



Develop a Career Plan

In this project, you will build a career plan based on your career interest decisions and career research. Building a career plan will involve setting short-term, medium-term, and long-term goals that will help you achieve your career goal.



My Journal

If you completed the journal entry from page 142, refer to it to see if your thoughts have changed after reading the unit.

Project Assignment

In this project you will:

- Choose your long-term career goal to begin a career plan.
- Use your long-term goal to set medium-term and short-term goals.
- Review the requirements needed for your desired career.
- Research admission requirements for post-secondary education and training.
- Develop a skills improvement plan.
- Use your research and goals to develop a realistic plan for achieving your career goal.

STEP 1 Set Your Goals

Based on the work you did in the previous Unit Portfolio Projects, you are ready to develop a career plan. The first step is to state your long-term goal. This goal would be the career you would like to have. Based on that, determine your medium-term goals. These might include:

- Jobs that will give you needed skills and experience
- Education or training
- Career networking

STEP 2 Research Requirements and Refine Your Goals

Based on your medium-term goals, you will need to research which will help you to establish your short-term goals. For example, based on the education or training required for your goal, find out what the admission requirements are for the schools or programs you need.

Research Skills

- Use reputable Web sites and publications, such as the U.S. Department of Labor's online *Occupational Outlook Handbook*.
- Talk to counselors or trusted adults to get information.
- Keep the notes on your research neat and organized.

THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Making good decisions
- Setting achievable goals
- Asking for advice

Academic Skills



English Language Arts

NCTE 4 Use written language to communicate effectively.

NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate discoveries.

STEP 3 **Develop a Skills Improvement Plan**

Use your evaluation from the Unit 1 Portfolio Project to determine which employability skills you would like to work on improving. Ask for advice from a counselor or professional in your desired field to determine which skills are most crucial for attaining your desired job. Then develop strategies for how you will work toward obtaining and developing those skills. These strategies will function as the short-term goals to be included in your career plan.

Planning Skills

- Use a variety of resources and tools.
- Identify activities to be completed and the best sequence in which to complete them.
- Establish a schedule for activities, and follow that schedule.

STEP 4 **Build Your Portfolio Project**

Use the Portfolio Project Checklist to plan and create your goal checklist to share your goals with your classmates.

Presentation Skills


- Speak clearly and concisely.
- Make and maintain eye contact with your audience.
- Be sensitive to the needs of your audience.

STEP 5 **Evaluate Your Project**

Your portfolio project will be evaluated based on:

Academic Skills

- Organization of your presentation
- Communication skills
- How thoughtfully you express your ideas

 **Evaluation Rubric** Go to this book's Online Learning Center at glencoe.com for a rubric you can use to evaluate your final project.

PORTFOLIO PROJECT CHECKLIST

Plan

- ✓ Use the short-term goals you developed in Steps 2 and 3 to create a checklist of the short-term goals you can accomplish to reach your long-term goal.
- ✓ Develop a visual, such as a career ladder, to illustrate your career plan. Conduct online research to see examples of career plans and career ladders.
- ✓ Share your career plan with a guidance counselor or a professional in your desired field. Adjust your plan as needed according to the feedback you receive.

Present

- ✓ Present your long-term goal to the class along with the medium- and short-term goals you will need to accomplish to reach your long-term goal.
- ✓ Invite the students to ask questions. Answer any questions. Demonstrate in your answers that you respect their perspectives.
- ✓ Place your notes, checklist, and final career plan in your portfolio. Share this with your teacher.

Portfolio Highlights

Map Out Your Future

Career goals are like a road map to your future. As with a road map, you need to be prepared for detours along the way to your career goal. Be flexible, but always keep your long-term goal in mind.

Visualize Your Goal

A career plan, or career ladder, is a visual image of the steps you need to take to achieve your long-term career goal. This can help you to see where you are in reaching your goals and what your next career step might be. Keeping your career plan in your portfolio will allow you to have it on hand for easy reference at any time.

Modifying Your Goals

Remember that your career plan is not set in stone. Your goals and the time you spend on them can, and probably will, change over time. If you are not reaching your goals, you need to figure out why you are stuck. Maybe your goal was unrealistic. Maybe your interests or priorities have changed. You might need to revise your goals to renew your motivation.