



Career Planning Workbook

Expansion Module 2: Researching Careers

The Department of Post-Secondary Education, Training and Labour (Saint John), School District 6 and the Work Room Career Resource Centres have developed a program to assist students and their parents (or anyone acting in a career coaching capacity) to create a dialogue about careers and provide tools to assist students in preparing their career plan. PACE (Plan to Achieve Career Excellence) is divided into 5 sequential modules that combine to create an effective career plan. This workbook supports the second module-“Researching Careers” by providing additional information, resources and activities to help people to conduct thorough career research and match their interests with potential career opportunities..

This workbook is designed as an “add-on” resource to be used as part of the main PACE career planning system. While this is not a required delivery component, it may prove useful to anyone who requires advanced career support tools to help them to progress to the next stage of their career plan.

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A support website has been developed to provide additional resources. The web pages are colour-coded to correspond with the information contained in this workbook.

www.setyourownpace.org

The PACE workshop and resources are not intended to be used as a substitute for professional career counseling. Instead, this workbook allows students and their parents/career coaches to do their own research and in the event they have questions concerning career planning, there are resources readily available to assist them.

For parents who are interested in receiving career coaching training, a 60 minute Introductory Career Coaching Workshop is available through The Work Room Career Resource Centres and select community partners. Expansion modules (such as this one) are available for those who complete the introductory workshop. For more information on PACE and related career products, workshops and resource material please visit:

www.careersthatwork.ca

Research Findings

Name _____

1. Learn how to use Career Cruising.

www.careercruising.com

Username: _____

Password: _____

2. Create a Portfolio using Career Cruising.

Portfolio Username: _____

Portfolio Password: _____

3. List your top ten career prospects generated through Career Cruising

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. List some helpful websites and career resources you can use to help you find out about careers that may be of interest to you after you graduate from high school.

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Career Cruising

The Department of Education have purchased this online career planning tool for students in New Brunswick High Schools and the public to use free of charge. Users can search a database of occupations to discover information on any career they choose, or if they can't decide on a career, they can access interest inventories that suggest possible career options based on their interests. After answering a series of questions, a list of career options will be provided that a user can explore further. This career planning tool is very easy to use and provides a wealth of information. What's more, the information can be accessed 24 hours a day from any computer! Contact your local Work Room Career Resource Centre or guidance counsellor to obtain access codes to use the program.

CareerCruising

www.careercruising.com

The Work Room. There are four career resource centres located in School Districts 6 and 8. They are called "The Work Rooms" and are designed specifically for the purpose of helping people research their career options. You can access any of the centres and explore many career-related resources by visiting www.careerthatwork.ca

The Internet. The internet is a great place to start collecting information on careers. The downside, is that it can be very time-consuming if you don't know where to start. This is the benefit of career planning tools such as Career Cruising as it can help guide your search and produce results much faster. Here are a few good sites to get you started.

Government of Canada:

www.youth.gc.ca

School Finder:

www.schoolfinder.com

CanLearn:

www.canlearn.ca

The Alliance of Sector Councils:

www.councils.org

Guidance Counsellors. High school guidance counselors can provide you with information to help guide your career plan.

Employment Counsellors. The Department of Post-Secondary Education, Training and Labour can assist unemployed or underemployed New Brunswickers to develop a career plan and access employment and training opportunities. Find out more by visiting www.gnb.ca/0105/index-e.asp.

Information Interviews. One of the most effective ways to research a career is to find someone who is employed in the career field of interest and interview them. Most people are willing to talk about their career and this can be a very easy way to get an idea if a career is a good match before you spend a great deal of time, money and energy.

Your research should generate possible career options. Once you have a career choice (or a couple) you are ready to move to the next step (the six destinations) and put your career plan into action.

Congratulations!

You have completed your second step in the PACE career planning system: “Researching Careers”.

Hopefully through the instruction provided by your PACE facilitator and working through these exercises has provided you with a better idea of your potential career options.

Please list 10 careers that you have identified through the research you conducted in this module. In the next of your plan, you will start the development of an action plan to get you moving towards your career goal(s).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Preview of the next step: **The Six Post-secondary Destinations**

- PACE participants will use the list of occupations generated through Career Cruising (or other research methods) used in “Step # 2: Researching Careers” to develop action plans for their choices.
- Participants will learn the six post secondary options that are available to help them in formulating action plans.
- Not all occupations (or action plans) will be possible, so participants will be encouraged to narrow down their prospective career options to a few manageable alternatives that they can implement effectively.



Developed through the partnership of the Department of Post Secondary Education Training, and Labour (Saint John Regional Office), School Districts 6/8 and The Work Room Career Resource Centres.