

# CAREER EXPLORATION WORKSHOP



STUDENT WORKBOOK



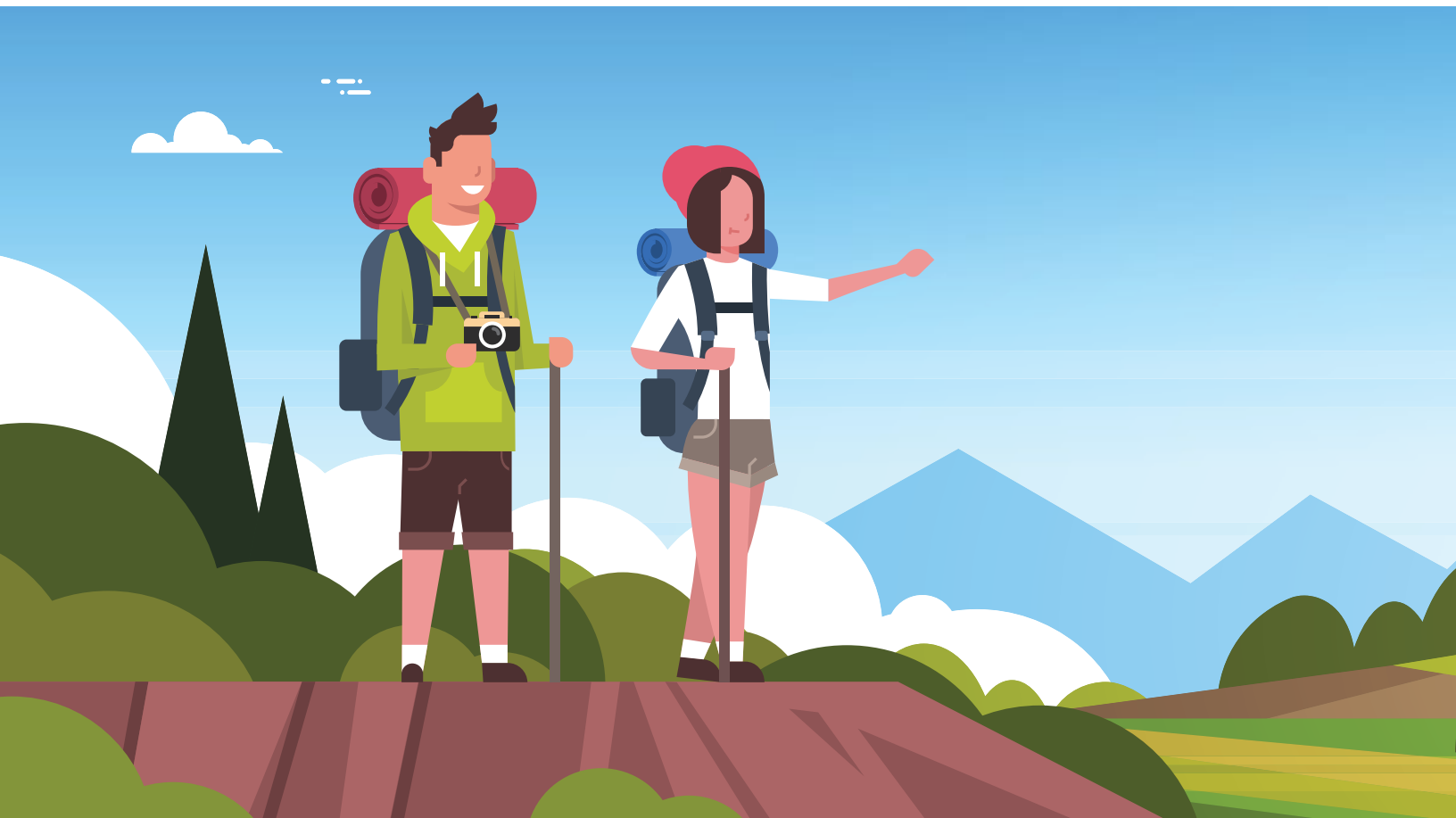
## Table of Contents

<b>WHAT IS CAREER EXPLORATION?</b> .....	4
The career planning process	
<b>DISCOVER YOURSELF</b> .....	6
How you got here	
Where you are going	
Identifying your Interests	
Resources to find interests	
<b>UNDERSTANDING SKILLS</b> .....	10
3 types of skills	
Identify your skills	
Building your skills	
Skill development plan	
<b>LABOR MARKET INFORMATION</b> .....	15
LMI Resources	
Find information	
<b>TAKING ACTION</b> .....	18
Pathways	
Training leading to Employment	
Skill-Specific Training	
<b>BASIC RESOURCES</b> .....	24

