

Samples of  
a free e-book and  
50-hour life course

# Youth Job and Career EXCELLENCE

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<i>Instructional &amp; tech support</i>		✓	✓
<i>Month 1: 10 Learning System User Accounts</i>			✓
<i>Month 6: 15 MORE Learning System User Accounts</i>			✓
<i>Curriculum &amp; teaching materials</i>			✓
<i>Interactive assessments</i>			✓
<i>Discounts for school licensing</i>			✓
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<b>JOIN:</b>	<b>SIGN UP</b>	<b>SIGN UP</b>	<b>SIGN UP</b>
	Free Weekly Version	Parents: \$24 Monthly	Professionals: \$57 Monthly
<p><b><i>These are all the Life Success Lessons provided with Monthly Subscriptions – and you'll get an ongoing weekly sampling of these with the FREE version, too.</i></b></p>	<p>Month 1: Life Skills and Independent Living – 20 Hours                      BONUS: User Accounts for my Online Learning System                      Month 2: Job Readiness and Workplace Success – 15 Hours                      Month 3: Career Exploration and Life Purpose – 20 Hours                      Month 4: My Personal Electronic Portfolio – 15 Hours                      Month 5: Financial Literacy and Money Skills – 15 Hours                      BONUS for Professional Subscribers: 15 More User Accounts                      Month 6: Social Skills and Interpersonal Success – 15 Hours                      Month 7: Better Choices and Finishing School – 15 Hours                      Month 8: Credit, Debt, Budgeting, and Insurance – 15 Hours                      Month 9: Personal Leadership and Goal Setting – 15 Hours                      Month 10: Cars, Domestic, Health, and Diet – 20 Hours                      Month 11: College Planning and Academic Success – 15 Hours                      Month 12 and beyond: many more subjects coming!</p>		

## **THESE ARE SAMPLE PAGES FROM A FREE 50-HOUR E-BOOK AND COURSE, AVAILABLE AT LIFESKILLPROGRAMS.COM**

### **ABOUT THE FULL JOB AND CAREER E-BOOK**

The full e-book is written for teens as an in-depth learning course on job readiness, workplace success, career exploration, and career planning. It is free and may be used with limitations by schools and professional educators, and by parents with their own children. All necessary instructions and resources are included.

*We encourage sharing and distribution of this e-book for the benefit of teens and young adults everywhere. Please feel free to send to anyone who may find it useful! The instructions below describe how to use it with multiple students. For help, email [admin@lifskillprograms.com](mailto:admin@lifskillprograms.com) or call toll free 866.471.4285.*

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### **TIPS FOR HOW TO USE THIS WITH STUDENTS**

If you open this e-book and use it on a computer or tablet device, you'll have access to the many links, downloadable documents, online resources, and samples include in the Activities. You can also print the e-book, or any of the individual activities and lessons, but you may not have access to those online resources.

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### **HOW TO USE PDF "FILLABLE FORMS" WITH STUDENTS**

*You need Adobe Reader or another PDF application if it's not already on your computer or tablet – get it [HERE](#).*

This document is a PDF "fillable form" – you can open it on a Windows computer, an Apple Mac, or an iPad, fill in the answers in the Activities, save it with the answers, and reopen it any time to update previous answers or fill in more.

**You can also re-use and save the original file with multiple students as follows:**

1. Open the original file, "LifeSkillPrograms-JobsCareers" in Adobe Reader
2. Click "Highlight Existing Fields" in the upper right to see the fillable fields
3. Read, follow directions, and fill in the Activities with your answers
4. When you're done, or at any time, select "Save As," and "PDF"
5. Save with the student name, such as "LifeSkillsPrograms-JobsCareers-MaryR.pdf"
6. Reopen the file at any time to continue working or to update existing answers

To use with another student, repeat this process with the original file.

## ***SAMPLE ACTIVITY 1.3: PREPARING FOR JOB INTERVIEWS***

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### **PLANNING AND PREPARATION ARE CRITICAL TO A SUCCESSFUL JOB INTERVIEW.**

**What is an interview?** It helps the hiring manager determine if you have the skills and experience to do the job. But it's also a way to judge your interest and enthusiasm. In some cases, willingness to learn, initiative, and excitement about the job will make a bigger impression with a manager than specific skills. And they want to sure that you don't "have two heads" – so don't act like you do!

DESCRIBE YOUR IDEAL JOB. BE REALISTIC AND CONSIDER THE SKILLS AND EXPERIENCE YOU HAVE NOW.

