

# My Dream Career



# My Dream Career

**Workbook titles in this series include:**

**My Dream Career**

Examining My Online Identity and Digital Media Use

How I Communicate in Different Places

My Role Models



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**EMPLOYMENT  
ONTARIO**

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# My Dream Career



## Learner Snapshot






In this module, you will

- think about what your dream career is
- talking about what some of your barriers might be
- research your dream career

There are 12 activities and five sections in this module. As you work through the activities, the progress bar will tell you how far you have come. You can check off each activity as you complete it on the chart on page 4.



# My Dream Career Progress Badges

	<p><b>Overview and Introduction to My Dream Career</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity #1</li> <li><input type="checkbox"/> Activity #2</li> <li><input type="checkbox"/> Activity #3</li> <li><input type="checkbox"/> Activity #4</li> </ul>
	<p><b>Barriers to Employment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity #5</li> <li><input type="checkbox"/> Activity #6</li> <li><input type="checkbox"/> Activity #7</li> </ul>
	<p><b>Career Research</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity #8</li> <li><input type="checkbox"/> Activity #9</li> <li><input type="checkbox"/> Activity #10</li> </ul>
 <p><b>BONUS BADGE</b></p>	<p><b>Career Research Extension</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity #11</li> </ul>
	<p><b>Wrap-Up</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learner Self-Reflection</li> <li><input type="checkbox"/> Activity #12</li> </ul>

# Self-assessment

Before I do this module,  
my skills are

After I finished this  
module, my skills  
were better

Skills	Before I do this module, my skills are			After I finished this module, my skills were better	
	Good	Average	Needing Improvement	Yes	No
I can read a paragraph, letter or email that is a few paragraphs long to find information					
I can read a flyer or brochure to find information					
I can read a story or chapter in a textbook to find information					
I can understand information when I watch a video or presentation					

Before I do this module,  
my skills are

After I finished this  
module, my skills  
were better

Skills	Before I do this module, my skills are			After I finished this module, my skills were better	
	Good	Average	Needing Improvement	Yes	No
I can participate in a group discussion					
I can make a presentation to a group or interview someone who I don't know					
I can write a short paragraph					
I can write a few paragraphs					
I can write a short essay					
I can fill in a form					
I can create a simple document with information in it					
I can write a journal entry					

Before I do this module,  
my skills are

After I finished this  
module, my skills  
were better

Skills	Before I do this module, my skills are			After I finished this module, my skills were better	
	Good	Average	Needing Improvement	Yes	No
I can log in to a user account on a digital device					
I can complete a form online					
I know how to post a message on a blog, gaming site or social networking site					
I can create files using software on a computer					