# WHAT IS CAREER EXPLORATION?

**Career Exploration** is the phase in the career planning process where you learn about various career options that fit your personal career preferences.

Your preferences can include your skills, values, aptitudes, and goals. Exploring your career options can help you to get the most out of your chosen occupation.



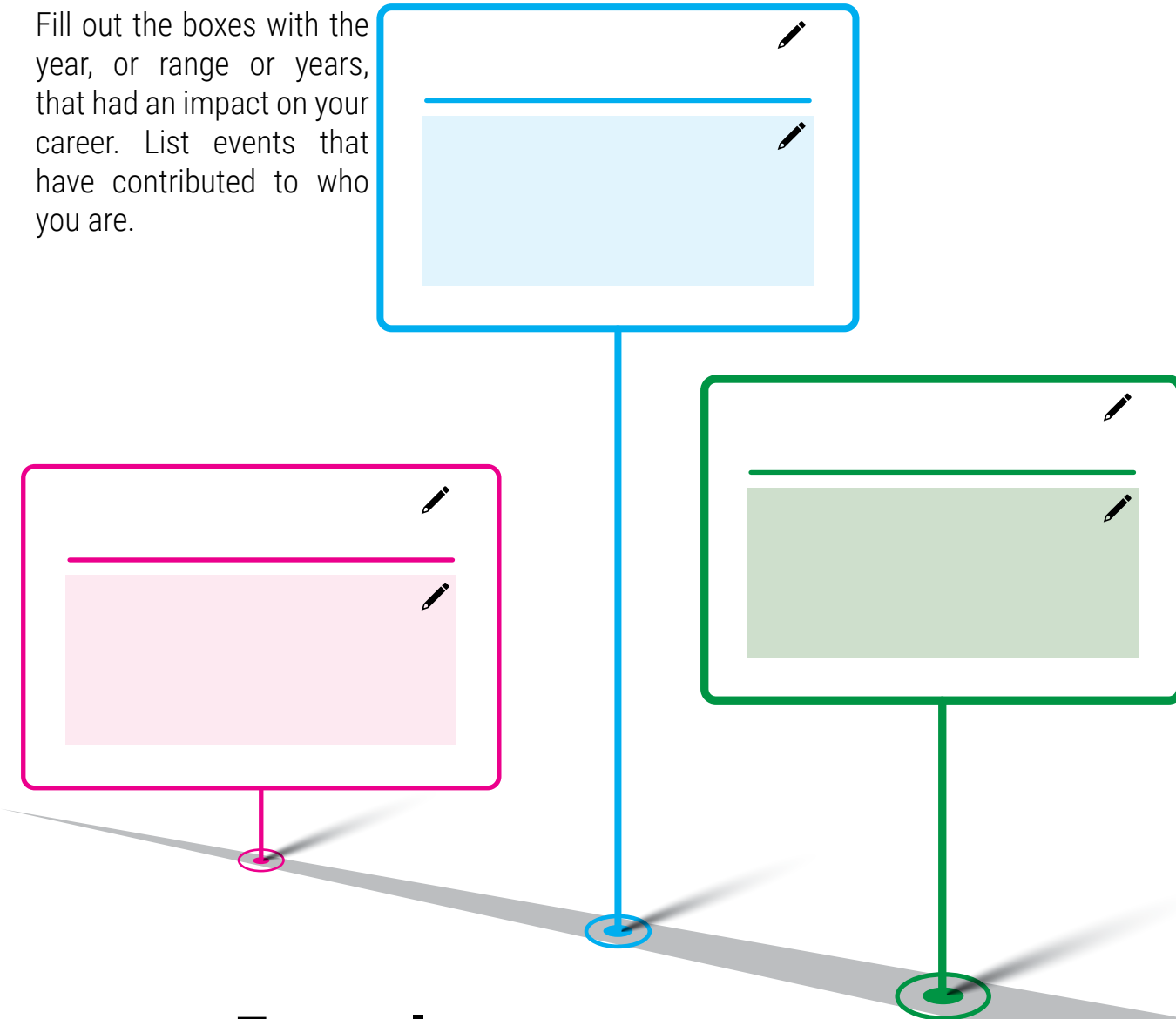
# THE CAREER PLANNING PROCESS



# DISCOVERING YOURSELF

## HOW DID YOU GET HERE?

Fill out the boxes with the year, or range of years, that had an impact on your career. List events that have contributed to who you are.



