

PLAN SUCCESS FOR ALL

ADULT CAREER PLAN IMPLEMENTATION FRAMEWORK



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PLAN SUCCESS FOR ALL

CAREER DEVELOPMENT- A MESSAGE TO USERS

In today's economy it is tough feeling hopeful about the future, but career planning puts *you* in the driver's seat in charge of your future. The Career Plan helps you look carefully at yourself, explore what you want, and plan how to achieve it. The Career Plan will help you succeed!

Career Plan contains two versions:

- The Full Planner: 33 sequenced activities for those seeking a thoughtful and thorough career development experience.
- The Quick Planner: a reader's digest version, 12 quick sections for those seeking an easy-to-use, shorter process.



Using Career Plan








Click the **Plan** tab on the navigation bar at the top of the home page to link to the Career Plan. Regardless of the version you choose, we suggest that you begin with *Who Am I?* to learn more about yourself and careers that match you well. Next go to *Where Am I Headed?* to explore occupations and training options. Finally, go to *How Do I Get There?* to make quality plans for success.

The best way to predict the future is to *plan* it.

CAREER DEVELOPMENT- A MESSAGE TO WORKSHOP LEADERS

The purpose of career development is to inspire people to take charge of their own lives by developing skills to succeed independently. Career Plan aspires to instill hope and realism to guide client attitudes and actions regarding their futures in this very uncertain world.

Career Plan is designed to be used as a stand-alone resource for users. However, when implementing Career Plan in a workshop setting, remember these **Keys to Success**:

-  **Define your Framework**
Tie all elements of your career development program together and communicate these to participants.
-  **Build a Developmental Framework**
Work with other staff and administrators to create a program that offers appropriate activities for self-awareness, exploration, and planning.
-  **Focus on the Process**
Career development needs to be valued as a life-long process, not as a single decision. Teach the importance of self-awareness, research, prioritizing, decision-making, and employability skills.
-  **Help participants Learn to Plan today and Plan to Learn tomorrow**
Planning is a life skill. People do not innately know how to plan; you need to teach planning and commitment to lifelong learning.
-  **Help participants develop Information Seeking Skills**
In a post-information age, finding, evaluating, and using information are survival skills.
-  **Use Cooperative Learning Strategies**
Teamwork, communication skills, flexibility, and respect for diversity are also crucial 21st Century workplace skills.
-  **Help participants prepare for Change**
Change provides opportunities if you embrace it.

The following pages provide structures for implementing these concepts with groups or individuals using Career Plan.

CAREER PLAN INTRODUCTION FOR STAFF

Career Plan has three goals:

- To teach the planning skills needed to manage career and life decisions.
- To promote thoughtful and successful career planning.
- To invite and facilitate immediate career planning action.

Career development is a lifelong activity, and each person will find it valuable to spend more time in some activities than others. Using Career Plan, clients and students can do what they want, when they want, and take charge of their own future. Career Plan provides a structure and recommended order, but, ultimately, the person is the driver of his or her own future.

To understand how activities fit into the career development process, we organize career development into three steps (see the graphic to the left). Remember, this process is ongoing and cyclical; these steps likely will be repeated over time.



Pages 6 to 8 present a framework for delivering each version of Career Plan:

- **The Full Planner**, a comprehensive implementation of Career Plan's 33 activities, encompassing the broad spectrum of career development.
- **Quick Planner** contains 12 shorter components, taking less than 1/3 the time of the Full Planner. For the user with less time or patience, or users with lower reading skills.

Start with either planner and move to the other with ease. Each version organizes all activities, worksheets, and reflection prompts within the following structure: *Who Am I?*, *Where Am I Going?*, and *How Do I Get There?* Activities are listed in a logical sequence to ease individual or workshop implementation.

For each version, you will first see the National Career Development Guidelines domain and goals targeted by the activities in each section. The three domains: Personal Social Development (PS), Educational Achievement and Lifelong Learning (ED) and Career Management (CM) describe broad, nationally recognized career areas. Each domain has goals (eleven in total) that define career development competency.

FULL PLANNER IMPLEMENTATION FRAMEWORK

The National Career Development Guidelines provide a common framework for delivering comprehensive career services. The following table displays these national guidelines alongside the contents of Career Plan with a suggested order for using Career Plan activities (indicated by numbers).

National Career Development Guideline Domains and Goals	Career Plan Sections	Suggested Career Plan Activity Order
<p>GOAL PS1 Develop understanding of self to build and maintain a positive self-concept.</p> <p>GOAL PS2 Develop positive interpersonal skills including respect for diversity.</p> <p>GOAL PS3 Integrate growth and change into your career development.</p> <p>GOAL PS4 Balance personal, leisure, community, learner, family and work roles.</p>	<p><i>Who Am I?</i></p>	<ol style="list-style-type: none"> 1. Interest Profiler 2. SKILLS 3. Work Importance Locator 4. Reality Check 5. Career Anchors
<p>GOAL ED1 Attain educational achievement and performance levels needed to reach your personal and career goals.</p> <p>GOAL ED2 Participate in ongoing, lifelong learning experiences.</p> <p>GOAL CM3 Use accurate, current and unbiased career information during career planning and management.</p> <p>GOAL CM4 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment.</p>	<p><i>Where Am I Headed?</i></p>	<p>Explore Occupations</p> <ol style="list-style-type: none"> 6. Want to Explore Occupations? 7. Want to Evaluate Your Options? 8. Is Self-employment for Me? 9. Considering the Military? <p>Explore Education & Training</p> <ol style="list-style-type: none"> 10. Thinking about Becoming a Participant? 11. Want to Explore Education Programs & Schools? 12. Want to Compare Schools? 13. Want to Weigh Your Education Options? 14. Want to Succeed in School?

