

Activity 10: Discovering Your Work Skills

FOR THE TEACHER

Introduction

One of the greatest problems educators face is helping students bridge the gap between school and work. Many students cannot see the connection between what they are learning now and their future career. As a result, they may lack confidence in themselves and their ability to contribute in the workplace.

The purpose of this activity is to help students make links between their daily activities and work skills. In particular, they will:

- See the importance of their curricular and extracurricular activities
- Gain a better understanding of their skills
- Learn about career options related to their skills

How the Activity Works

Students use the A Day In My Life chart to set out a sample day in their life, being sure to include all curricular, extracurricular, social, and at-home activities. Then they use the Activities And Work Skills chart to link their activities to work-related skills. (Both charts can be found in the pages immediately following this activity.)

The next step is to use Career Cruising to search for and learn about careers in which those skills are important.

Starting the Program

Go to www.careercruising.com. Enter your personal My Plan username and password in the spaces provided, and click on **Log In**.

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STEP 1: A DAY IN MY LIFE

Fill in the A Day In My Life chart (see page 4 of this activity). In the Activities column, write down the things you do in a typical day. Be sure to include all classes, sports, social events, clubs, hobbies, chores, after school jobs, etc. (*You may use the Activities and Work Skills chart as a reference.*)

Using the Activities and Work Skills chart, match your activities with the related work skills.

Now go back to your A Day In My Life chart and write down the work skills that match your activities (*put the work skills beside each activity, in the right-hand column*).

1. Write down the work skill that appears most often in your day:

Work Skill #1: _____

2. Write down the work skill you would most enjoy using in a job:

Work Skill #2: _____

3. Write down the work skill you think would be most important in getting a good job:

Work Skill #3: _____

STEP 2: USING CAREER CRUISING/WORK SKILL #1

Log in to Career Cruising and click on **Careers**, then click on the **Start Career Selector** button.

Go to the **Core Tasks** section and select the work skill/core task that appears **most often** in your day (*Work Skill #1 above*).

Click on the blue **View Results** button. Career Cruising will show you a list of occupations where people use the skill you selected.

STEP 3: RESEARCHING THE CAREER

Scroll through the list and click on a career that interests you.

Career: _____

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4. Click on Job Description. Write down examples of how people in this career use the work skill you selected.

Click on one of the two interviews.

Person's name: _____

5. Click on A Day In The Life. Write down examples of how the person uses the skill you selected in his/her workday.

Now click on the other interview.

Person's name: _____

6. Click on A Day In The Life. Write down examples of how this person uses the skill you selected in his/her workday.

STEP 4: USING CAREER CRUISING/WORK SKILL #2

Use your browser's back button to return to the Career Selector screen. Go to the **Core Tasks** section.

Deselect the work skill/core task you chose before (*i.e. click on it once to delete the checkmark*).

Now select the work skill that you would most enjoy using in a job (*Work Skill #2 above*).

Click on **View Results**.

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Scroll through the list and click on a career that interests you.

Career: _____

7. Read the Job Description and each of the interviewees' A Day In The Life. Write down examples of how people in this career use the work skill you selected.

STEP 5: USING CAREER CRUISING/WORK SKILL #3

Repeat Step 4, except this time select the work skill that you think would be most important in getting a good job (*Work Skill #3 above*).

Career: _____

8. Read the Job Description and each of the interviewees' A Day In The Life. Write down examples of how people in this career use the work skill you selected.

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A DAY IN MY LIFE

Time	Activity	Work Skills
7:00am – 8:00am		
8:00am – 9:00am		
9:00am – 10:00am		
10:00am – 11:00am		
11:00am – 12:00pm		
12:00pm – 1:00pm		
1:00pm – 2:00pm		
2:00pm – 3:00pm		
3:00pm – 4:00pm		
4:00pm – 5:00pm		
5:00pm – 6:00pm		
6:00pm – 7:00pm		
7:00pm – 8:00pm		
8:00pm – 9:00pm		