### Example

year(s) **2003 - 2005**

---

Activity, Job, Training, Education

---

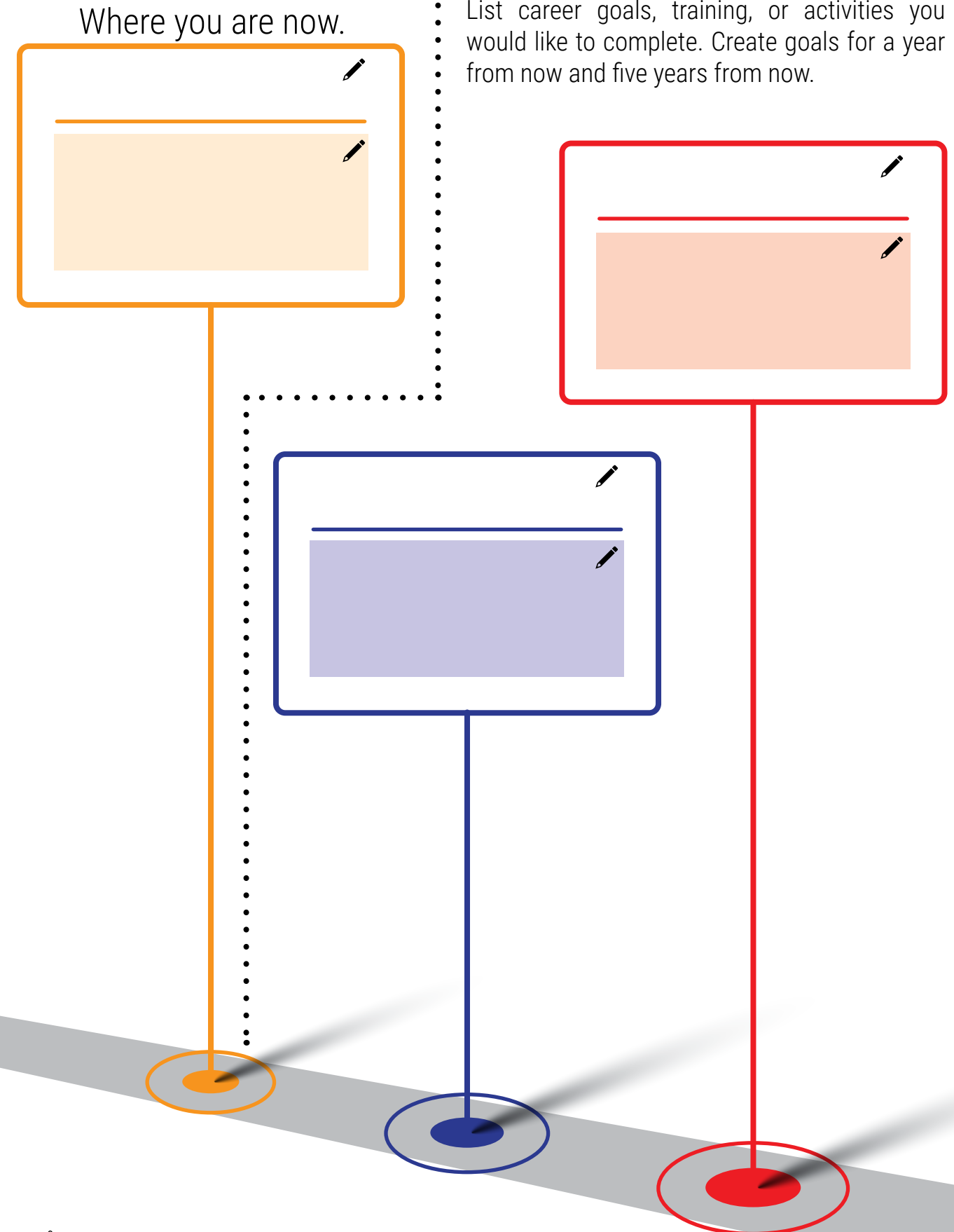
Volunteer work, Setbacks

---

Achievement, Awards

## WHERE ARE YOU GOING?

List career goals, training, or activities you would like to complete. Create goals for a year from now and five years from now.



# IDENTIFYING YOUR INTERESTS



What are my **hobbies**?



What **skills** do I have?



What do I try to **avoid** doing?



## DIG DEEPER

Explore your interests further using the **Focus2Career** self-assessment tools. Visit <https://www.slcc.edu/careerservices/focus-2-career.aspx> to learn how.



# RESOURCES TO FIND INTERESTS

## FOCUS2CAREER

Salt Lake Community College provides many self-assessment tools through the Focus2Career ([www.Focus2Career.com](http://www.Focus2Career.com)) platform. A great assessment to get you started is the **Work Interest Assessment**.

In a web browser, navigate to the website below to create a Focus2Career account through SLCC.

<https://www.slcc.edu/careerservices/focus-2-career.aspx>

## CAREERONESTOP

CareerOneStop ([www.CareerOneStop.org](http://www.CareerOneStop.org)) is an online resource that helps you to explore occupations. They have many interactive tools to help you discover available occupations, including their **Interest Assessment**. This assessment is found at the link below.

<https://www.careeronestop.org/Toolkit/Careers/interest-assessment.aspx>

## MY NEXT MOVE

My Next Move ([www.MyNextMove.org](http://www.MyNextMove.org)) is an O\*NET site that brings together information from CareerOneStop and O\*NET Online. It is an interactive online tool that allows you to learn more about your career options. The site also provide an **Interest Profiler** to help you discover occupations related to your interests. It can be found at <https://www.mynextmove.org/explore/ip>

What did you discover?