DESCRIBE HOW YOU CAN SHOW ENTHUSIASM, INITIATIVE, AND WILLINGNESS TO LEARN:

**Describe 3 traits you have that will help you, even if you don't have enough experience:**

## ***SAMPLE ACTIVITY 1.4: INTERVIEW SUCCESS AND FOLLOW UP***

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### **TOP ELEVEN TIPS FOR A SUCCESSFUL INTERVIEW**

#### **HOW TO CONDUCT YOURSELF IN THE INTERVIEW, THEN FOLLOW UP AFTER TO GET THE JOB.**

**To succeed at any job interview, you should:**

- A. Prepare for the interview,
- B. Conduct yourself well in the interview,
- C. Follow up after the interview.

Here are the top 11 ways to succeed. **Describe why you think each of these is important for success.**

1. PREPARE BY THINKING ABOUT WHAT QUESTIONS YOU MIGHT GET ASKED

2. PREPARE BY WRITING DOWN THE QUESTIONS YOU WANT TO ASK

3. BE CLEAN, DRESS WELL, AND PRESENT AN ATTRACTIVE APPEARANCE

## ***SAMPLE ACTIVITY 2.2: THE 5 P'S IN PROBLEM SOLVING***

### ***Skills and methods to approach any problem – on the job and in LIFE.***

**\*problem:** a source of perplexity, distress, or vexation

**\*solve:** to find a solution, explanation, or answer for

#### **Why is it important to have an effective system for solving the simplest to the toughest problems in your life?**

- **Consistency:** When you use 5 P's to approach each problem, you get consistency in your life... You can actually start to guess how things might turn out.
- **Decrease stress:** When you know HOW to approach a problem with the 5 P's, the problem won't freak you out so much.
- **Efficiency:** If you practice approaching problems with the 5 P's each time, you get faster and faster at making things better!
- **Vision:** When you tackle problems using the 5 P's, you might see that the problem in your face is just a branch of a bigger problem the size of a tree! And if you only focus on solving clipping the branches of the problem tree, it doesn't go away. It just keeps growing!
- **Forward movement:** When you use the 5 P's, you can move forward instead of staying stuck in the same confusing place.
- **Better Communication:** When you use the 5 P's, you'll be able to talk more clearly about what the problem actually is.
- **Create change:** When you use the 5 P's, you'll begin to make changes in the world around you.
- **Teach others how:** When you practice the 5 P's and they work again and again, other people will want to know your secret.
- **Explanation:** When someone asked you how you came to solve the problem, you can easily explain using the 5 P's.
- **Learn about others:** When you use the 5 P's, you'll be able to see what role people have in keeping the problem a problem.
- **Learn about your SELF:** When you use the 5 P's you'll be able to see what role you really having keeping the problem a problem AND how you can help solve it!!

**SAMPLE** The 5 P's of Problem Solving will help you form a plan.

*Pattern, Purpose, Perception, Partnership, Prosperity = Plan*

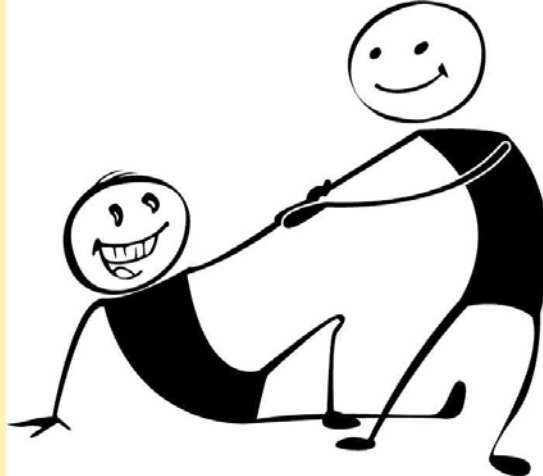
NEXT TIME YOU HAVE A PROBLEM... 'TAKE FIVE' TO FIND A SOLUTION.



## **True self-confidence is used to pull others up...**

What are some ways you might 'help' another up and along the pathway of life by using your self- confidence?

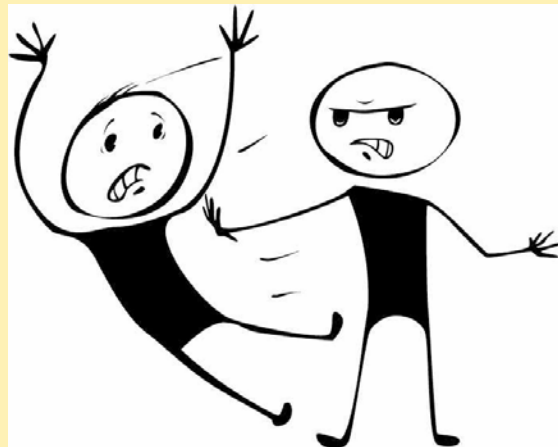
- Encouraging another
- Taking time to listen and share your own experiences
- Sharing wisdom you've learned
- Pointing out their successes/gifts they might not be noticing
- Taking time to understand what it might be like to walk in their shoes



## **Too much confidence or arrogance is used to push others**

What are some ways you might push another person down along the pathway of life by being arrogant or over-confident?

