

Career Planning  
Module  
PART 2  
**BROADEN**  
your options

Teaching  
is a **VERB**  
*too!*

**ASSESS** | **BROADEN** | **CHART**

**LAURIER**  
Career Development Centre

## CAREER PLANNING MODULE – PART 2

### BROADEN YOUR CAREER OPTIONS

#### What's your Career IQ?

By increasing your awareness of potential career options, you will place yourself in a great position for exploring the world of work. This is a much better approach than simply narrowing your choices to the one or two job titles that you are most familiar with.

The goals of broadening your career options are to –

- Build on your self-awareness discovery by looking at potential career applications
- Assist with identifying potential industries and environments suited to your interests
- Familiarize yourself with roles that may be new to you or emerging within the world of work
- Improve your chances for targeting and obtaining meaningful work in any job market

### OUTCOMES

Key information gathered as you broadening your options will result in -

List of Potential Careers	Types of daily activities involved	Key skills, education and training required to qualify	Starting Salary Expectations & Future Salary Prospects	Future job growth prospects and trends
1.				
2.				
3.				
4.				
5.				

## EXERCISE

Using the results of your self-assessment summary and the identified research resources below, brainstorm a list of possible career options that might be suited to your skills, interests, preferred work environment, education and training.

As you explore potential careers, you will likely want to filter the list down to a manageable number of options. Before you dismiss a potential opportunity, take time to discover the following:

- The day-to-day activities and tasks of a potential career
- The education and training required (current and ongoing)
- The skills and experiences required to begin the career
- The type of work environment, conditions, values and lifestyle options
- The type of personality components required for the job
- The work values and lifestyle options related to the career
- The financial realities and prospects for the career
- Where potential jobs are located
- The pros and cons of a potential career
- What industries and sectors support this type of work
- The future trends (including labour market trends) relevant to the career

POTENTIAL CAREER OPTIONS:


## RESOURCES

### Teaching Skills at Work - Reference Chart

The following chart is designed to get you started as you begin to broaden your options and reflect on where and how you might want to direct your research.

This list is not intended to be exhaustive; it is simply a starting point that may help generate new or additional options that you had not previously considered.

Further research and review of yours self-assessment results will help you create a realistic list of options and requirements.

Field of Interest	Transferable Teaching Skills	Possible Career Options
Business	Writing Skills Creativity Interpretation Political Savvy Implementation Planning & Execution Investigating Evaluating Discovering Estimating Counselling Budgeting Decision making Overseeing Classifying Delivering Processing Interviewing Calculating Interpersonal competence Time management Training	Advertising/Marketing Consultant Human Resources Specialist Labour Relations Specialist Executive Search Recruiter Financial Planner Insurance Claims Representative Insurance Underwriter Buyer Purchasing Agent Insurance Agent Real Estate Agent/Broker Sales Representative Flight Attendant Wholesale/Retail Buyer Programmer/Analyst Management Trainee Personal Banking Representative

Field of Interest	Transferable Teaching Skills	Possible Career Options
<b>Communications</b>	Organization Negotiation Interviewing Interpreting Questioning Problem-solving Active Listening Persuasion Leadership Skills Interpersonal & Intercultural Competence Explaining Motivating Inspiring Scheduling Verbalizing Monitoring	Business Plan Writer Human Resource Recruiter Employment/Career Counsellor Copywriter Editor Management Consultant Customer Service Representative Translator Fundraiser Event-planner Research assistant
<b>Counselling &amp; Social Service</b>	Active listening Time management Social perceptiveness Critical thinking Counselling Monitoring	Community Worker Group Home Supervisor Religious leader/advisor Social Worker/Social Service Worker Personal Support Worker Physician Assistant
<b>Education</b>	Active Listening Interpersonal Skills Questioning Supervising Verbalizing Instructing Monitoring Structuring Motivating Implementation Planning	Elementary School Teacher Secondary School Teacher School /Career Counsellor College or University Professor Correctional Facilities Teacher Adult Education / Vocational Teacher Foreign Language Instructor Music Teacher Tutor Curriculum Specialist Computer Trainer School Administrator School Media Specialist Special Education Teacher Teaching Overseas ESL Teaching