List 3-4 occupations that interest you.



# UNDERSTANDING SKILLS

Skills describe things you are good at and what you like to do. They may also be referred to as competencies or abilities.

Skills are developed throughout your life. They can be acquired through almost every aspect of your life. One of the primary methods to gain additional skills, especially those required for a specific occupation, is through training.

This section builds upon the last as we look at three categories of skills and identify the skills you currently have. We also explore some resources available to help you gain the skills needed for your selected occupation.



## IMPORTANT TO REMEMBER

Skills can come from any part of life. Think about sports you have played, volunteer work you have done, even clubs you have been involved with.

# THREE TYPES OF SKILLS



## SOFT SKILLS

These are skills that are demonstrated and observed, but cannot be measured.

Examples

- Empathetic
- Strong Work Ethic
- Positive Attitude
- Good Listener
- Critical Thinking
- Follows Instructions

## TRANSFERABLE SKILLS

These skills are those that can be proven or measured by providing examples. These are the skills you list on a resume. Skills that can be applied to a variety of jobs and industries.

Examples:

- Project Management
- Strategic Planning
- Customer Service
- Report Writing
- Page Layout
- Team Management



## TECHNICAL (HARD) SKILLS

These are skills that are specific to an occupation. These don't easily transfer to other careers.

Examples:

- Commercial Driver
- Pilot
- Nursing
- Train Conductor
- Software Developer
- School Teacher






# IDENTIFY YOUR SKILLS

What are the skills you have? What skills do you want to build? The list below are a few of the highest demand skills. Circle or highlight your current skills. Next, place an asterisk next to the skills you would like to learn or increase.

