

Career Prep 8:

Career Coaching

Course Description & Learning Objectives

Overview

Got your job hunting shoes on?

In this course, we will go over the preliminary steps to obtaining a position of employment, such as resume building, interview skills, 30-second speeches, and more.

Every day that you enter your classroom, you are essentially preparing yourself for your future career opportunities.

Believe it or not, but all of the following things that you have to do at school have a parallel existence in the workplace:

- Make eye contact with others when communicating
- Turn in assignments and tasks on time
- Prepare and plan schedules for completing next week's assignments
- Be able to respond to both praise and criticism
- Work well in groups, as well as on your own

The processes and environments of the school day, along with interacting with your teachers, instructors, supporters, and even your friends, play a huge part in "coaching" you for your eventual career.

The more that you are able to learn to navigate and achieve success in your school environment, and to really engage with your education, the more employable you will probably be.

The Employment Process

People usually fall into three types when determining how ready they are to begin the employment process:

- Those that already have an idea of the employment process
- Those who don't know, but do know how to find out about the process, and
- Those who have no clue



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For those of you who already know, you most likely learned the process from a family member or friend or by trial and error - and that's great. These lessons will be a reminder or refresher, and may give you tips you may not have known before.

For those of you who don't know but are eager to find out, you will probably use your online supports or networks to find out more about the process - just don't dismiss the information you can get from here as well. Use these lessons and your teacher as a guide to get up and running faster.

Finally - for those of you with no clue - no worries! This is why we're here. It's very possible you don't have a work permit yet - you may not even know what that is - but we'll go through all the steps that you usually need to complete to get started, and before you know it - you'll be the ones that know it all.

In this course, we will discuss all of the following steps:

- 1) Getting a Work Permit
- 2) Understanding Employment Applications
- 3) Resumes and Cover Letters
- 4) Preparing for an Interview
- 5) Dressing for an Interview
- 6) Appropriately Following-Up After an Interview