- Judging
- Looking down your nose at another for not succeeding as you have
- Not taking time to share what you've learned in a helpful, loving way
- Assuming the gifts you have are more valuable than another person's





## **Do you have what it takes?**

Not everyone has the right skills, talents, and values to succeed as an independent business person. Take the following survey to evaluate how well you fit the independent style.

*Rate each item with:*

- 1 'doesn't apply to me at all,'
- 2 'applies somewhat to me,'
- 3 'applies to me a lot,'
- 4 'this is definitely me.'

### **CREATIVITY:**

YOU THINK FOR YOURSELF, YOU HAVE A LOT OF IDEAS, AND YOU LIKE TO TRY NEW THINGS.

### **PERSEVERANCE:**

YOU CAN STAY FOCUSED AND MOTIVATED WHEN THINGS GET CHALLENGING.

### **INITIATIVE:**

YOU CAN START AND FINISH PROJECTS ON YOUR OWN, LARGE AND SMALL.

### **INDEPENDENCE:**

YOU WORK BEST ON YOUR OWN, AND YOU CAN FINISH TASKS WITHOUT SUPERVISION.

### **PEOPLE:**

YOU LIKE TO CALL THE SHOTS, BUT YOU CAN ALSO LEAD, MOTIVATE, AND GUIDE OTHERS.

### **RISK TAKING:**

YOU LIKE TO TAKE REASONABLE CHANCES AND CAN MANAGE THE UPS AND DOWNS.

## **NOW, SELECT THE REAL-WORLD NEEDS YOU WOULD LIKE TO ADDRESS**

***PLEASE READ AND CONSIDER THIS CAREFULLY:***

Below are a set of **real-world needs** that are fulfilled through many different jobs and careers. For any of these, click the real world need to link to an example list of related jobs and job titles. Each of these links will help you to understand the various characteristics of the job, such as the tasks, knowledge, skills, abilities, work activities, interests, work styles, wages, and much more.

The links will show examples of the various occupations that can address these real-world needs. Remember: real people, organizations, customers, etc. have **real-world needs** – needs that you can get passionate about fulfilling. Real-world needs do not necessarily reflect the job title that you will have. This is a very important point for you to understand. You’re not trying to answer the question “What do I want to be?”, instead you’re trying to answer the questions, “How do I want to contribute, and what real world-need will I address?”

For example, consider the person who flies commercial airplanes. Their **job title** is “commercial pilot.” But the **real-world need** they fulfill is “move people quickly, safely, and comfortably from one place to another.” The job title describes the person or role, but the need does not even mention that person or role. The need describes what is needed by real people out in the real world. The need comes first: if people in the real world did not need to get safely and quickly from one place to another, there would be no pilots. This concept applies to ANY job or career.

In this Activity, you will first identify the **real-world needs that you are excited about addressing**. Meeting these needs will become the foundation of your personal mission in life, and therefore direction of your career exploration and planning. Check the boxes for all the Real-World Needs that interest you.