- |                       |                      |                        |
|-----------------------|----------------------|------------------------|
| Leadership            | Team building        | Photo editing          |
| Innovation            | Self-awareness       | Video editing          |
| Problem-solving       | Dependable           | Electrical work        |
| Accountability        | Planning             | Contractor             |
| Persuasive            | Attention to detail  | Computer-aided design  |
| Negotiation           | Motivating           | Hotel management       |
| Investigation         | Resolve conflicts    | Mechanical repair      |
| Critical thinking     | Budget management    | Aircraft pilot         |
| Collaboration         | Recruitment          | Building TV sets       |
| Team management       | Document editing     | Camera operator        |
| Creativity            | Data entry           | Blogging               |
| Research              | Writing reports      | Accounting             |
| Training              | Troubleshooting      | Analytics              |
| Follow instructions   | Software development | Auditing               |
| Reading comprehension | Web design           | Engineering            |
| Word processing       | Computer networking  | Patient care           |
| Spreadsheets          | Commercial driving   | Social media marketing |
| Presentation Design   | Construction         | Healthcare data entry  |
| Customer Services     | Project management   | Legal work             |

Other Skills 



## ONE STEP FURTHER

Identify the category of each skill using the following key.

**T** -> Transferable

**S** -> Soft

**H** -> Technical (hard)



# BUILDING YOUR SKILLS

## METHODS TO BUILD SKILLS

### 1 Informal self-directed training

This type of training is widely available. Popular free options are resources such as **instructional guides** from software manufactures, **tutorial blogs**, and **YouTube** videos. Other options include paid services such as **Linked-in Learning** and **Pluralsight**.

### 2 Formal skill-specific training (non-credit)

This type of training is available through institutions like the **Salt Lake Community College** department of **Workforce Training & Education**. This training is great for developing specific skills and earning industry **certifications** and **licensure**. It can also include **training leading to employment** such as electrician, construction, hospitality services, and installation.

### 3 Formal degree-seeking education (credit)

This method of skill-building leads to a degree from an **accredited institution** like the Salt Lake Community College.

Four basic degrees are:

1. **Associate's** (2-year)
2. **Bachelor's** (4-year)
3. **Master's** (6+ years)
4. **Doctoral** (8+ years)



# SKILL DEVELOPMENT PLAN

Decide on 3 – 4 skills you would like to develop. Use the list from earlier or identify additional skills here. Then list training available to help you develop those skills. Focus on finding skill-specific or degree-seeking training available.

SKILL: 

TRAINING:

SKILL:

TRAINING:

SKILL:

TRAINING:

