

# Instructor's Guide

## for

### Expert Job Search Strategies DVD Series

#### Career Plans and Goals

#### Video 1 of 3

*"It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and happened to things." –Leonardo Da Vinci*

#### Overview

In this program you learn about the importance of understanding what kind of job will make you happy. Because we spend a large part of our lives working, it is important that you do work you like. People who are satisfied at work lead happier lives and often live longer.

Before you can find a job that will satisfy you, you must understand what you are passionate about and what will give you satisfaction. Job satisfaction in the United States is at an all-time low. The main reasons for job dissatisfaction are boredom and feeling unmotivated. To avoid this situation, look for a career that represents the kind of life you want to have--one that matches your interests, sense of purpose, and involvement with family and community.

To find your ideal job you have to want it, to describe your dreams in a unique and compelling way, and to do what's necessary and accept coaching from others. When you figure out what you want, you should share it with others and use your network to discover business opportunities.

One type of job that may bring fulfillment is in the non-profit sector. These jobs are community-based, and often offer a sense of purpose. These may be political organizations, private educational institutions, charities, or public assistance organizations. Use a Web search to find non-profits in your area, or look for job opportunities with organizations where you are already volunteering.

Finding a mentor can help you succeed in your job. A mentor is somebody who is a respected role model, somebody who might have a similar background to you who succeeded in a field of interest. When you find a mentor you have to be willing to receive tough information from that person and give back by showing you are committed and appreciate of his or her time.

Begin by evaluating yourself and taking inventory of you:

- What motivates you?
- How does what motivates you connect with your skills and abilities?

- How does your career interest connect with your personal life?

Once you answer these questions you can work with a career counselor or look for books or Web sites that can help you find the best career fit.

### Presentation Suggestions

Write this phrase on the board or overhead: “Because we spend a large part of our lives working, it is important that you do work you like.”

Ask students to discuss their reactions to this statement. Give them the **Anticipation Quiz** to complete prior to viewing the video.

Show the **program**. Encourage students to make changes to the answers they gave in the Anticipation Quiz while watching the program.

At the conclusion of the program, ask students to discuss any changes they made to the answers on the Anticipation Quiz as a result of watching the program.

At the conclusion of the program, ask students to discuss any changes they made to the Anticipation Quiz answers as a result of watching the program. Follow up the discussion with the Activities.

Use the **Discussion Questions** to request oral or written responses from the students.

Give the **Quick Quiz** at the conclusion of class and review the quiz questions as a group.

Assign the **Take-Away Activity**, if desired.

### Anticipation Quiz

**Directions:** Answer these questions as completely as possible. You will revise your answers as you watch the program.

1. What is the most important thing to understand before you begin any job search?
2. What are two leading causes of job dissatisfaction?
3. What is the role of a mentor?
4. What benefits can a job in the non-profit area provide?

#### Answer Guide:

1. What you want to do and are passionate about.
2. Boredom at work and feeling unmotivated.
3. To provide a role model, answer questions, to share tough information.

4. Provide a community-based sense of purpose working for the greater good.

## Activities

### **Activity #1**

**Title:** Aiming Too High?

**Format:** Individual

**Time:** 15 minutes

**Materials:** Paper and pens

One speaker in the program paraphrases Leonardo Da Vinci, saying that “The greatest danger is not that we aim too high and miss it but that we aim too low and hit it.” Write this statement on the board or overhead and ask students to list one goal in their career, family life, or community involvement that they consider hard to achieve, along with the potential barriers to success.

Have students discuss the statement and why they might feel comfortable aiming higher or lower for their career goals. Ask each student to pick a “high” career goal and list the requirements to achieve it (education, certification, experience, etc.).

### **Activity #2**

**Title:** Mentoring

**Format:** Small groups

**Time:** 25 minutes

**Materials:** None

1. Divide students into pairs. Ask each person in the pair to describe to the other person something they feel they are very good at.
2. Give each person 5 minutes to instruct his or her partner in their area of expertise.
3. At the end of the 10 minutes have each person briefly describe something learned from the mentor that he or she never knew before.
4. Ask each student to write down and read aloud three things he or she would look for in a career mentor.

## Discussion Questions

1. How do you find the right job if you can't figure out what motivates you or what you are passionate about?
2. What characteristics should you look for in a mentor?
3. How can you use your personal contacts to help you identify the right job?
4. If you move from one job to the other without identifying what you really want, are you likely to find the right job?

## Quick Quiz

You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board/overhead.

1. How many hours of our lives are typically devoted to work?
2. Name one example of a type of non-profit organization, according to the program?
3. How long might a mentoring relationship last?
4. Why are some U.S. companies experiencing high turnover?
5. Once you understand what motivates you, how can you research a job you might like?

## Answer Key

1. 90,000 hours.
2. Political organizations, Meals on Wheels, private educational institutions, charities, or public assistance organizations.
3. 6 months to a lifetime.
4. They don't provide mentoring or coaching.
5. Work with a career counselor, read a book, or look at Web sites.

## Take-Away Activity

Ask students to write a description of a job that they could be passionate about and identify three companies that might offer such a position. Have them use the Internet, library, and network of family, friends or others they trust to help them identify these companies.

***See [www.jist.com](http://www.jist.com) for many other career and job search resources, including books, assessments, videos, and more.***