

G-W Goodheart-Willcox Publisher

Succeeding in Life and Career

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Tenth Edition



Presentations for PowerPoint

Succeeding in Life and Career

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G-W
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Chapter 1

Exploring Careers

Section 1-1

Planning Your Future

Objectives

- Describe how personality affects career planning.
- Relate self-esteem to a positive self-concept.
- Contrast needs and wants.

continued

Objectives

- Summarize how values and standards shape career plans.
- Identify ways to prepare for change.
- Explain potential and how to achieve it.

Knowing Yourself



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- A fulfilling life, including a satisfying career, does not just happen—it is planned

continued

Knowing Yourself

- In what types of careers do you picture yourself?
- What are your needs, values, and standards?
- What type of personality do you have?

Personality

- **Personality** includes the way you feel, think, speak, dress, and relate to others
- People possess various personality traits; these traits develop over time
- Generally, people are drawn to careers that suit their personalities



Think Further

➤ *Do you know what personality traits you possess? How can you learn more about yourself?*



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Self-Concept and Self-Esteem

- Your view of yourself is your self-concept
- It begins to develop at an early age
- Messages from others shape your self-concept
- Your self-concept can be positive or negative

continued

Self-Concept and Self-Esteem

- Your self-esteem has to do with the worth you attach to yourself



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continued

Self-Concept and Self-Esteem

- When people possess self-esteem, they
 - take pride in themselves and their accomplishments
 - are not dependent on others for their sense of self-worth
 - use failure to their advantage

continued

Self-Concept and Self-Esteem

- Messages of disapproval, rejection, and dislike from others promote a negative self-concept
- People with a negative self-concept feel uncomfortable about themselves and fear being rejected

continued

Self-Concept and Self-Esteem

- Everyone receives some negative messages from others
- You control how you interpret and react to these messages
- You can filter out unhelpful messages
- You can learn from a negative message



Think Further



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- *How do you react when you experience disapproval? Would a person with a positive self-concept react similarly?*

Activity

Needs Versus Wants

- All people have the same basic needs
- But people have different wants
- Wants should not come ahead of needs
- Establishing values and standards will help you put needs ahead of wants

Financial Literacy

- Page 8

Your Values

- Values are the beliefs, feelings, and experiences you consider to be important and desirable
- Values become a part of your personality
- Your values guide the decisions you make every day

continued

Your Values

- Your values affect your behavior
- Values develop over time
- Values are formed by your experiences
- Values can change over time

- Unfinished Sentences
 - Groups
 - 25 values
- Family Values

Value vs. Facts

- A value is a statement of one's personal beliefs
 - Things we feel "should" "ought" "are supposed to" influence our lives
- A fact is established by observation and measurement
 - Simply state what actually are

Values vs. Facts

- Many people are active in a specific religion
- All people should be active in a specific religion

Values vs. Facts

- Many people are active in a specific religion
 - FACT
- All people should be active in a specific religion
 - VALUE

Values vs. Facts

- The most economical time to buy clothing is when the seasons change and the price is reduced
- The best time to buy clothing is when the price is discounted.

Values vs. Facts

- The most economical time to buy clothing is when the seasons change and the price is reduced
 - FACT
- The best time to buy clothing is when the price is discounted.
 - VALUE

- Story

Factors Affecting Your Values



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- Relationships with parents/other adults
- Relationships with friends and peers

continued

Factors Affecting Your Values

- Relationship with children
- Experiences
- Education
- Needs
- Morals
- Character education

Your Standards

- A person's standards are related to his or her values
- Standards develop through personal contacts and experiences
- Knowing your standards helps you better understand yourself and others

- Miracle Worker

Meeting Future Challenges

- Change is a normal—but often uncomfortable—part of life
- Change can bring exciting opportunities and experiences



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continued

Meeting Future Challenges

- To prepare for change
 - gather information
 - develop perseverance, resiliency, and other skills that can help you adjust
 - manage the change

Achieve Your Potential

- To achieve your potential
 - be realistic in your expectations of yourself
 - develop your skills
 - look for positive relationships with others
 - spend time alone
 - develop a sense of humor

Section 1-1 Review

- What is another term for positive self-concept?
 - *self-esteem*
- How can you improve your self-esteem?
 - *stop yourself from thinking over-critical thoughts, choose excellence over perfection, learn from your mistakes*

continued

Section 1-1 Review

- Make a list of values someone may have.
 - *Answers will vary.*
 - *True or false.* People from the same culture—especially those belonging to the same family—often have similar standards.
 - *true*

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Section 1-2

Career Planning

Objectives

- Explain how your interests, aptitudes, and abilities relate to your career choices.
- Identify the importance of a personal plan of study.
- Determine factors to consider in making career decisions.