		<p>Networking & Job Search</p> <p>15. Where Do I Begin?</p> <p>16. Want to Learn More about Employers?</p> <p>17. How Do I Contact Employers?</p> <p>18. Do You Need Help Staying Positive?</p> <p>19. Who Can Help Me?</p> <p>20. Want to Make a Resume?</p> <p>21. Want to Write a Cover Letter?</p>
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<p>GOAL CM1 Create and manage a career plan that meets your career goals.</p> <p>GOAL CM2 Use a process of decision-making as one component of career development.</p> <p>GOAL CM5 Integrate changing employment trends, societal needs and economic conditions into your career plans.</p>	<p><i>How Do I Get There?</i></p>	<p>Set Goals</p> <p>22. Ready to Set Goals?</p> <p>23. Facing Obstacles?</p>
		<p>Make Plans</p> <p>24. Want to Make Career Plans and Identify Your Supports?</p> <p>25. Want to Make Education & Training Plans?</p> <p>26. Need Help Managing School Paperwork?</p> <p>27. Want to Complete a School Planning Checklist?</p> <p>28. Want to Plan Some Unpaid Work Experience?</p> <p>29. Want to Make Job Search Plans?</p>
		<p>Manage Finances</p> <p>30. Want to Assess Your Finances?</p> <p>31. Want to Calculate School Costs?</p> <p>32. Want to Make Financial Management Plans for School?</p> <p>33. Is Education Worth the Cost?</p>

QUICK PLANNER IMPLEMENTATION FRAMEWORK

The National Career Development Guidelines provide a common framework for delivering comprehensive career services. The following table displays these national guidelines alongside the contents of Career Plan Quick Planner with a suggested order for using the Career Plan activities (indicated by numbers).

National Career Development Guideline Domains and Goals	Career Plan Sections	Suggested Career Plan Activity Order
<p>GOAL PS1 Develop understanding of self to build and maintain a positive self-concept.</p> <p>GOAL PS4 Balance personal, leisure, community, learner, family and work roles.</p>	<p><i>Who Am I?</i></p>	<p>1. Interest Profiler</p> <p>2. Reality Check</p>
<p>GOAL ED1 Attain educational achievement and performance levels needed to reach your personal and career goals.</p> <p>GOAL CM3 Use accurate, current and unbiased career information during career planning and management.</p> <p>GOAL CM4 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment.</p>	<p><i>Where Am I Headed?</i></p>	<p>Explore Occupations</p> <p>3. Compare Occupations Worksheet</p> <p>Explore Education & Training</p> <p>4. Explore Education Options Worksheet</p> <p>Networking & Job Search</p> <p>5. Make a Resume</p> <p>6. Networking</p> <p>7. Job Search</p> <p>8. Want to Make a Resume?</p> <p>9. Want to Write a Cover Letter?</p>
<p>GOAL CM1 Create and manage a career plan that meets your career goals.</p> <p>GOAL CM2 Use a process of decision-making as one component of career development.</p>	<p><i>How Do I Get There?</i></p>	<p>Set Goals</p> <p>10. Set Goals</p> <p>Make Plans</p> <p>11. Make Plans & Identify Supports</p>

GOAL CM5 Integrate changing employment trends, societal needs and economic conditions into career plans.		Manage Finances 12. Manage Finances
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CAREER PLAN REFLECTION ELEMENTS WITH EXAMPLES

As participants complete the activities, regardless of version, they build career plans by answering these reflective prompts. Suggested short answers for these prompts are provided as samples for users.

From Who Am I?

What did you learn about yourself from the career assessments you used. *I'm social and artistic*

What occupations interest you now? *Graphic Designer, Teacher's Aide*

From Where Am I Headed?

What are the preparation requirements for occupations that interest you? *Community college or vocational school-2 years*

What programs of study and schools that interest you now? *Graphic Design, Education*

What have you learned about your education and training goals? *I need more school.*

What have you learned about yourself from the research you completed? *I like researching information.*

What have you learned about your job search and networking goals? *I need a better resume and search skills.*

From How Do I Get There?

What are your personal goals? *To be a better mom and travel later in life*

What are your academic goals? *To get an associate degree*

What are your career goals? *To find fulfillment in work*

What are your long-range goals? *Move to Arizona*

Who will encourage and support you to achieve your goals and plans? *Kids, friend Mary*

What have you learned about yourself from the financial research you completed? *I spend too much money I don't have.*

What are your financial goals? *Balance my budget for one year*

What are your financial plans now? *Organize the cash I need for school.*