

Marshall High School  
*FY2016 Career Readiness Training Curriculum*

Prepared By:

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## Career Readiness Training

**Objective:** *Marshall High School's Career Reading Training is geared toward preparing students for workforce training and career readiness upon graduation from high school. The leadership program focuses on connecting students to multiple career fields through career planning and exploration. The leadership program also prepares students emotionally and behaviorally to be successful in workforce training environments and mentorship placement in Marshall High School's Career Readiness Program.*

- **Unit 1** "Respect for Self and Others"

- **Objective #1:** *In this unit, students will take an inventory of their personality type and explore related careers. Students will also have an opportunity to reflect on how they or others might view them given their personality type. Students will also have an opportunity for financial literacy by learning to budget with their "future" job.*
  - **Activity #1**
    - **Students:** Create student account on OhioMeansJobs K-12 (<https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>)
    - **Students:** Complete Career Profile (Explore It → Career Profile)
    - **Instructor:** Discuss different personality types (ie. R = Realistic/Hands-On, I = Investigative/Scientist, A = Artistic/Arts, S = Social, E = Enterprising/Business)
    - **Students:** Explore Careers (Career Profile Scores → View Careers). Select two occupations (click hyperlink) and review information.
    - **Students:** Use budget calculator to determine target salary. (Career Profile → Budget Calculator)
  - **Objective #2:** *Students will learn the importance of first impressions made in a work setting. Students will learn the components of a positive first impression.*
    - **Activity #2:**
      - **Students:** Walk through introduction of positive first impression. (1) Rising to the occasion, (2) Proper handshakes, (3) Making eye contact and smiling, (4) Making introductions

- Objective #3: *Students will learn to communicate effectively and confidentially in a work environment.*
  - Activity #3:
    - Instructor: (1) Define effective and confident communication, (2) Demonstrate types of communication, (3) Demonstrate effective listening skills, (4) Review of effective and confident communication
    - Students: With a partner, demonstrate effective and confident communication.
  
- **Unit 2** “*Achieving Confidence*”
  - Objective #1: *In this unit, students will reflect on the meaning of “confidence”. Students will gain an understanding of self-image, dealing with failure, and begin to set goals and vision for the future. Students will also have an opportunity to explore career fields of interest and compare to their career profiles in Unit 1.*
    - Activity #1
      - Students: Log onto OhioMeansJobs K-12 (<https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>)
      - Students: Complete Career Cluster Inventory (Explore It → Career Cluster Inventory)
      - Instructor: Discuss the importance of choosing careers that might best relate to student interests. Reminder of personality type and how this might affect interactions in the workplace.
      - Students: Review Career Cluster Inventory Scores. Select two areas of interest (click hyperlink) and review information.
      - Students: Reflect on Career Cluster Inventory Score and Career Profile Score. Identify similarities and differences.
      - Students: Review Labor Market Industry Information (In area of interest, click on “view” hyperlink under labor market industry information). What are the employment projections for this career field? What are the employment trends? What are the industry wages for this career field?

- **Unit 3** “Qualities of Character”

- **Objective #1:** *In this unit, students will reflect on the meaning of “character”. Students will gain an understanding of “power of choice”, how to manage conflict effectively, and how service learning opportunities can provide opportunities for potential job opportunities and development of skill sets for future jobs. Students will also have an opportunity to create a resume that reflects the skills they currently have to date.*

- **Activity #1**

- **Students:** Log onto OhioMeansJobs K-12 (<https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>)
- **Students:** Review sample resumes. Create your own resume (Explore It → Resume)
- **Instructor:** Discuss the importance of acquiring the appropriate skill sets (i.e. college, training, service learning) to achieve jobs of interest (i.e. refer to career cluster inventory, career profile score).
- **Students:** Reflect upon skills learned to date (i.e. high school, current employment) that might contribute to resume of skills.

- **Unit 4** “Understanding the rules of the game”

- **Objective #1:** *In this unit, students will reflect the hidden rules and politics that exist within a work environment (i.e. “the game”). Students will reflect on how behavior in different situations can affect the outcome of a particular situation at work. Students will learn about professional etiquette, professional work setting expectations, and interviewing techniques.*

- **Activity #1**

- **Students:** Log onto OhioMeansJobs K-12 (<https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>)
- **Students:** Visit Interview Practice Center and “Practice an Interview” (Plan It → Practice Interviews and Tips → Practice an Interview hyperlink → General Start Here → Top 10 Questions – Level 1). Play and Record your answers.
- **Instructor:** Discuss the importance of professional etiquette and work setting expectations.
- **Students:** Respond to Top 10 Questions – Level 2. Play and Record your answers.

- **Unit 5** “*Confidently I Proceed*”

- **Objective #1:** *In this unit, students will reflect on all the career readiness and leadership units learned during this program. Students will proceed with confidence into their new roles within Marshall High School’s Career Readiness Program, overcome public speaking challenges, and improve upon their communication and career readiness skills. Student will be reminded that the OhioMeansJobs K-12 website is available to them for free anytime even after they graduate.*
- **Activity #1**
  - **Students:** Log onto OhioMeansJobs K-12 (<https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>)
  - **Students:** Create a Career Plan. (Explore It → Create a Career Plan). Using Career Cluster Inventory Score and Career Profile Score, select an industry and job of interest. Review the different areas of importance to assist you in achieving your future career goals.
  - **Instructor:** Discuss importance of setting a career plan to ensure students are setting correct academic and career goals with their vocational specialist/career adviser to achieve their dreams (i.e. student success plan).