Knowing Your Interests

- A **job** is one or more tasks
- An **occupation** is paid employment involving a job
- A **career** is a series of related occupations that show progression in a field of work

continued

Knowing Your Interests



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- Interests help define a person and reflect his or her values

continued

Knowing Your Interests

- Career interests (a career can involve more than one)
 - Interest in people
 - Interest in information
 - Interest in tools and objects

Knowing Your Aptitudes and Abilities

- An aptitude is a natural talent
- Your aptitudes are areas in which you
 - excel
 - develop your greatest skills
 - generally find satisfaction

continued

Knowing Your Aptitudes and Abilities

- An **ability** is a skill you learn through practice



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continued

Knowing Your Aptitudes and Abilities

- Having an aptitude for something gives you a greater chance of success
- Your natural talents can guide you to careers that give you the best chances for success

Career Decisions?

- INTERESTS
- APTITUDES
- ABILITIES

- Learning Style Survey

Learning About Careers

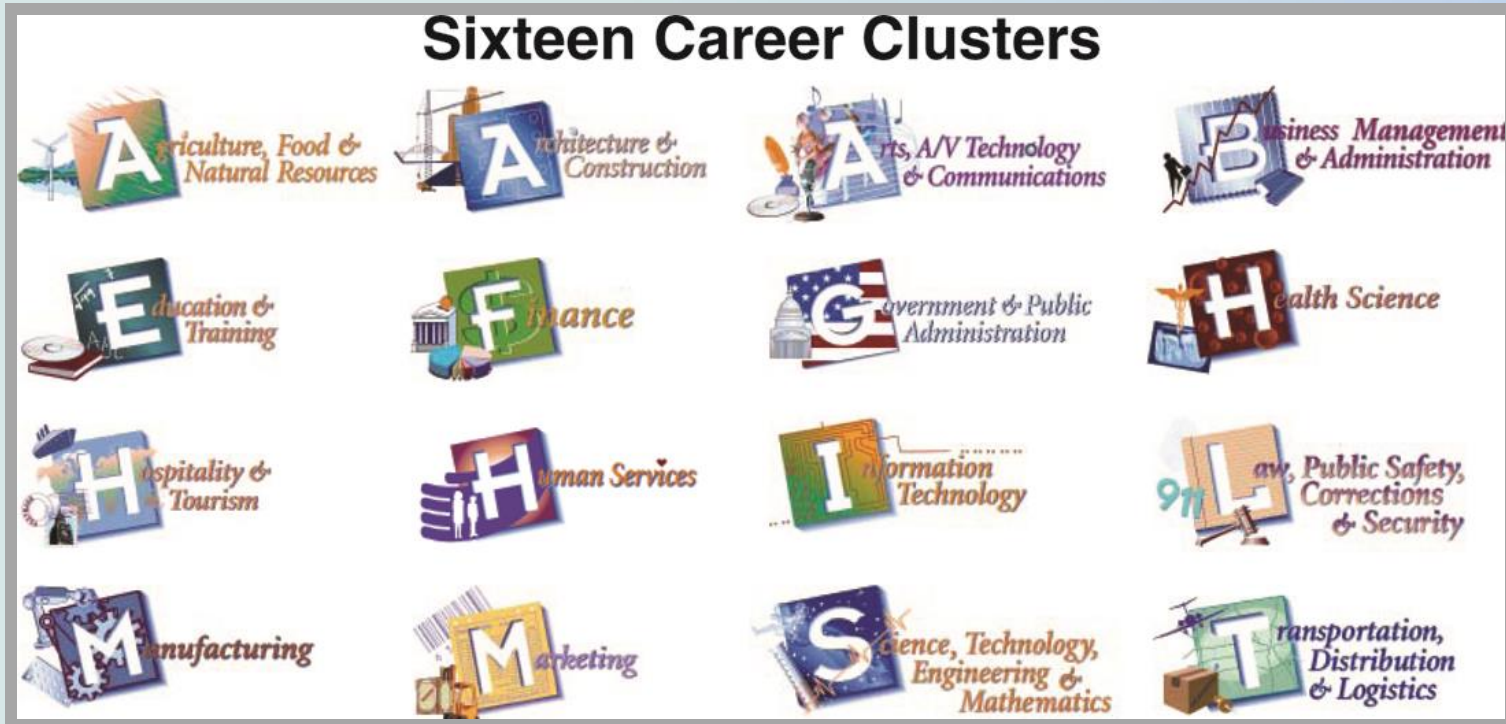
- The Career Clusters are made up of 16 groups of career specialties
- Occupations in a cluster require a set of common knowledge and skills (*essential knowledge and skills*)