Before I do this module,  
my skills are

After I finished this  
module, my skills  
were better

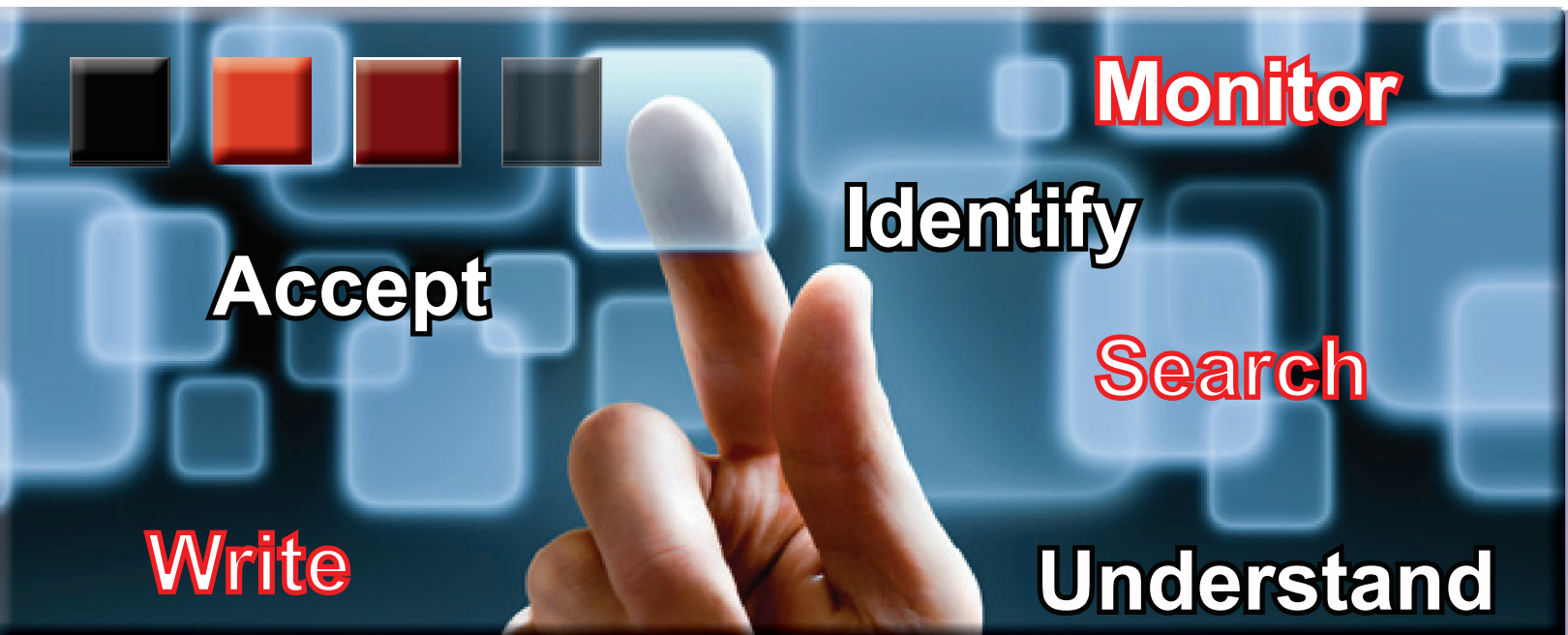
Skills	Before I do this module, my skills are			After I finished this module, my skills were better	
	Good	Average	Needing Improvement	Yes	No
I can monitor and evaluate how I am doing with my learning					
I can identify barriers to my goals					
I am willing to accept new challenges					
I have a positive attitude to learning					



Before I do this module,  
my skills are

After I finished this  
module, my skills  
were better

Skills	Before I do this module, my skills are			After I finished this module, my skills were better	
	Good	Average	Needing Improvement	Yes	No
I understand my role in the group					
I understand my responsibilities to the group and the program					
I accept the opinions of the others in the group					
I am prepared to participate in learning					
I meet deadlines					



## Overview

In this module, you will be thinking and talking about dream careers. At the end of this module you should be able to

- understand the difference between a job and a career
- identify your current skills and knowledge
- understand barriers to employment
- know more about your dream career

The module will start and end with a self-assessment. The first activity you will complete is the self-assessment.

### Activity #1 Self-assessment

Complete the “Before” part of the self-assessment on **page 5** to determine what level your skills are at now.

**PROGRESS...**





# Introduction to My Dream Career

## Activity #2 Job and Career

Think about the following questions and share your answers with the group

- a. What types of jobs have you had in the past?
- b. Do you think there is a difference between a job and a career?
- c. What do you think the difference is between a job and a career?

Use the definitions below to help you.

### Definitions

#### Job

1. a piece of work, especially a specific task done as part of the routine of one's occupation or for an agreed price: **She gave him the job of mowing the lawn.**
2. a post of employment; full-time or part-time position: **She was seeking a job as an editor.**

Source: Dictionary.com

#### Career

1. an occupation or profession, especially one requiring special training, followed as one's lifework: **He sought a career as a lawyer.**
2. a person's progress or general course of action through life or through a phase of life, as in some profession or undertaking: **His career as a soldier ended with the armistice.**

Source: Dictionary.com

**PROGRESS...**



## Activity #3 My Dream Career



Think about what your dream career would be. Brainstorm the skills you think you would need to have to do your career.

- a. What skills do you think you need to have for your dream career?
- b. Circle all of the skills that you think you need to work on.

My dream career is...
Skills related to reading
Skills related to writing
Skills related to communicating
Skills related to math
Skills related to organization
Other skills

After you have finished, share your dream career with the group.

**PROGRESS...**



One way to figure out what you might be good at is to complete an online career quiz. A career quiz will ask you to answer questions. The answers you give will be used to give you feedback on what careers might be good for you.

## Activity #4 Career Quiz

- a. Search for “Google” in your Internet browser.
- b. From there, use the search terms “career quiz” to find two or three online quizzes.
- c. Choose one quiz to complete.
- d. Print out the results.
- e. If you can’t print the results, summarize and record them on a piece of paper.
- f. Share your results with the group.



