

2010 MnCareers Facilitator Guide ~ INTRODUCTION



Welcome to the **2010 MnCareers Facilitator Guide**

The *MnCareers Facilitator Guide* is organized into chapter sections by topic:

- ❖ *Interest & Goal Assessments*
- ❖ *Career Information Resources*
- ❖ *Career Fields, Clusters & Pathways*
- ❖ *Career Exploration Activities*
- ❖ *Education & Training*
- ❖ *Budgeting*
- ❖ *Work-Based Learning & Mentoring*
- ❖ *Job Search Information*

This *Guide* is for any teacher, counselor, job coach or group leader helping people with career exploration. Some of the activities in this publication are grade-level specific, including exercises for elementary, middle and high school levels. All of this information, however, can be adapted to fit older audiences.

The *Guide* begins with **Interest and Goal Assessments**. The self-assessment process is one where individuals look at their interests, aptitudes, personality, values, learning style and achievement. Individuals are encouraged to explore jobs that match their own interests and learning style.

Following is the **Career Information Resources** segment. In this section, Facilitators are pointed towards quality career products and tools with audience-specific resources for all aspects of career exploration. Next, the *Guide* introduces Minnesota's **Career Clusters and Pathways** initiative. This information describes how exploring and training for careers based on clusters and pathways helps to bridge the gap between high school, college prep and the workforce. Knowledge of career clusters empowers students and job seekers to pursue in-demand careers that interest them.

INTRODUCTION, CONTINUED

The **Career Exploration Activities** and worksheets focus on career development competencies in areas of self-knowledge and career planning, occupational and educational exploration, and job searching. All activities have been tailored to Minnesota students and job seekers. Some of the activities are grade-level specific. Many activities can easily be adapted to fit school or adult education curriculum, and they all align with National Career Development Guidelines.

The **Education and Training** and **Budgeting** resources provide information for career explorers to make future plans realities. Next, you'll find activities and worksheets for **Work-Based Learning and Mentoring**, including descriptions of local internship and job-shadowing programs and tips for helping a student or job seeker build a career portfolio.

Following a detailed post-secondary education preparation section, the *Guide* ends with the final evolution of career exploration — preparing for a job. In **Job Search** you'll find resources to help prepare new job seekers' resumes, interview skills and networking savvy. The worksheets will help job seekers to understand how to succeed in their search.

Separate resources are available for parents to assist family members with career exploration. One is the online *2008 MnCareers Parent Guide* (www.iseek.org/parents/mncareersparents.html). It's a wonderful resource for parents and students to use together while exploring *MnCareers*.

Parents can also use the new *Pathways to Success: Helping Your Minnesota Teen with College and Career Decisions*. This 24-page publication has information about career clusters, high-demand occupations and ways to help your teen prepare for these careers. A PDF of *Pathways* can be found on ISEEK (www.iseek.org/parents/parentsresources.html).

Both of these publications and several other resources for parents can be found on ISEEK's new Parent Center. This Web portal helps parents, guardians and mentors to take an active role in the career and college exploration of middle and high school students and young adults (www.iseek.org/parents/index.html).

Feedback

Creators of the *MnCareers Facilitator Guide* work hard to increase the quality of curriculum, resources and activities that assist users with career products and services throughout the state. The *MnCareers Facilitator Guide* has gone through some big changes in the last few of years.

Please take a few minutes to let us know what you think by offering suggestions and comments via e-mail to: denise.felder@iseek.org.