<input type="checkbox"/>	<a href="#"><u>ACCOUNTING</u></a>	Individuals, families, businesses, & government need financial data that's accurate, organized, available
<input type="checkbox"/>	<a href="#"><u>ADULT CARE</u></a>	Adult citizens want & need comfort, health, safety, & good nutrition
<input type="checkbox"/>	<a href="#"><u>ADMINISTRATIVE</u></a>	Offices & managers need to run smoothly & efficiently
<input type="checkbox"/>	<a href="#"><u>AGRICULTURE</u></a>	All people need food & plant products, such as medicines, fuel, paper, & much more
<input type="checkbox"/>	<a href="#"><u>ANIMAL CARE</u></a>	Animals want & need to be healthy, happy, trained, & their owners need assistance to help their animals
<input type="checkbox"/>	<a href="#"><u>AESTHETICS (ART)</u></a>	The world needs & appreciates beauty, wonder, & joy in art, music, drama, literature, architecture, & so many other ways
<input type="checkbox"/>	<a href="#"><u>ARCHITECTURE</u></a>	Society, cities, businesses, & people need functional, attractive designs & plans for buildings & homes
<input type="checkbox"/>	<a href="#"><u>AUTOMOTIVE</u></a>	To keep people, commerce, & government moving, we need safe, reliable, affordable cars & trucks
<input type="checkbox"/>	<a href="#"><u>BUSINESS</u></a>	People everywhere need commerce & business to provide jobs, income, services, & products
<input type="checkbox"/>	<a href="#"><u>CHILD CARE</u></a>	Parents & children need safe, caring, creative caregivers for their children while they are at work or elsewhere
<input type="checkbox"/>	<a href="#"><u>CLOTHING</u></a>	We all need warmth, protection, style, & comfort from the clothing we wear
<input type="checkbox"/>	<a href="#"><u>COMMUNICATIONS</u></a>	To share information, manage our lives, & socialize, we need ways to connect & share
<input type="checkbox"/>	<a href="#"><u>COMMUNITY AFFAIRS</u></a>	Whenever people live together, programs, projects, resources, & assistance must be available for their use
<input type="checkbox"/>	<a href="#"><u>COMPUTER SCIENCE</u></a>	Businesses, government, & individuals need computers for processing info, communicating, creating, & entertainment
<input type="checkbox"/>	<a href="#"><u>CONSERVATION</u></a>	The forests, streams, lakes, air, & all our resources need protection & management
<input type="checkbox"/>	<a href="#"><u>CONSTRUCTION</u></a>	Our buildings must be built, roads paved, & utilities maintained for our cities & towns to function
<input type="checkbox"/>	<a href="#"><u>CONSUMER AFFAIRS</u></a>	All people need the right to buy what they want & be offered the best buying practices
<input type="checkbox"/>	<a href="#"><u>DESIGN</u></a>	All things we create as a society must be designed first
<input type="checkbox"/>	<a href="#"><u>EDUCATION</u></a>	Children & all people need to learn, grow, develop living & job skills, & improve themselves
<input type="checkbox"/>	<a href="#"><u>ENERGY</u></a>	From countries to individuals, we all need fuels to supply heat, transportation, electricity
<input type="checkbox"/>	<a href="#"><u>ENGINEERING</u></a>	We advance as a civilization by solving our toughest technical problems
<input type="checkbox"/>	<a href="#"><u>ENTERTAINMENT</u></a>	You and all people seek fun, laughter, music, & the need to play
<input type="checkbox"/>	<a href="#"><u>ENVIRONMENT</u></a>	For the benefit of people & the planet, the earth, air, water, & all resources must be managed & preserved

## ***SAMPLE* Instructions and Activities: ON VALUES**

Below is an alphabetical list of Values that many people seek in their lives and careers. Read each value and its definition, then rank from 1-4 how important the Value is to you.

Here is a definition of the ranking order:

*4 = Very important for your career satisfaction*

*3 = Reasonably important*

*2 = Not very important*

*1 = Not important at all*

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***ADVENTURE:*** HAVE WORK DUTIES WHICH INVOLVE FREQUENT RISK-TAKING.