### Employment Link

Understanding your dream career or goal is the first step to employment. As you consider your dream career

- try to figure out the skills you need for that career, to help you understand what skills you are missing
- complete career quizzes to help you figure out if a specific career would be a good fit for you

Completing online quizzes or surveys is a skill that is utilized frequently in the workplace.

**PROGRESS...** Activity1-4 Completed



**Badge Awarded**

## Activity #5 Barriers to Employment

- a. Listen to the presentation or lecture to learn about barriers to employment.  
you are completing this activity on your own, ask the instructor for a copy of the presentation. (see appendix A
- b. Take notes on the barriers to employment. (See Appendix A)

My Notes

**PROGRESS...**



## Activity #6 What Are the Barriers?

In this activity, you will review a case study to determine barriers to employment.

- a. Work with a partner to read the case study.
- b. Once you are finished, you can ask questions if you need to.
- c. Figure out what barriers to employment that the person in the case study might have.
- d. Record John's barriers in the spider diagram at the end of this activity.

### Case Study

John is twenty-one years old. He lives with his girlfriend in a one-bedroom apartment on the south side of town. They have a two year-old daughter. His girlfriend is going to the alternative school four mornings a week.

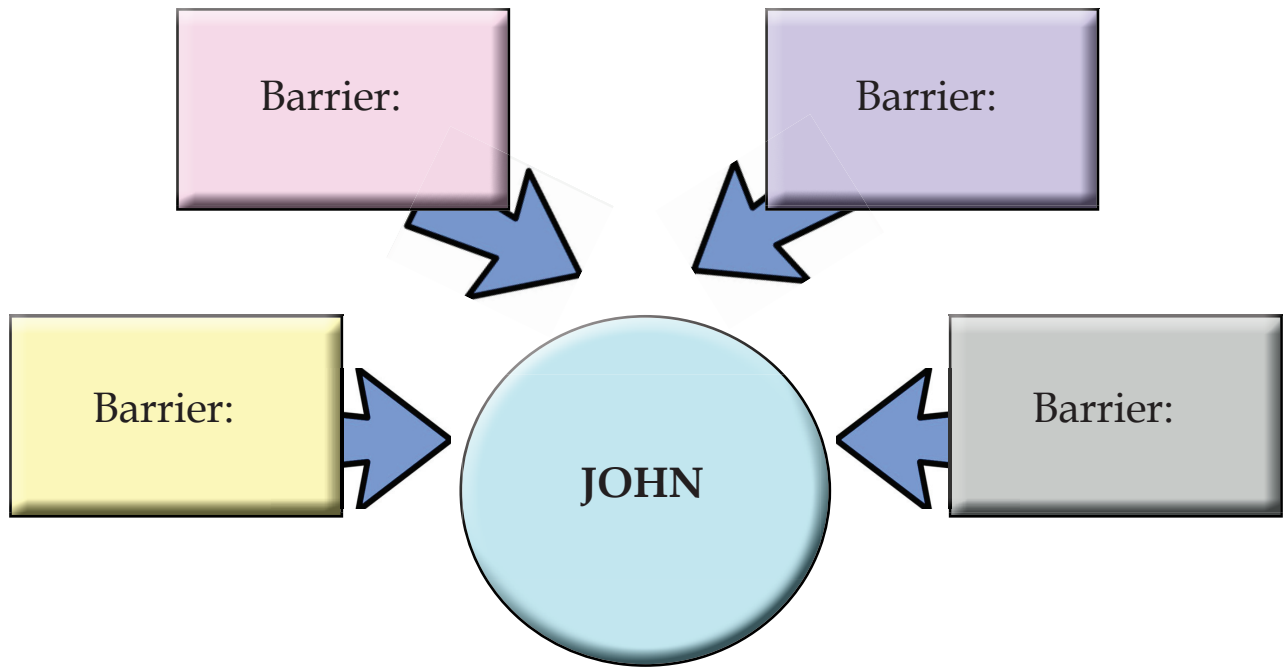
John dropped out of school when he was sixteen and before he finished grade 10. He has four grade 10 credits in

- English
- computers
- physical education
- music

John uses the bus system to get around town. He did have his licence but it is currently suspended. He has a car but it is not working.

