

Career Planning
Module
PART 3
CHART
your direction

Teaching
is a **VERB**
too!

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

LAURIER
Career Development Centre

CAREER PLANNING MODULE – PART 3

CHART YOUR DIRECTION

How will you achieve your career goals?

If you don't know where you are going, it's highly unlikely that you will ever reach there. The biggest mistake candidates make is creating and circulating generic applications that make it clear to a prospective employer that they are not clear on the career direction. In a competitive market, that approach will not work, no matter how valued your skills may be.

The Goal of Charting your Direction –

- Focus your job search efforts including targeted employment materials (resumé, interview responses, networking card etc.)
- Understand your current and future educational and professional development goals
- Recognize that your chart is simply a guideline that can and should be re-evaluated at regular intervals
- Align opportunities to the ever-changing realities of your life.

OUTCOMES

For your chosen Career Direction, you will be able to articulate the following -

TIME HORIZON	KEY GOALS & PRIORITIES	TARGET ACTIVITIES & ACCOMPLISHMENTS
Next 6 months		
Next 12 months		
1-3 year plan		
5 year plan		

EXERCISES

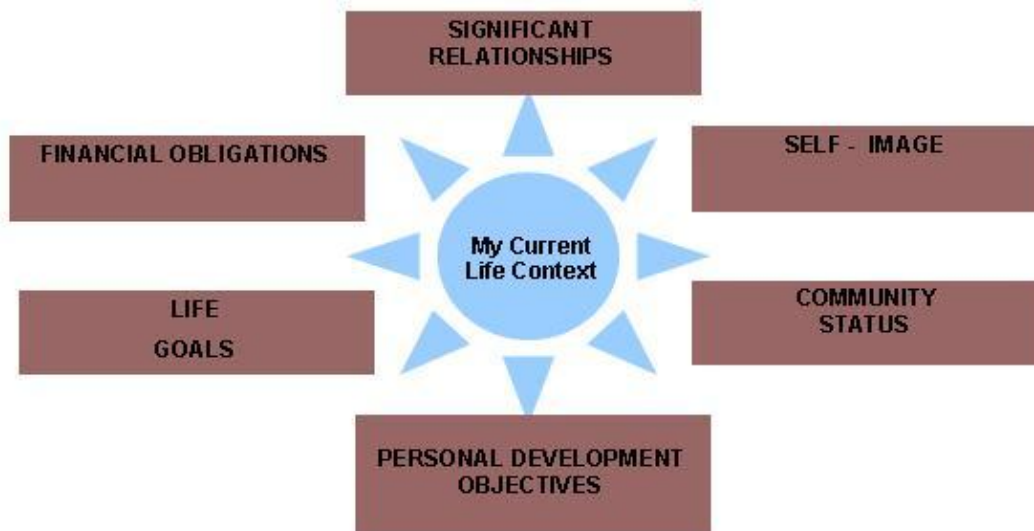
Life Context – Aligning Career Decision Making to your Life Style

Life context factors significantly influence and impact our career decision making. They are also dynamic and can change based on shifting circumstances, goals and relationships. Successful career management involves establishing and maintaining ongoing congruence, where possible, between your current life context and your career choices.

Referring to the Life Context diagram below:

- Identify current life factors that are influencing you today.
- Determine implications these factors have on your career choices and what you consider to be most important for establishing career congruence at this stage of your life
- Reflect on how changes in any or all of these factors may influence your future career choices.

Life Context factors



You may be able to identify more!

CONGRUENCE

EXERCISE - Identifying and Prioritizing Career-Related Values

We each bring a unique set of values to our career decision making process. While our life-context factors may change frequently, our values tend to be more enduring. When our values are aligned to actions, we tend to experience more and a greater sense of purpose, satisfaction and overall enjoyment in our work.

Review the list of Career-Related Values that follows. Using an erasable pencil and make a few notes following the instructions below. Don't take a lot of time to do this. Just record what comes to your mind quickly. See what initial response comes to mind first.