Field of Interest	Transferable Teaching Skills	Sample Career Options
<b>Government</b>	Judgement and Decision Making Verbalizing Trouble-shooting Problem identification Visualization Critical thinking Monitoring Information gathering Reading comprehension Report-writing Interpersonal skills Social perceptiveness Instructing Information gathering Developing Coordinating Budgeting	Investigative Agent Security Consultant /Technician Health and Regulatory Inspector Animal Control Officer Probation Officer Immigration Officer Public Relations Specialists Urban Planner Postal Service Worker Recreational Worker Research Analyst Policy Analyst Research Analyst Management Trainee
<b>Information Technology</b>	Analyzing Conceptualizing Investigating Overseeing Motivating Explaining Computer proficiency Creativity Detail-orientation Problem-solving/Trouble Shooting Supervising Editing ability Research skills	Computer Programmer Webmaster Computer Trainer/Tutor Internet Content Developer Internet Security Specialist Computer Network Administrator Online Researcher Computer Support Person Web Site Editor Computer & Video Game Designer Database Specialist Computer Animator
<b>Publishing &amp; Writing</b>	Time management Computer literacy Linguistic intelligence Expressive clarity Information gathering Critical thinking Creative thinking Detail-orientation Assessment & Evaluation skills	Book Editor Columnist/Journalist/Authpr Technical Writer & Editor Grant Coordinator & Writer Magazine Editor Literary Agent Proofreader Branding Specialist Scriptwriter/ Copywriter

Field of Interest	Transferable Teaching Skills	Sample Career Options
<b>Self-Employment Options</b>	Creativity Active listening skills Negotiating Time-management Critical thinking Monitoring Instructing Organization Kinaesthetic skills Coordination Social perceptiveness Service orientation Implementation planning	Interior Design/Decorator Small Business Owner Virtual Office Assistant Book Conservators Hospitality Management (B&B) Event planner Caterer Personal Chef Wedding Consultant Personal Shopper Internet Entrepreneur
<b>Other Careers reliant on teaching skills</b>	Written comprehension skills Computer proficiency Instructing Envisioning Organizing Public speaking Social perceptiveness Persuasiveness Critical thinking Time management Organizational skills Analytical Information gathering Estimating /Numeracy Evaluating Classifying Active listening Ascertaining	Paralegal Claim examiner Patent agent Title examiner Museum Curator Lobbyist Professional Speaker Training & Development Consultant Demographer Real Estate Appraiser Professional Organizer

Partially Adapted from 101 Career Alternatives for Teachers

### Online Career Library Resources

These resources are designed to help you explore specific jobs and related options thoroughly:

- Career Cruising - [www.careercruising.com](http://www.careercruising.com) Password: wlu Login: Laurier
- Career Insider - [www.wlu.ca/library](http://www.wlu.ca/library) 'Find Articles and More' | 'Databases by title (A-Z)'
- Government of Canada [www.jobfutures.ca](http://www.jobfutures.ca)

## ADDITIONAL SOURCES OF CAREER RESEARCH INFORMATION

### Informational Interviewing

---

- The technique of informational interviewing will give you an opportunity to learn from others who are already on a career path. For more information, access the Laurier “Informational Interviewing Guide” available online through [www.wlu.ca/career](http://www.wlu.ca/career). You may also want to connect with Laurier Alumni working in target roles or organizations the ASK Program (Alumni Sharing Knowledge). ASK is accessible on the Career Centre website using your student ID.

### Professional Connections & Social Media Networking

---

- There are valuable opportunities to participate in or join professional associations and organizations where you can meet and learn from others working in or interested in a specific career path. By familiarizing yourself with industry events, association websites and social media groups (e.g. LinkedIn), you can obtain easy access to valuable information and potential opportunities related to your field of interest.

### Education and Training

---

- During your career research process, you may discover that you require additional or specific training and education to qualify to work in a target role. The sooner you learn about your options, the sooner you can begin preparing to position yourself to qualify for entry into your chose career.

### Strategic Volunteering and Job Shadowing

---

- There’s no substitute for taking the time to try out a job or a set of skills. The value of volunteering within your field of interest or job shadowing a professional in your target career cannot be measured. It is important to be strategic and targeted as you pursue these activities so that you know what you are hoping to gain specifically from the experience. By clarifying your goals and defining your availability in advance, you can ensure that you gain the most value from these activities.