When John was 17 years old, he was charged with theft. He was fined and put on probation for three years. John learned his lesson and since then he has stayed out of trouble, except for the licence suspension.





**PROGRESS... 50%**



## Activity #7 What Barriers Might I have?

- Thinking about your dream career, can you think of any barriers that you might have?
- If you are having trouble thinking of barriers, discuss it with other members of the group.
- How can you address these barriers?

My Barriers	How can I address it?

## The Employment Link



Understanding your barriers to employment can help you narrow down suitable careers and identify barriers that need to be addressed.

Learning by watching a presentation is very common in the workplace.

**PROGRESS...**Activity 4-7 Completed



**Badge Awarded**

An informational interview is an interview where you collect information about a career or a company. It is different from a job interview. In an informational interview, you ask the questions.

Informational interviews can be a very valuable resource to help you understand a career. It allows you to get “first-hand” information from someone who is already doing that job.

### Activity #8 Informational Interview

To understand more about what an informational interview is, watch the following YouTube videos.

What is an informational interview?

[www.youtube.com/watch?v=oWyQIPLTksc](http://www.youtube.com/watch?v=oWyQIPLTksc)

How to request an informational interview.

[www.youtube.com/watch?v=JE1tqZyeWKM&feature=relmfu](http://www.youtube.com/watch?v=JE1tqZyeWKM&feature=relmfu)

What to ask in an informational interview?

[www.youtube.com/watch?v=pyZ7wsF9ujc&feature=fvwrel](http://www.youtube.com/watch?v=pyZ7wsF9ujc&feature=fvwrel)

If you can't find the videos listed above, search for “informational interview” on YouTube. There are many different videos about informational interviews posted on YouTube.

**PROGRESS...**





## Activity #9 Conducting an Informational Interview

- a. Read the steps to conduct an informational interview.
- b. Brainstorm at least ten questions that you might ask someone to find out more about your dream career.
- c. Use the sample questions provided below, as a resource.
- d. Write down a draft list of questions that you would ask in order to find out more information about your dream career.

### Steps to Conducting an Informational Interview

**Step #1** Contact the person who you would like to conduct an informational interview with.

Explain that you would like to interview him/her to learn more about what is involved in his/her career because you are interested in a similar career. If the person is willing to participate, ask him/her if he/she would like to meet in person or by telephone. Set up a time and a place for the interview.

**Step #2** Write a draft list of questions that you want to ask. See the sample questions. (page 19)

**Step #3** Treat the interview like a business appointment.

Make sure that you arrive or call on time.

If you are meeting face-to-face, dress properly. Don't dress too casually but don't overdress.



- Step #4** Make sure that you know the name of the person who you are interviewing and how to pronounce it.
- Step #5** Use your draft list of questions to help you conduct the interview. However, if you think of other questions during the interview, make sure that you ask them! Take notes during the meeting to help you remember the information later.
- Step #6** As soon as the interview is over, make sure that you expand your notes to add any important information that you don't want to forget.
- Step #7** Make sure that you send a thank you note in writing or by email.
- Step #8** Reflect on what you learned.

Ask yourself the following questions.

- a. Am I still interested in this career?
- b. What steps do I think I need to take to be able to pursue this career?
- c. Is this a reasonable goal for me?
- d. What was the most important thing that I learned about this career?



# Sample Informational Interview Questions

1. What is your title? What are other commonly used titles for the position?
2. What are your major responsibilities and duties? (As the person describes the duties, ask what skills are needed). How much variety is there on a day-to-day basis?
3. What is a typical day like?
4. What certificate, degree or education is required for this position?
5. What kind of work experience would employers look for in an applicant?
6. How can a person obtain this work experience?
7. What steps besides meeting educational and work experience requirements are necessary to "break into" this occupation? (e.g., exam, Interview, union membership?)
8. What are the opportunities for advancement? To what position? Is further education needed to advance?
9. What are the main or most important characteristics for success in the field?
10. What are the employment prospects in this region? Where are the best employment prospects? Are there employment prospects in your company?
11. Where is the best place to find employment listings?
12. What are some related occupations?
13. What are the different salary ranges?





