

FOCUS AREA I

SELF DISCOVERY

I Have Skills; Skills For Success.....	I A 1
My Skills Activity (PowerPoint)	I A 3
Skills I Want To Grow and Use Activity	I A 4
<i>Skills for Success</i> Activity (PowerPoint)	I A 5
My Values Identification	I B 1
Our Values Make a Difference Activity (PowerPoint).....	I B 2
My Career Values Activity.....	I B 4
Discovering My Interests.....	I C 1
Identifying My Interests Activity.....	I C 2
The Holland Game: Discovering My Interests Activity (PowerPoint)	I C 7
How I See Myself; How Others See Me	I D 1
How I See Myself /How I Think Others See Me Activity.....	I D 4
Feedback on My Strengths and Skills Activity.....	I D 7
How Others See Me Review Activity.....	I D 8
Social Know-How.....	I E 1
Shaking Hands and Introducing Others Discussion Activity (PowerPoint).....	I E 2
Times to Shake Hands Activity (PowerPoint)	I E 5
Common Courtesies Activity (PowerPoint).....	I E 9
To Stand or Not Stand Activity (PowerPoint)	I E 12
Etiquette for Public Places Discussion Activity.....	I E 13
Developing Effective Communication Skills.....	I F 1
Active Listening Discussion (PowerPoint).....	I F 3
Paraphrasing Activity.....	I F 4
Conversation Activity	I F 5
Positive/Negative Feedback Activity.....	I F 6



FOCUS AREA I

SELF DISCOVERY

Appropriateness in Written, Electronic and Oral Communication	I G 1
Appropriateness in Electronic Communication Activity (PowerPoint)	I G 4
Sending email Discussion (PowerPoint)	I G 6
Telephone Etiquette Discussion (PowerPoint)	I G 8
Thank You Notes/Letters Discussion (PowerPoint)	
When Should You Send a Thank You Note? Activity	I G 10
Thank You Note Activity	I G 11

Team Building	I H 1
Lost in the Wilderness Activity	I H 3
Group Presentations Activity.....	I H 2

Note: To avoid confusion with the Roman numerals, this manual doesn't use the capital letter I for modules.

Public Speaking	I J 1
Public Speaking Discussion (PowerPoint)	I J 2
Short Speech Activity.....	I J 3
Outline Form for Speeches Activity	I J 4

Applying Self Awareness to Start My Career Plan	I K 1
How Do I Make Decisions? Activity.....	I K 4
Time Makes a Difference Activity (PowerPoint).....	I K 7
Improving Myself Activity	I K 9
Starting My Career Plan Activity	I K 11



FOCUS AREA II

CAREER EXPLORATION

Exploring Career Clusters That Interest Me	II A 1
<i>Career Clusters</i> Team Research and Presentations Activity (PowerPoint).....	II A 3
My Dream Career/Job Might Be...	II B 1
Pick and Choose Activity (PowerPoint)	II B 3
My Dream Career/Job Activity.....	II B 5
My Dream Career/Job Team Activity	II B 7
Career Trends	II C 1
Growing Occupations and <i>Career Clusters</i> Activity (PowerPoint).....	II C 2
Career Trends Brainstorming Activity	II C 7
Career Trends: Building My Skills for the Future Activity.....	II C 8
Researching Careers/Jobs I am Considering	II D 1
Three Ways I Can Do Career Research (PowerPoint)	II D 2
Informational Interview Questionnaire Activity	II D 3
Informational Interview Report Activity	II D 7
The Shadow Day Activity (PowerPoint).....	II D 8
Reality Check: What It Costs To Live	II E 1
How Much Money Can I Expect to Make Based on my Education? (PowerPoint)	II E 4
Match the Job Title With the Salary Activity (PowerPoint).....	II E 6
Price is Right Activity (PowerPoint)	II E 7
Create a Budget Activity (PowerPoint).....	II E 9
Identifying Job, Internship and Volunteer Opportunities.....	II F 1
Organizations That Fit Me Activity (PowerPoint)	II F 2
The Organization Television Commercial Activity	II F 5
Identifying the Best Job, Internship, or Volunteer Experience for Me Activity	II F 6
Reflection on Work World Experiences.....	II G 1
Reflection on Work World Exploration Experiences Activity	II G 2



FOCUS AREA II

CAREER EXPLORATION

Moving Toward My Career Goals	II H 1
<i>Skills for Success I Will Use in My Career/Job Activity</i>	II H 3
How I Make Academic Decisions Activity	II H 4
Skills and Experiences Documentation Activity	II H 6
What I Can Do While Still in School? Activity	II H 9

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Expanding My Career Plan	II J 1
My SWOT Analysis Activity (PowerPoint).....	II J 3
My SWOT Analysis Group Activity.....	II J 5
Identifying My Action Steps Activity.....	II J 8
Storyboarding My Career Action Steps Activity (PowerPoint).....	II J 10



FOCUS AREA III

CAREER PREPARATION

Attitude is Number One	III A 1
Did You Make the Right Decision? Activity (PowerPoint).....	III A 4
Attitude is Number One Activity (PowerPoint).....	III A 6
Workplace Role Play the Mannerly Way Activity	III A 9
Completing My Targeted Resume	III B 1
Resume Categories Activity	III B 4
Writing a Resume Activity (PowerPoint)	III B 3
Completing an Application	III C 1
Sample Employment Application Form Activity (PowerPoint).....	III C 4
Restaurant Job Application Activity (PowerPoint)	III C 9
Writing a Cover Letter	III D 1
Cover Letter Activity (PowerPoint)	III D 2
Building Contacts and References for the Future	III E 1
Building My Contact List Activity	III E 3
Share List of Contacts with Other Students Activity.....	III E 2
Brainstorming Activity	III E 2
Interview Preparation	III F 1
Preparing for an Interview Activity (PowerPoint).....	III F 3
Basic Dining Skills Discussion (PowerPoint)	III F 6
Thank You Note Activity (PowerPoint).....	III F 12
Dressing for Success	III G 1
Clothing Discussion (PowerPoint)	III G 2
Accessories Discussion (PowerPoint).....	III G 3
Grooming Discussion (PowerPoint).....	III G 4
Dressing for Success Activities (PowerPoint)	III G 6



FOCUS AREA III

CAREER PREPARATION

The Successful Interview	III H 1
Sample Interview Questions Activity (PowerPoint)	III H 3
Interview Questions Practice Activity	III H 2

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Networking	III J 1
How to Work a Room Discussion Activity (PowerPoint).....	III J 4

Bullying in the Workplace	III K 1
Identifying Bullying Behavior Activity.....	III K 5
Identifying Workplace Bullying Behavior Activity	III K 7
Self Reflection Journal Activity.....	III K 10
Identifying How Bullying Behaviors Can Transfer to the Workplace Discussion.....	III K 11
How to Help Someone Who is being Bullied At or Away From School Activity	III K 14
If You See Someone Who is Being Bullied on the Job Activity	III K 16
If YOU are a Bully Activity	III K 17
Final Bullying Self Reflection Activity	III K 18

Review and Reflection	III L 1
My Review and Reflection Activity.....	III L 2
My Review and Reflection Group Activity	III L 9

Evaluating and Updating My Career Plan	III M 1
Starting My Career Plan, Review and Update Activity	III M 3
Reviewing and Updating My SWOT Analysis Activity.....	III M 4
Evaluating Progress and Updating My Action Steps Activity	III M 5
Individual Student Career Plan Presentation Activity	III M 7