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SCHOOL SUBJECT	WORK SKILLS
Biology	Doing Research Inspecting, Measuring, or Monitoring Keeping Accurate Records Working with Plants or Animals
Business <i>(e.g. Accounting, Entrepreneurial Studies, Marketing)</i>	Communicating Information or Persuading People Keeping Accurate Records Selling or Promoting
American and World Studies <i>(e.g. US History and Politics, American and World Issues, Law, World History)</i>	Communicating Information or Persuading People Doing Research Writing
Chemistry	Inspecting, Measuring, or Monitoring Keeping Accurate Records Analyzing Data, Programming or Doing Calculations
Computers	Analyzing Data, Programming or Doing Calculations Identifying/Diagnosing Problems
Dance	Artistic Expression Physical Training or Performing
Technology <i>(e.g. Design and Technology, Construction Technology, Communication Technology)</i>	Operating Machines or Vehicles Building or Creating Things Inspecting, Measuring, or Monitoring
Drama	Artistic Expression Communicating Information or Persuading People Writing
English	Artistic Expression Communicating Information or Persuading People Writing
Family Studies <i>(e.g. Parenting, Fashion, Individuals and Families in a Diverse Society)</i>	Caring for or Treating People Organizing People or Planning Work Activities Making Sure Things are Clean and/or Organized
Geography <i>(e.g. Geography – Physical, World Issues)</i>	Doing Research Writing Communicating Information or Persuading People
Health and Physical Education	Physical Training or Performing Organizing People or Planning Work Activities
History <i>(e.g. US History, Society: Challenge and Change, Modern Western Civilization, etc.)</i>	Doing Research Writing Communicating Information or Persuading People
Languages <i>(e.g. French, Japanese, Latin)</i>	Communicating Information or Persuading People Writing
Math	Analyzing Data, Programming or Doing Calculations Inspecting, Measuring, or Monitoring Identifying/Diagnosing Problems
Music or Visual Art <i>(e.g. Band, Strings, Musical Theater, etc.)</i>	Artistic Expression Building or Creating Things Designing or Drawing

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SCHOOL SUBJECT	WORK SKILLS
Physics	Inspecting, Measuring, or Monitoring Keeping Accurate Records Analyzing Data, Programming or Doing Calculations Designing or Drawing
Science	Inspecting, Measuring, or Monitoring Keeping Accurate Records Analyzing Data, Programming or Doing Calculations

OTHER SCHOOL ACTIVITIES	WORK SKILLS
Assemblies <i>(e.g. organizing, participating in)</i>	Artistic Expression Communicating Information or Persuading Others Organizing People or Planning Work Activities
Clubs <i>(e.g. chess club, outers club, environment club)</i>	Communicating Information or Persuading Others Organizing People or Planning Work Activities Selling or Promoting
Dances <i>(e.g. organizing, attending)</i>	Organizing People or Planning Work Activities Physical Training or Performing Selling or Promoting
Fundraising <i>(e.g. raising money for a charity or school trip; you may hold an event, have a car wash, sell chocolates)</i>	Organizing People or Planning Work Activities Selling or Promoting Communicating Information or Persuading People Keeping Accurate Records
Independent Study Project/Unit <i>(e.g. research essay on a topic of your choice)</i>	Doing Research Keeping Accurate Records Writing
Journal <i>(e.g. keeping a daily journal for English class)</i>	Writing
Library <i>(e.g. finding books in the library)</i>	Doing Research
Lunch/Recess	Communicating Information or Persuading People
Peer Editing <i>(e.g. reading and correcting other students' work)</i>	Communicating Information or Persuading People Writing
Peer Tutoring/Helping <i>(e.g. helping students with school work or problems)</i>	Teaching or Training Identifying/Diagnosing Problems
Presentations or Seminars	Communicating Information or Persuading People Teaching or Training
Projects <i>(e.g. researching and presenting information in a visually appealing way)</i>	Doing Research Writing Designing or Drawing Building or Creating Things

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OTHER SCHOOL ACTIVITIES	WORK SKILLS
Sales <i>(e.g. bake sales)</i>	Selling or Promoting Communicating Information or Persuading People Organizing People or Planning Work Activities
School Newspaper <i>(e.g. being a reporter, taking photos, doing layout)</i>	Writing Doing Research
School Shows <i>(e.g. plays, music night)</i>	Artistic Expression Communicating Information or Persuading People Selling or Promoting Building or Creating Things
Science Project	Doing Research Inspecting, Measuring, or Monitoring Analyzing Data, Programming or Doing Calculations Writing
Sports <i>(e.g. playing on, coaching, or helping out with a team)</i>	Physical Training or Performing Organizing People or Planning Work Activities
Student Council <i>(e.g. being a student council member such as school president or treasurer)</i>	Communicating Information or Persuading People Organizing People or Planning Work Activities
Yearbook <i>(e.g. writing for, taking photos, doing layout)</i>	Writing Artistic Expression Designing or Drawing