Bottom 3 List your bottom 3 values (i.e., those you would be most willing to give up)

Top 3 List your top 3 (i.e., those you would be least willing to give up)

Least Important Value Review your bottom 3 values and circle the "B" after the single value you would be most willing to give up (i.e., the value that has the lowest priority for you personally)

Most Important Value Review your top 3 values and circle the "T" after the single value you would be least willing to give up (i.e., the value that has top priority for you personally)

As you research and evaluate your career options use this chart as a guideline for ensuring connectivity between your values and your prospective career choices

Career Values Chart

Financial Gain	Opportunity for exceptional financial reward
Power and Influence	Opportunity to exercise power and influence (to be an influential decision maker)
Variety	A great deal of variety in the nature of the work performed
Lifestyle	Ample time to pursue other important lifestyle aspects (friends, family, leisure etc.)
Autonomy	Considerable independence
Intellectual Challenge	Consistent mental stimulation
Altruism	The satisfaction of regularly helping people or contributing to the betterment of society
Security	Predictable salary, benefits and future employment
Prestige	Opportunity to work for an organization that's much admired and respected in its field
Affiliation	Opportunity to meet people and make friends
Positioning	Access to career-advancing training, experience and people (mentors)
Managing People	Opportunity to direct others
Recognition	Opportunity to earn praise from peers and superiors for individual accomplishments
Other?	

Adapted from Career Leader, Harvard Business School

RESOURCES

Career Information for Teacher Education

Job Search Communication Guidelines for Teacher Education

Gisler, Margaret M., 101 Career Alternatives for Teachers: Exciting Job Opportunities for Teachers Outside the Teaching Profession, Three Rivers Press, New York NY, 2002.

Lewis, Deborah and White, Hilary, Transferring Your Teaching Skills into the Wider World: Life Beyond the Classroom, Routledge Taylor & Francis Group, New York NY, 2008

SAMPLE RESUMES & SUGGESTED NEXT STEPS ...

The sample résumés that follow are designed to demonstrate how you can effectively transfer the results of your career planning activities to your professional job search documents.

The Laurier Career Development Centre is pleased to offer to all Laurier current students and alumni a range of career planning and employment preparation workshops as well as individual appointments to assist you with launching your career. Services available include:

- General Career Advising
- Resumé Feedback
- Interview Coaching
- Job Search Strategies
- Personality and Interest Assessments

After completing Modules 1, 2 and 3, consider meeting with a Career Development Consultant to review your findings and to discuss career implications. You can contact the Career Development Centre year round during business hours at 519.884.0710 ext 4495 to set up an in person or telephone appointment.

We wish you fulfillment and success as you transition forward within the world of work!

LAURIER
Career Development Centre

SAMPLE TEACHER APPLICATION
Resumé

MADDIE PRIOR BA, BEd (Candidate 2010)

"Making Learning Fun"
mprior@wordpress.com

55 Rock Falls Road
Oshawa, ON M2G 1Z5

519-555-5555
www.linkedin.com/in/mprior

PROFESSIONAL GOAL
Elementary Teacher K-6

QUALIFICATIONS

- Teaching experience gained in community settings and multicultural public school environments
- Ability to relate well with students, teachers, parents and administrators; committed to educational excellence
- Hands-on teaching style that offers differentiated learning opportunities through the use of diverse teaching strategies
- Noted ability to spark students' interest, engage them in learning and build lifelong learners
- Valued by staff, administration and parents as a teacher with an enthusiastic attitude and a wonderful sense of humour
- Anticipate 2010 completion of **Additional Qualifications Course: Special Education Part 1 & 2**

EDUCATION & ACHIEVEMENTS

Bachelor of Education Primary/Junior Wilfrid Laurier University, Waterloo ON	2010 (expected)
Bachelor of Arts Major: Sociology; Minor: English York University, Toronto ON	2008
Gold Medal Recipient for highest academic achievement	2008

