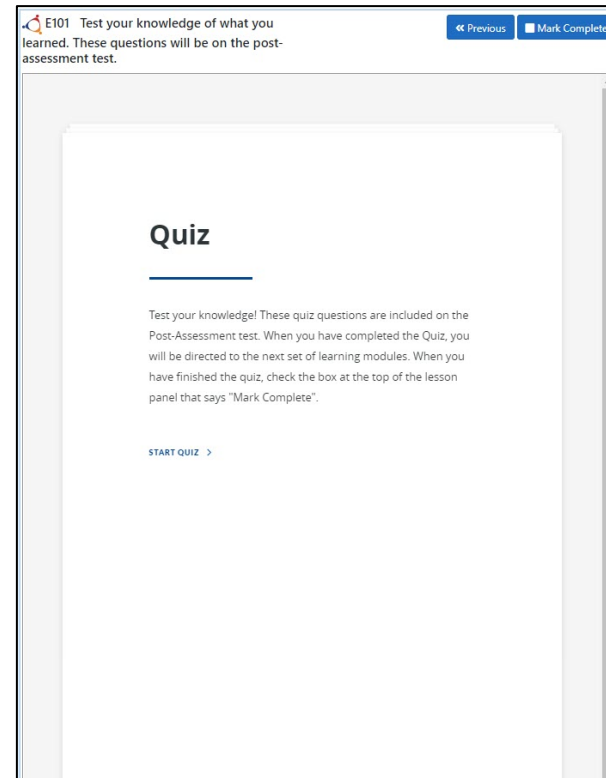


Complete

Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.

Duration – 5 Minutes



i After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” when the quiz is finished.