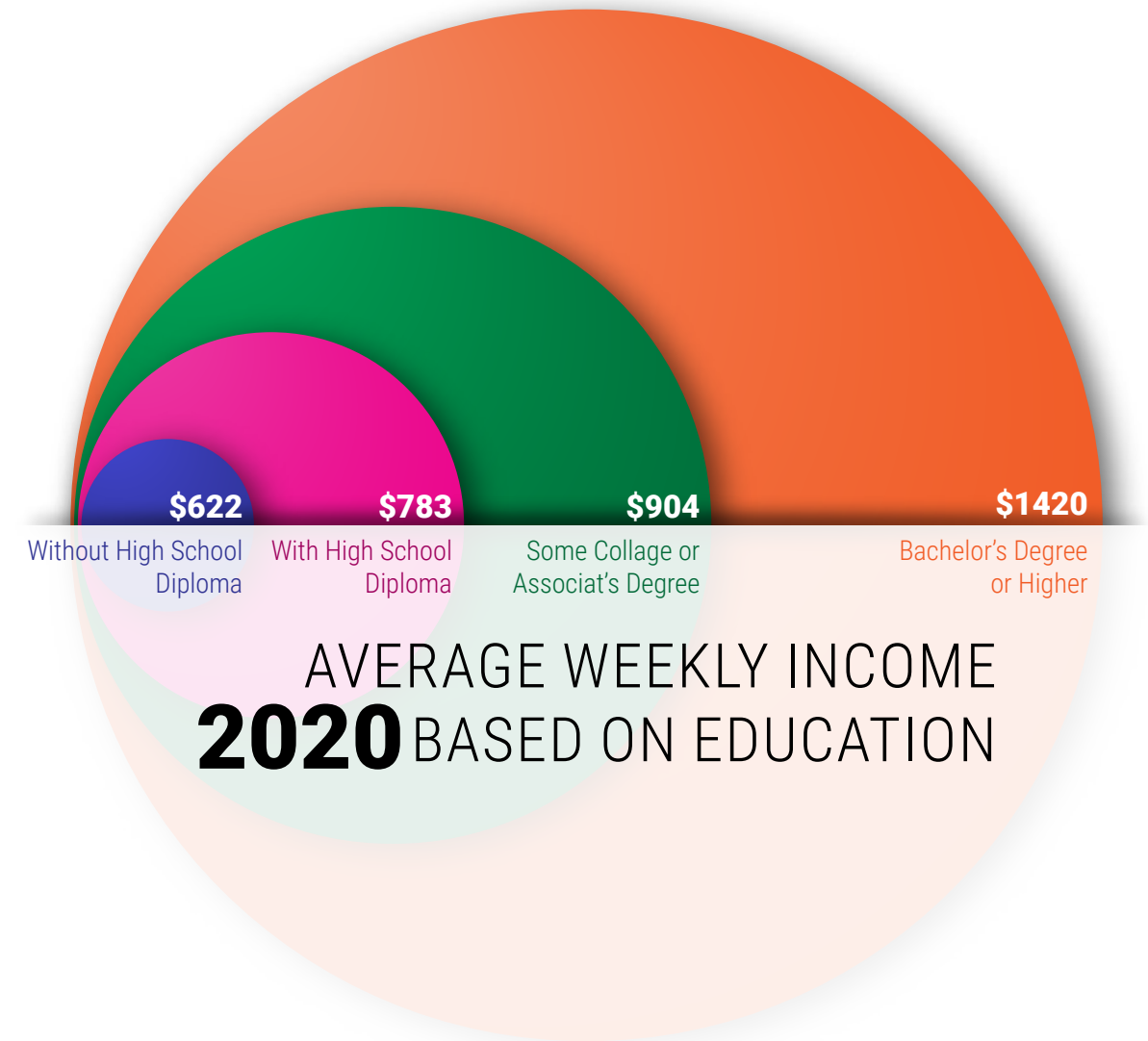
SKILL:

TRAINING:

# LABOR MARKET INFORMATION

Labor market information (LMI) is a collection of data related to the workforce in the United States. The primary source for this data is the US Bureau of Labor Statistics. This data is then used by other sites like O\*NET, CareerOneStop, and the Utah Department of Workforce Services.

For example, the illustration below uses labor market information to show the average weekly income in 2020 based on the level of education.





# LMI RESOURCES

## STATE RESOURCES

Every state has a department responsible for labor statistics. The Department of Workforce Services is the group in Utah that manages and tracks this information.

They also provide tools and resources for job searchers, veterans, available training, and funding for training. Career counseling services are available to help build an effective career plan.

Visit their site at <https://jobs.utah.gov/> to explore the services they offer.

## NATIONAL RESOURCES

There are three primary resources available nationally.

### US Bureau of Labor Statistics (BLS) <https://www.bls.gov/>

This is the primary resource for labor statistics. Most every other tool available pulls its data from this database. One of the most popular tools on their website is the Occupational Outlook Handbook (<https://www.bls.gov/ooh/>).

This tool allows you to explore occupational specific data such as:

- Education, training, and other qualifications needed to enter the occupation
- Projected employment change
- Similar occupations
- Wages
- And more

### CareerOneStop <https://www.careeronestop.org/>

Using data from the US Bureau of Labor Statistics, the CareerOneStop online tool provides interactive tools specifically designed for career exploration. Additionally they provide career videos, self-assessments, and resources for training.

### O\*NET <https://www.onetonline.org/>

The O\*NET tools also use data from BLS. They provide similar information as CareerOneStop, but in greater detail. They also have other sites, including My Next Move (<https://www.mynextmove.org/>) that combines data from BLS, CareerOneStop and others to provide high level overviews of occupations.

# FIND INFORMATION

Using the resources provided, find information on 3 – 4 occupations that you are interested in.

Occupation:

Bright Outlook: YES NO

Average Wages:

Locations:

Education:

Skills:

Occupation:

Bright Outlook: YES NO

Average Wages:

Locations:

Education:

Skills:

Occupation:

Bright Outlook: YES NO

Average Wages:

Locations:

Education:

Skills:

Occupation:

Bright Outlook: YES NO

Average Wages:

Locations:

Education:

Skills:

# TAKING ACTION

Now that you have selected several careers and discovered more about each, it is time to start taking action.