continued

Learning About Careers

- Each cluster is divided into *career pathways*, which require additional or more specialized knowledge and skills
- If one or two jobs in a particular career cluster appeal to you, other jobs in that cluster probably will also

The Career Clusters



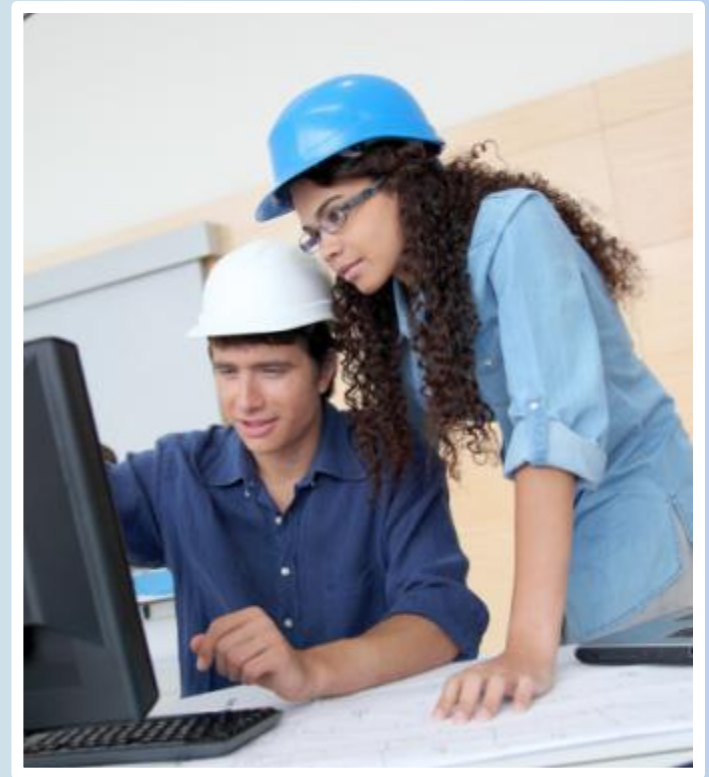
The Career Clusters icons are being used with permission of the: States' Career Clusters Initiative, 2008, www.careertech.org

Programs of Study

- A program of study is a menu that lists a sequence of courses and activities that prepare students for occupations within a certain career pathway
- A *personal plan of study* is a customized program of study

Career Information Sources

- Government websites
- People
- **Job shadowing** programs
- Guidance counselors
- Libraries



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- Volunteer spotlight

- **Habitat for Humanity** of Evansville's Youth United program is beginning again this fall, where freshman through seniors in the Evansville area are invited to build and volunteer with Habitat.
- A call-out meeting will be held on Sunday, August 23, at 6:00 p.m. at the Habitat office at 1401 N. Fares Avenue.
- For more information visit the [Habitat for Humanity of Evansville](#) website.

