

## CAREER PREPARATION

Career preparation focuses specifically on issues related to the world of work. Experience gained in a variety of work place situations will help you to prepare for transition to a work environment, or to post-secondary education or training.

The questions below can help connect what you are learning in school to the skills and knowledge needed in the work place and society in general. Your answers will be unique to you and will provide insight as you prepare to go to University or further training or the world of work.

1. How does the 30 hours of work experience for grade 12 graduation and the additional work experience hours of career programs relate to your career, educational and personal goals?
2. What do you need to know about job seeking and job-keeping?
3. How can you determine, evaluate, and document your life and work skills?
4. What are they variety of management and organizational structures that exist in the work place of your choice?
5. How do you create a personal financial plan to support achievement of your educational and career goals?

Consider the next following points to assist you in your career preparation process.

- Get related work experience in the work place destination of your choice.
- Evaluate your career choices by gaining practical experience through volunteering, internships or part-time work.
- Choose course electives to complement your career goals.
- Familiarize yourself with and develop various types of job seeking documents such as resumes, applications forms and portfolios of work samples.
- Research various services to available to finance your education.

Below are links that can assist your career preparation and development

Community Learning and Youth Programs

<http://www.edu.gov.mb.ca/youth/Job%20Preparation/Index.html>

Career Planning, Education, Job Search

<https://careers.mcmaster.ca/students/websites.pdf>

Career Employment Youth Services

<https://www.ceys.mb.ca>

nextsteps.org – Career Planning

[www.nextsteps.org/career/options.html](http://www.nextsteps.org/career/options.html)