

Career Investigations (9068)

Exploring Career Plan Options and Possible Destinations

- A Compare the concepts of work, job, and career. I.A
- B Describe education and career terms. I.B
- C Explore the 17 career clusters. I.C
- D Explore career pathways and occupations of interest. I.D
- E Investigate a career of interest. I.E
- F Identify opportunities for education/training to prepare for a career. I.F
- G Explain the cost of education and/or training. I.G

Discovering More about Yourself

- A Identify personal assets. II.A
- B Examine personal assets in light of one's responsibilities as a family member, student, or community member. II.B
- C Complete a career interest assessment. II.C
- D Relate your skills, interests, talents, and values to a career. II.D

Developing an Academic and Career Plan

- A Identify short-term and long-term goals. III.A
- B Research options associated with courses in your school division and regional center related to career interests. III.B
- C Review a decision-making process to course options. III.C
- D Review the student Academic and Career Plan Portfolio. III.D
- E Draft an Academic and Career Plan. III.E

Communicating on the Job

- A Describe self-advocacy strategies. (optional) IV.A
- B Communicate verbally and nonverbally in a professional manner. (Optional) IV.B
- C Demonstrate telephone etiquette. (Optional) IV.C

D Compose written professional communication (e.g., emails, letters).
(Optional) [IV.D](#)

E Describe the importance of active listening skills. (Optional) [IV.E](#)

F Troubleshoot workplace problems, issues, or conflicts to find a solution.
(Optional) [IV.F](#)

G Describe the importance of inviting and responding to constructive feedback.
(Optional) [IV.G](#)

H Provide constructive praise and criticism. (Optional) [IV.H](#)

I Respond to praise or criticism. (Optional) [IV.I](#)

J Demonstrate public speaking skills (e.g., large group, small group).
(Optional) [IV.J](#)

K Describe the privacy issues related to online communication media. [IV.K](#)

L Identify privacy policies and issues related to employees using or misusing online communication media. [IV.L](#)