- Article

Folders

- BW 2
- Miracle Worker
- Article
- Values WS

Choices

- <https://www.youtube.com/watch?v=SKZGISt9LIg>

Education and Training Options

- There are many ways to acquire education and training
- *Work-based learning programs* offer students opportunities for job placement
 - **Cooperative education**
 - **Internships**

Occupational Training

- Occupational training can help you prepare for a career in a specific field
- **Apprenticeship** programs offer on-the-job training in a trade or skill under the supervision of a skilled worker

continued

Occupational Training

- Technical schools offer job training to their students
- Tech prep programs combine high school and postsecondary education
- *Trade schools* provide job-specific training at the postsecondary level

Colleges and Universities



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- Many careers require entrants to have a college or university degree

continued

Colleges and Universities

- *Associate's degree*
 - awarded at community or junior (two-year) colleges
- *Bachelor's degree*
 - awarded at four-year colleges and universities

continued

Colleges and Universities

- *Master's degree*
 - requires one or two years of study beyond a bachelor's degree
- *Doctorate*
 - requires several years of study beyond a master's degree



Certification and Licensing

- Occupations that impact lives, health, or safety often require either
 - a *certification*, or a special standing within a profession achieved by meeting specific requirements
 - a *license*, or a work requirement set by a government agency and required by law

The Employment Outlook

- Check the outlook for the occupations you are considering
- If the job outlook is good, the career area is growing and job opportunities are good



Think Further



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➤ *Which career areas have shrunk in the U.S.? Which career areas do you predict will grow?*

Other Factors

- When planning your career, consider
 - rewards
 - employer location
 - workplace conditions
- Try to make choices that will give you the greatest satisfaction

Section 1-2 Review

- What is the difference between an *aptitude* and an *ability*?
 - *an aptitude is a natural talent and an ability is a skill learned through practice*
- There are _____ career clusters. Each cluster is broken further into career subgroups or _____.
 - *16, career pathways*

continued

Section 1-2 Review

- *True or false.* Once you receive a certificate or license, you have it for life.
 - *false—certificates and licenses usually have expiration dates*
- Which federal agency studies job trends and forecasts employer demand for occupations?
 - *U.S. Department of Labor*

Section 1-3

Finding a Job

Objectives

- Describe sources used to find job openings.
- Prepare for a successful job interview.
- List the advantages and disadvantages of being an entrepreneur.

Finding Meaningful Employment

- Finding a job takes work
- Consider as many sources of information as possible



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continued

Finding Meaningful Employment

- By networking, you can
 - learn new skills and information
 - find work
 - improve your chance of being successful in your chosen field

Professional and Trade Associations

- Professional and trade associations can
 - help you explore your career options
 - connect you with members who can help you launch your career
 - help you land your ideal job
- Some associations have student chapters

Applying for a Job

- A résumé is often needed
- The purpose of a résumé is to
 - spark an employer’s interest
 - give an employer the information needed to quickly assess your qualifications
 - lead to a job interview

continued

Applying for a Job

- Someone with no job experience to put on a résumé, can list interests, abilities, and volunteer activities



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continued

Applying for a Job

- A list of at least three references may be required
- Include names, titles, contact information
- Ask before using someone as a reference
- Do not list family members or personal friends

continued

Applying for a Job

- Employers should not ask for personal information such as
 - race or ethnic background
 - religion
 - gender
 - marital status
 - disabilities

continued

Applying for a Job

- If no response is received after 7 to 10 business days, contact the interviewer to underscore your interest in the job



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Applying Online

- Many employers request that résumés be submitted electronically
- To create an electronic résumé
 - copy your résumé into a separate file
 - save it as “text only”
 - make sure lines and headers break properly

Portfolio

- During job interviews, employers may want to review your *portfolio*
- A portfolio should contain
 - a résumé
 - any letters of recommendation
 - samples of your best work

Letter of Application

- With a résumé, include a *letter of application* that is
 - neat
 - printed on high-quality, neutral-colored paper
 - free of errors
 - brief, positive, and to the point