TEACHING EXPERIENCE

Student Teacher (Grade 6) Gateway Hills Public School, Baden ON	August 2009 - present
<ul style="list-style-type: none">▪ Wrote and implemented Individual Education Plans (IEP) for students▪ Developed and introduced creative lesson plans (i.e. Jeopardy, Time-O)▪ Taught a range of subject areas including reading, math, spelling and writing	
Instructor (Grades K-6) Conestoga Educational Centre, Cambridge ON	Summers 2006 - 08
<ul style="list-style-type: none">▪ Created and taught functional life skills and geography classes▪ Developed and incorporated rubrics in lesson plans	

EXTRA-CURRICULAR & COMMUNITY INVOLVEMENT

Visit Supervisor, Family & Children's Services, Oshawa, ON	2006 - Present
Piano Teacher, Royal Conservatory	2004 - Present
Drama Club Member, Assistant Director, Oshawa Little Theatre	2001 - 2008

"Maddie is an outstanding young educator who has excellent rapport with individuals regardless of their age or ability. She is able to create an atmosphere where others feel capable and cared about while maintaining appropriate social interactions with them." -Julia Rosenblank, Ph.D., Principal, Baden ON

SAMPLE BUSINESS Resumé

Maddie Prior BA, BEd (Candidate 2010)

55 Rock Falls Road • Oshawa ON N4K 2D3 • 519.555.5555 • www.linkedin.com/in/mprior • mprior@gmail.com

Career Target

Creative, organized and client-focused graduate with an interest in **entry-level human resource opportunity** within a community service organization.

Professional Profile

- More than **10 years of client service experience** gained within retail, corporate and educational settings.
- Proven ability to successfully **develop and delivery training** to ethnically and demographically diverse audiences.
- Advanced knowledge of learning theory and how to apply multiple **learning strategies to achieve specific outcomes** gained through recent pursuit of professional certification in education.
- Commended for unique ability to **classify, process and administer complex information** to ensure efficiency and improve accessibility for end users.
- Demonstrated commitment to professional development including part-time registration for **Human Resources Professional Association** qualifying courses.

RELEVANT EXPERIENCE

Student Teacher (practicum) Gateway Hills Public School, Baden ON August 2009 - present

- Instructed students a range of subject areas including reading, math, spelling and writing(Grade 6)
- Designed and implemented Individual Education Plans (IEP) for students
- Developed and introduced creative lesson plans (i.e. Jeopardy, Time-O)

Part-time Educational Assistant (volunteer) Conestoga Educational Centre, Cambridge ON 2006 - 08

- Created and taught functional life skills and geography classes(Grades K-6)
- Assisted with the design and administration of participant evaluation measures

Administrative Assistant Ministry of Health - Corporate Financial Services Branch, North York, ON Summer 2005

- Enhanced office efficiency through reconfiguration of the e-filing system.
- Researched client experience data through gathering and summarizing data from public accounts
- Identified and reconciled account discrepancies.
- Prepared year-end financial statements.

Sales Associate FlowerSmart, Richmond Hill, Ontario (part-time and summers) March 2001 to April 2005

- Collaborated in the development of marketing and promotional materials and including the "Flower Happy Hour" campaign.
- Developed and managed supplier relationships through order purchasing and resolving product discrepancies.
- Standardized HR practices through co-developing a formal recruitment, selection, orientation and performance standards.

EDUCATION

Bachelor of Education, Wilfrid Laurier University, Waterloo, ON Expected June 2010

Bachelor of Arts, Major: Sociology; Minor: English, York University, Toronto ON 2008
Gold Medal Recipient for highest academic achievement

INTERESTS

Piano, drama, working with children and youth, HR qualifying courses

**SAMPLE SOCIAL SERVICES
Resumé**

STEVEN CLARK BA, BEd (Candidate 2010)

333 Willow Lane, Waterloo, Ontario N1N 1N1 Cell: 591.555.5555
StevenC08@gmail.com or <http://www.linkedin.com/in/SteveClark>

“Steven was a very quick learner and provided a supportive and compassionate ear and a strong sense of purpose to his role with our team,”
Susan Yeo,
Manager,
Youth
Outreach
Today

“A very positive role model for youth and an excellent colleague,”
Mike King,
Principal,
WRDSB

OBJECTIVE

To obtain a position as a **Community Outreach Facilitator** building bridges between different members of our community and providing individual and group services to support the day to day success and inclusion of all members of our community.