LEISURE ACTIVITIES AND HOBBIES	WORK SKILLS
Athletic activities <i>(e.g. hiking, swimming, skating)</i>	Physical Training or Performing
Being interested in professional sports <i>(e.g. following a sports team; watching sports on TV, keeping track of players' stats, discussing sports)</i>	Doing Research Communicating Information or Persuading People
Building things <i>(e.g. models)</i>	Building or Creating Things Designing or Drawing
Camping	Physical Training or Performing Organizing People or Planning Work Activities
Card or Board Games	Analyzing Data, Programming or Doing Calculations Communicating Information or Persuading People Identifying/Diagnosing Problems
Collecting things <i>(e.g. baseball cards, stickers)</i>	Doing Research Keeping Accurate Records Making Sure Things are Clean and/or Organized
Computer <i>(e.g. using a graphics program, installing new software, fixing problems)</i>	Analyzing Data, Programming or Doing Calculations Identifying/Diagnosing Problems Operating Machines or Vehicles
Diary <i>(e.g. writing down your thoughts in a diary)</i>	Writing Artistic Expression

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LEISURE ACTIVITIES AND HOBBIES	WORK SKILLS
Drawing <i>(e.g. pictures, cartoons, etc.)</i>	Artistic Expression Designing or Drawing
Driving <i>(e.g. driving the family car)</i>	Operating Machines or Vehicles
Friends <i>(e.g. hanging out, helping with problems)</i>	Communicating Information or Persuading People Organizing People or Planning Work Activities Identifying/Diagnosing Problems
Internet <i>(e.g. surfing the net, downloading music, making a web page)</i>	Doing Research Designing or Drawing Analyzing Data, Programming or Doing Calculations
Making crafts <i>(e.g. bracelets)</i>	Artistic Expression Designing or Drawing Building or Creating Things
Music <i>(e.g. listening to music, singing, playing an instrument)</i>	Artistic Expression Communicating Information or Persuading People Doing Research
Playing on a sports team <i>(e.g. baseball, soccer)</i>	Physical Training or Performing Communicating Information or Persuading People
Reading <i>(e.g. magazines, novels, comic books)</i>	Doing Research
Riding a Bike	Physical Training or Performing Operating Machines or Vehicles
Shopping	Doing Research
Skateboarding	Physical Training or Performing Fixing/Repairing Things
Talking on the Phone	Communicating Information or Persuading People
Video or Computer Games	Identifying/Diagnosing Problems Physical Training or Performing
Writing letters or emails	Writing Communicating Information or Persuading People

HOUSEHOLD ACTIVITIES	WORK SKILLS
Babysitting <i>(e.g. younger sister/brother, neighbors' kids)</i>	Caring for or Treating People
Cleaning <i>(e.g. your room, bathroom, garage)</i>	Making Sure Things Are Clean and/or Organized Identifying/Diagnosing Problems Operating Machines or Vehicles
Cooking or Baking	Inspecting, Measuring, or Monitoring Building or Creating Things
Mowing the Lawn	Operating Machines or Vehicles Physical Training or Performing Working with Plants or Animals

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HOUSEHOLD ACTIVITIES	WORK SKILLS
Helping in the Garden <i>(e.g. planting flowers, pruning bushes, weeding)</i>	Physical Training or Performing Working with Plants or Animals Artistic expression
Shoveling Driveway	Physical Training or Performing
Taking care of a pet <i>(e.g. walking the dog, feeding cat)</i>	Working with Plants or Animals
Taking Phone Messages	Keeping Accurate Records Writing
Vacuuming	Operating Machines or Vehicles
Washing the Dishes	Making Sure Things Are Clean and/or Organized

OTHER	WORK SKILLS
Part-time job - Cashier	Assisting Customers or the Public Analyzing Data, Programming or Doing Calculations
Part-time job - Food Services <i>(e.g. working at a fast food chain, waiting tables, bussing)</i>	Assisting Customers or the Public Making Sure Things Are Clean and/or Organized
Part-time job - Recreation <i>(e.g. lifeguard, sports instructor, camp counselor)</i>	Teaching or Training Caring for or Treating People
Part-time job - Retail <i>(e.g. working in a clothing store)</i>	Assisting Customers or the Public Keeping Accurate Reports Making Sure Things Are Clean and/or Organized Selling or Promoting
Volunteering <i>(e.g. volunteering at a hospital, charity)</i>	Assisting Customers or the Public Caring for or Treating People Communicating Information or Persuading People Teaching or Training