Job Application



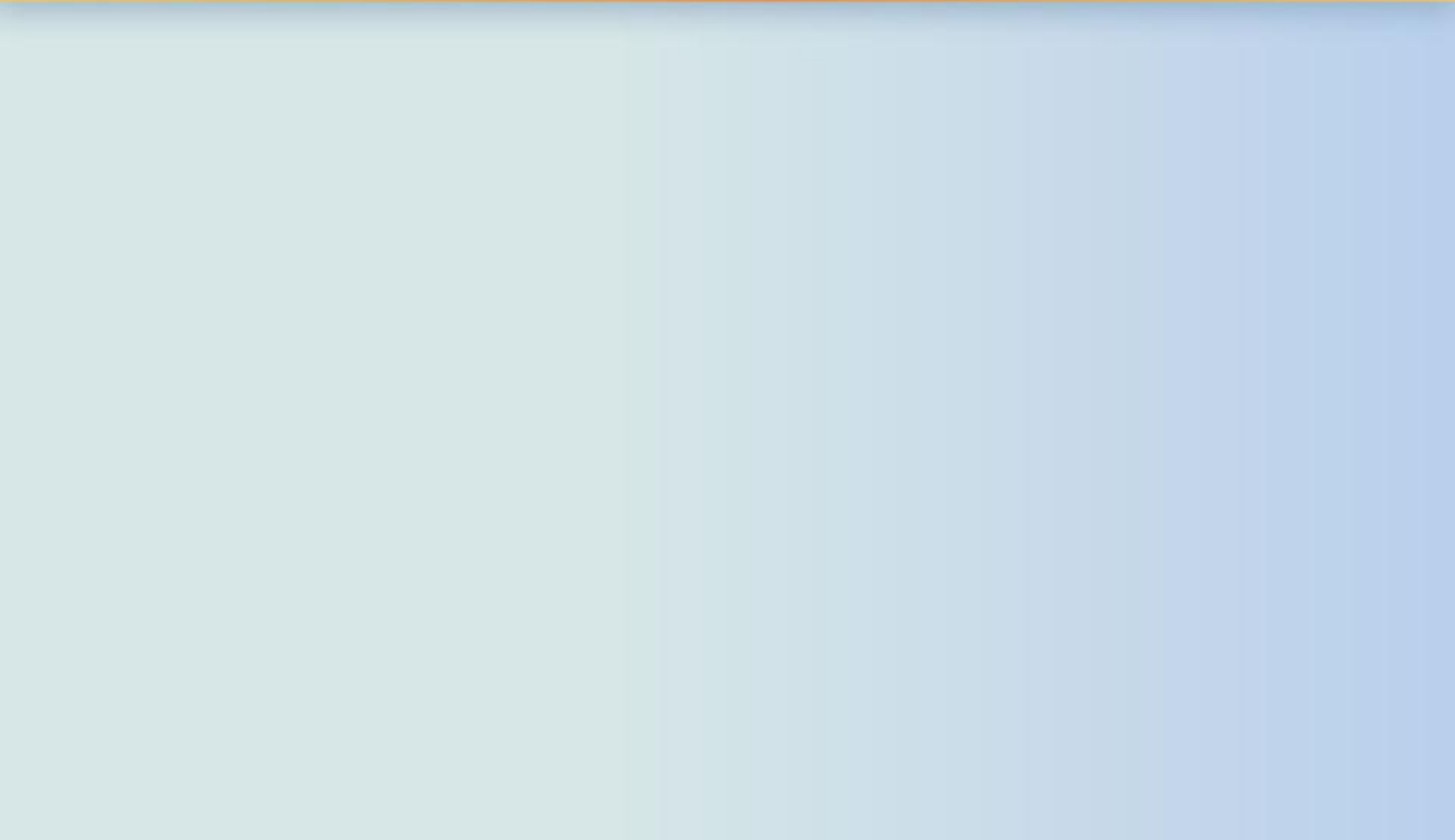
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- Employers usually require a completed job application

continued

Job Application

- An *application form* requests personal, academic, and employment information
- Fill out the form carefully, even if the questions are answered in your résumé



Senior Info

- [Visit the CHS Senior Page](#)
- Dates:
 - 9/1 parent info night
 - 9/3 deadline to sign up for Oct. 3 ACT
 - 10/14 College visit day (PSAT)