PROFILE

- Strong background providing supportive services and making effective connections between individuals in the community and resources within the community
- Solid knowledge of **effective group facilitation and training techniques** with a background delivering programming; experience delivering a range of life-skills programming
- Experience **developing, delivering and promoting outreach programs** to a range of individuals within the Laurier and broader local community
- Well-developed report **writing and administrative skills** including budgeting and statistical reporting and experience creating educational and promotional materials
- Understanding of the impact of community and the value of community relationships on individuals and their ability to cope with day to day struggles

EDUCATION

Bachelor of Education , Junior/Intermediate Division Present
Wilfrid Laurier University, Waterloo ON

Honours Bachelor of Science, Psychology 2008
Wilfrid Laurier University, Waterloo, Ontario

- Courses include: Social and Community Psychology and an elective in Communications and Marketing
- Successfully obtained the ‘**Career Development Certificate**’

RELEVANT EXPERIENCE

Student Teacher (practicum) 2009 - Present
Waterloo District School Board (Grades 7 and 8)

- Instructed students in a range of subject areas including Health Education, English, History and Geography
- Designed and implemented Individual Education Plans (IEP) for students
- Developed and introduced creative lesson plans (i.e. Jeopardy, Time-O)

Distress Centre Phone (Volunteer) 2009 - Present
Youth Distress Line, Youth Outreach Today, Waterloo, Ontario

- Utilized effective ‘reflective’ listening techniques to provide assistance and referrals to youth seeking support within our community
- Developed solid knowledge of community resources to assist with effective referrals
- Learned and applied appropriate procedures to facilitate a positive professional interaction with individuals in need of supportive services

STEVEN CLARK

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RELEVANT EXPERIENCE CONTINUED

Relief Worker

(Summer) 2008

Ben's Place, Waterloo, Ontario

- Provided overnight and occasional support in a home for at-risk youth
- Co-facilitated small groups on topics ranging from self-esteem and relationships, budgeting, shopping, finding housing
- Identified and gathered relevant educational and informational materials and developed educational and instructional materials to support clients

Summer Playground Assistant

(Summer) 2007

City of Kitchener Recreation Services, Kitchener, Ontario

- Organized, planned and supervised programs within the community
- Created educational and training materials for use with program participants

Student Services Advisory Council (SSAC) (Volunteer)

2007 - 2008

Wilfrid Laurier University Students' Union, Waterloo, Ontario

- Consulted on the development of programs which addressed the needs and concerns of relevant community members
- Conducted thorough research on similar programs throughout Ontario to identify common practices; created a summary report of findings
- Contributed to the development and distribution of a survey for the purpose of information gathering; compiled and presented results to the committee

ADDITIONAL VOLUNTEER ACTIVITIES

Event Committee (Volunteer)

2008 - 2009

Laurier Psychology Club, Wilfrid Laurier University, Waterloo, Ontario

Raise the Roof Fundraising Event (Volunteer)

2007 - 2008

Youth Supporting Youth, Waterloo, Ontario

ADDITIONAL EXPERIENCE

Math Tutor (volunteer)

2005 - Present

Waterloo District School Board

Sales Associate (part-time)

2006 - 2009

The Gap, Sunrise Centre, Kitchener, Ontario

Lifeguard (part-time)

(Summers) 2007 - 2008

City of Kitchener Recreation Services, Kitchener, Ontario

ACTIVITIES AND INTERESTS

- Student Member**, Laurier Psychology Club
- Intramural sports participant, Wilfrid Laurier University, 2008 ongoing
- Recreational mountain bike rider, avid swimmer and fledgling skier; will try most sports at least once!

REFERENCES, WORK SAMPLES AND PORTFOLIO AVAILABLE

"A wonderful representative of our City programs,"
Kenneth Lee,
Supervisor,
City of
Kitchener

"One of our most valued part-time employees,"
Susan Little,
Manager,
The Gap