14. Do you have a set schedule (i.e., - 8:00 a.m. to 5:00 p.m.) or are the hours flexible?  
How many hours per week, do you typically work?
15. Is there a dress code?
16. Do you usually work alone or with a group of people?
17. What are the demands and frustrations that typically accompany this type of work?
18. What do you like the most about your career?
19. What types of technology are used and how are they used?
20. Do you enjoy your job?
21. Can you suggest any other sources of information for me?
22. Did I leave out any important questions that I should have asked?

Adapted from <http://jobsearch.about.com/od/infointerviews/a/infointervquest.htm>

Last accessed January 23, 2013





My Questions

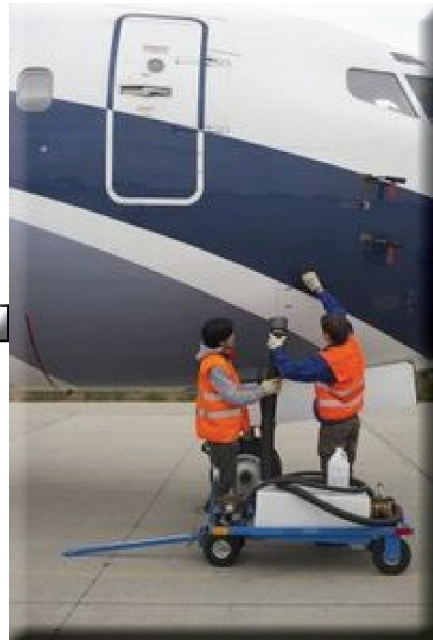
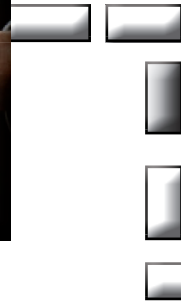
**PROGRESS...75%**



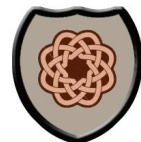
## Activity #10

## Meeting About My Dream Job

- Find someone in the community who is currently working at your dream job.
- Call or email the person to see if he/she would be willing to answer some questions for you.
- Using the steps to conduct an informational interview and your questions, conduct an informational interview.



**PROGRESS...** Activity 8-9 Completed



**Badge Awarded**



## Activity #11 Career Research-Extension Activity

- a. Think back to the dream career that you identified earlier – is that still your choice?
- b. Use that career or pick another career that you are interested in and find out more about it.
- c. Prepare a short report (1-2 pages typed) or a presentation (4-10 slides) on your career choice.

### Include

- a general description of your career choice
- the skills and tasks required in your career
- the minimum level of education needed for your career choice
- the possible locations where you could work in your community

### Suggested Resources

The *Working in Canada* website can help you find information about careers by the categories of occupation, wages and outlook, education program, or skills and knowledge:

[www.workingincanada.gc.ca/content\\_pieces-eng.do;jsessionid=084F98659D2F4A3D449DD1DC51B04BD2.imnav2?cid=5223](http://www.workingincanada.gc.ca/content_pieces-eng.do;jsessionid=084F98659D2F4A3D449DD1DC51B04BD2.imnav2?cid=5223)

You can also find the *Working in Canada* website by using the search term “Working in Canada”.

Use the **Essential Skills** Profiles to find your career and to learn about the types of tasks that you will need to be able to do:

[www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml)

You can also find the Essential Skills Profiles by using the search term “Essential Skills Profiles”.





## Employment Link

Conducting an informational interview can help you build self-confidence and improve your ability to handle a job interview. Information gained from the informational interview can help you decide if a particular career is a good choice for you. Finding information and communicating with people are both important skills for employment.



**PROGRESS...**Activity 11 Completed



**Bonus  
Badge Awarded**





## Wrap-Up

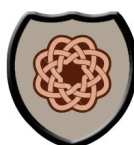
### Reflection

- a. Read the reflection questions.
- b. Using the questions as a guide, write a paragraph reflecting on this module.
- c. Post your reflection online. Your instructor will tell you where to post it.
- d. You can use the space below for your draft.

### Reflection Questions

1. What is my dream career?
2. What are some of my current barriers to employment and what can I do to overcome those barriers?
3. What are some of the skills that I need to work on to be able to achieve my dream career?

### My Reflection



## Activity #12 Post Self-Assessment

Complete the "After" portion of the self-assessment on page 5 to determine if you think your skills have improved.

**PROGRESS... 100% COMPLETE!**



**Badge Awarded**



☆☆☆

MISSION COMPLETED