Interviewing

- For a *job interview*
 - be prepared
 - look your best
 - be on time
 - speak clearly
 - use a firm handshake
 - be alert, keep eye contact



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After the Interview

- Soon after an interview, send a *follow-up letter* (pg. 27)
- If the employer does not contact you, contact the employer
- If you are not hired, be positive, evaluate your performance, and look elsewhere

Evaluate Job Offers

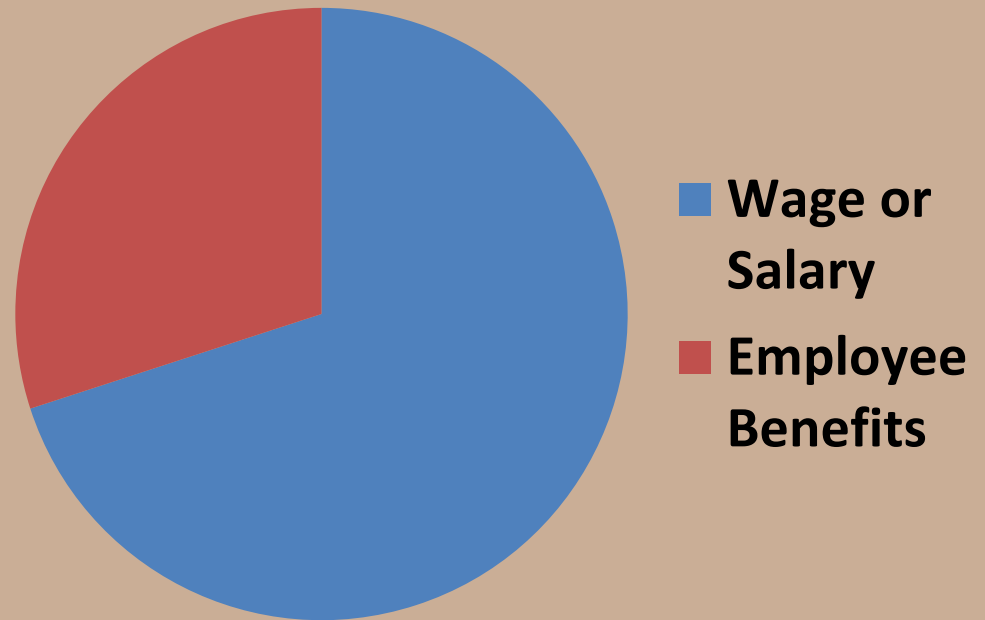
- If offered a job, carefully consider the
 - physical workplace
 - work schedule
 - income and benefits
 - job obligations
 - opportunities for job advancement



Did You Know?

- Employee benefits make up about 30% of the total compensation many workers receive from employers.

Employees' Total Compensation



Making Job Changes

- Most employers request at least two-weeks notice before you leave a job
- Give the notice in writing
- Be positive and gracious

Creating Your Own Job

- **Entrepreneurs** are people who fulfill their career goals by creating their own jobs



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Entrepreneurship Advantages

- Entrepreneurs
 - make their own decisions, rules, and business policies
 - are free to try new ideas
 - create their own work schedule
 - can potentially make a lot of money

Entrepreneurship Disadvantages

- Entrepreneurs
 - must work long hours, especially in the beginning
 - must buy their own health and business insurance
 - must adhere to regulations
 - may lose money

Getting Started

- Before starting a business, study your interests, aptitudes, and abilities
- Sources of help
 - Small Business Administration
 - Local chamber of commerce
 - Professionals (lawyers, accountants, insurance agents)

Section 1-3 Review

- What type of people make good job references?
 - *people who are respected in the community, such as teachers, counselors, employers, and religious leaders*
- *True or false.* If you submit a résumé, filling out a job application is not necessary.
 - *false—you must submit both*

continued

Section 1-3 Review

- When negotiating your pay with a potential employer, why is it important to ask for an amount that isn't too low or too high?
 - *asking for too little will cause you to lose money; asking for too much may lead to your elimination from consideration*
- What organizations can answer common questions asked by entrepreneurs?
 - *Small Business Administration, a local chamber of commerce*