The first step to taking action is to find resources available to develop the skills needed for a selected occupation. This section focuses on finding the training and education available to propel you into your chosen occupation.



## PATHWAYS

Career pathways are built to provide a direct connection from education into a career. They are designed to help individuals acquire the skills necessary to enter into well-paid, high demand careers.

Career pathways can start as early as high school, or begin any time after. Developed around specific occupations, a pathway is a great way to ensure you gain the skills, education, and certification/licensing required to be successful.

You can discover more from the following resources.

### UTAH STATE BOARD OF EDUCATION

Utah State Board of Education provides a list of career pathways available in Utah. These pathways are developed to start in high school, but they can be a great reference for people working on their GED or starting after high school. The list of these pathways can be found at <https://www.schools.utah.gov/cte/pathways/utah>.

### SALT LAKE COMMUNITY COLLEGE

Salt Lake Community College has also established pathways to connect to several careers. Many of these pathways take the form of an Associates degree, and most of those provide a pathway to receiving a Bachelor's degree at participating universities. Find out more about the areas of study, or pathways, at <http://www.slcc.edu/academics/index.aspx>.





# TRAINING LEADING TO EMPLOYMENT

Training that leads to employment is non-credit programs built around specific occupations.

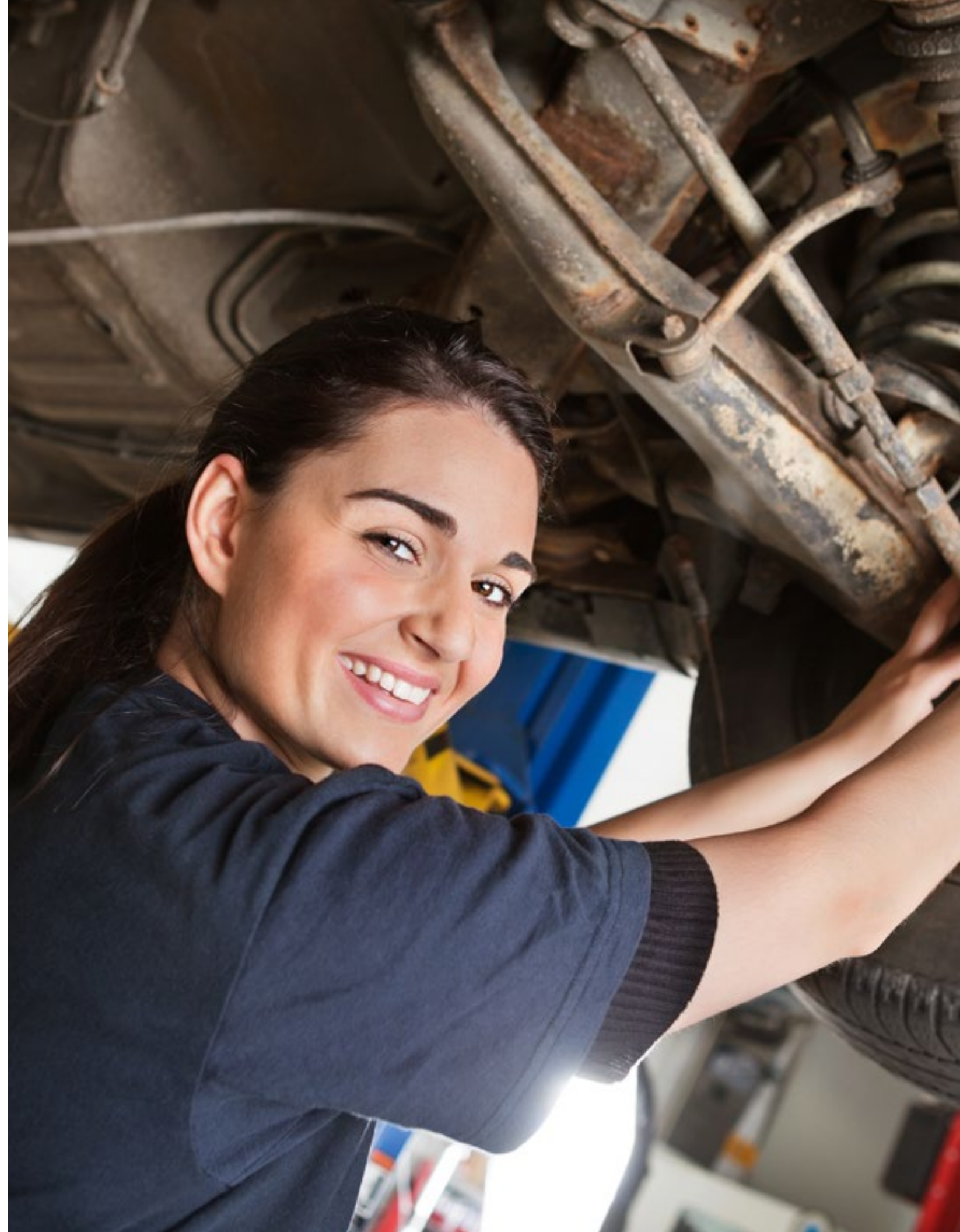
Examples of this type of training include:

- Diesel Systems Tech
- Line-worker
- Solar Installation
- Electrician
- Computer Network Administrator
- Desktop Computer Technician
- Certified Nursing Assistant
- Certified Pharmaceutical Representative
- Pharmacy Technician
- Heating & Air-Conditioning Tech
- Aircraft Electronics
- Hospitality
- Railway Systems
- Injection Molding
- Composites
- Aircraft Maintenance

Salt Lake Community College provides several programs that lead to employment. Specifically, **Workforce Training & Education** (<https://www.slcc.edu/continuinged/>), and the **School of Applied Technology and Technical Specialties** (<https://www.slcc.edu/satts/>) offers many programs designed to give you the skills leading to meaningful employment.

**Utah Department of Workforce Services** (<https://jobs.utah.gov/jobseeker/career/index.html>) also provides services and resources to help you find local training opportunities. Their services include career counseling, funding for training, and job searching.

What training do you need for employment?







# SKILL-SPECIFIC TRAINING

Skill-specific training helps you to gain or build upon existing skills. They are often a single course or short-term training and meet industry standards, certifications, or licensure requirements.

Examples of this type of training include:

- Technology certifications like Microsoft
- Project management
- Leadership
- Continuing Education Units (CEU)
- Solar Photovoltaic Installation
- Creative Problem-Solving
- Event and Meeting Planner
- Software-specific training like AutoCAD
- Hospitality
- Advanced Manufacturing like Composites
- Transition to Teaching

**Workforce Training & Education** at SLCC (<https://www.slcc.edu/continuinged/>) provides multiple skill-specific training.

**Utah Department of Workforce Services** (<https://jobs.utah.gov/jobseeker/career/index.html>) also provides services and resources to help you find local training opportunities.

What skill-specific training do you need?

# BASIC RESOURCES


## SALT LAKE COMMUNITY COLLEGE CONTACTS

### SLCC Workforce Training & Education

Your source for workforce training.

 <https://www.slcc.edu/continuinged/index.aspx>


 [continuinged@slcc.edu](mailto:continuinged@slcc.edu)

 801-957-5361

### Salt Lake Community College Career Services

Providing career coaching to help you create your individualized plan.


 <https://www.slcc.edu/careerservices/>

 801-957-4014

### Salt Lake Community College

Here is the general contact information for Salt Lake Community College.

 <https://www.slcc.edu/>

 801-957-7522

## OTHER RESOURCES

### Utah Department of Workforce Services, Career and Education Assistance

<https://jobs.utah.gov/jobseeker/career/index.html>

### CareerOneStop

<https://jobs.utah.gov/jobseeker/career/index.html>

### O\*NET Online

<https://www.onetonline.org/>

### My Next Move

<https://www.mynextmove.org/>

## YOUR NOTES

Lined area for taking notes.



Workforce Training & Education

9750 South 300 West  
Miller Free Enterprise Center, RM 211  
Sandy, UT 84070

801-957-5361  
[continuinged@slcc.edu](mailto:continuinged@slcc.edu)