***AESTHETICS / ART / BEAUTY:*** BE INVOLVED IN STUDYING OR APPRECIATING THE BEAUTY OF THINGS, IDEAS, ETC.

***AFFILIATION:*** BE RECOGNIZED AS A MEMBER OF A PARTICULAR ORGANIZATION.

***ARTISTIC/CREATIVITY:*** ENGAGE IN CREATIVE WORK IN ANY OF SEVERAL ART FORMS.

***CHANGE & VARIETY:*** HAVE WORK RESPONSIBILITIES THAT FREQUENTLY CHANGE IN CONTENT AND SETTING.

***CLOSURE:*** HAVE A SENSE OF ACCOMPLISHMENT WITH MEASURABLE RESULTS (OUTCOMES) WITHIN A SPECIFIC TIME FRAME.

**COMMUNITY:** LIVE IN A TOWN OR CITY WHERE I CAN GET INVOLVED IN COMMUNITY AND NEIGHBORHOOD AFFAIRS.

**COMPETITION:** ENGAGE IN ACTIVITIES WHICH PIT MY ABILITIES AGAINST OTHERS WHERE THERE'S CLEAR WIN-AND-LOSE OUTCOMES.

**CREATIVITY:** CREATE NEW IDEAS, PROGRAMS, ORGANIZATIONAL STRUCTURES OR ANYTHING NOT FOLLOWING A PRE-DEVELOPED FORMAT.

**EXCITEMENT:** EXPERIENCE A HIGH DEGREE OF (OR FREQUENT) EXCITEMENT IN THE COURSE OF MY WORK.

**FAST PACE:** WORK IN CIRCUMSTANCES WHERE THERE IS A HIGH PACE OF ACTIVITY; WORK MUST BE DONE RAPIDLY.

**FRIENDSHIPS:** DEVELOP CLOSE PERSONAL RELATIONSHIPS WITH PEOPLE AS A RESULT OF MY WORK ACTIVITIES.

**HELP OTHERS:** BE INVOLVED IN HELPING OTHER PEOPLE IN A DIRECT WAY, EITHER INDIVIDUALLY OR IN SMALL GROUPS.

**HELP SOCIETY:** DO SOMETHING TO CONTRIBUTE TO THE BETTERMENT OF THE WORLD IN WHICH I LIVE.

**INDEPENDENCE:** BE ABLE TO DO MY WORK WITHOUT LOTS OF SUPERVISION OR BEING TOLD HOW TO DO IT.

## **SAMPLE INTERESTS: What Do I Like to Do?**

Check the boxes below to indicate the specific tasks that interest you most.

<p><b>PHYSICAL</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Being athletic</li><li><input type="checkbox"/> Operating</li><li><input type="checkbox"/> Computer repairing</li><li><input type="checkbox"/> Equipment repairing</li><li><input type="checkbox"/> Driving</li><li><input type="checkbox"/> Working with your hands</li></ul> <p><b>INVESTIGATIVE</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Learning</li><li><input type="checkbox"/> Investigating</li><li><input type="checkbox"/> Exploring</li><li><input type="checkbox"/> Evaluating</li><li><input type="checkbox"/> Solving problems</li><li><input type="checkbox"/> Researching</li></ul> <p><b>CREATIVE</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Thinking up new ideas</li><li><input type="checkbox"/> Using your imagination</li><li><input type="checkbox"/> Inventing</li><li><input type="checkbox"/> Creating</li><li><input type="checkbox"/> Using your artistic ability</li></ul>	<p><b>SOCIAL</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Enlightening</li><li><input type="checkbox"/> Training</li><li><input type="checkbox"/> Curing</li><li><input type="checkbox"/> Treating</li><li><input type="checkbox"/> Advising</li><li><input type="checkbox"/> Communications</li><li><input type="checkbox"/> Helping others develop skills</li></ul> <p><b>BUSINESS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Influencing</li><li><input type="checkbox"/> Persuading</li><li><input type="checkbox"/> Performing</li><li><input type="checkbox"/> Leading</li><li><input type="checkbox"/> Managing</li><li><input type="checkbox"/> Reasoning persuasively</li><li><input type="checkbox"/> Mediating</li></ul> <p><b>ANALYTICAL</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Record keeping</li><li><input type="checkbox"/> Recording</li><li><input type="checkbox"/> Keeping minutes</li><li><input type="checkbox"/> Calculating</li><li><input type="checkbox"/> Budgeting</li><li><input type="checkbox"/> Preparing financial reports</li></ul>
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*Key Thought to consider: I incorporate my Interests into my future work in order to make work fun.*

**All the Interests I selected from the table above (the things I like to do):**

<b>INTEREST CATEGORY</b>	<b>SPECIFIC INTERESTS</b>
PHYSICAL	
INVESTIGATIVE	
CREATIVE	
SOCIAL	
BUSINESS	
ANALYTICAL	

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**SAMPLE** MY FIRST CAREER PLANNING OBJECTIVE

MY FIRST OBJECTIVE

--

ACTION STEP

--

ACTION STEP

--

ACTION STEP

--

ACTION STEP

--

RESOURCES AVAILABLE (COUNSELORS, LIBRARY, PARENTS, INTERNET, ETC.):

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START DATE

--

FINISH DATE

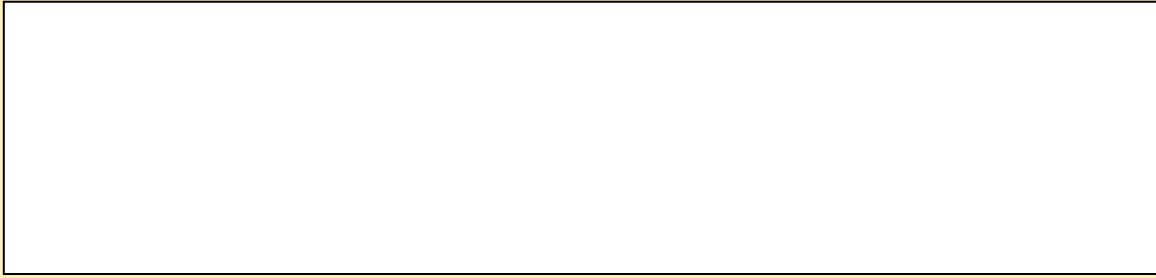
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WHO WILL HELP ME, AND HOW THEY CAN HELP:

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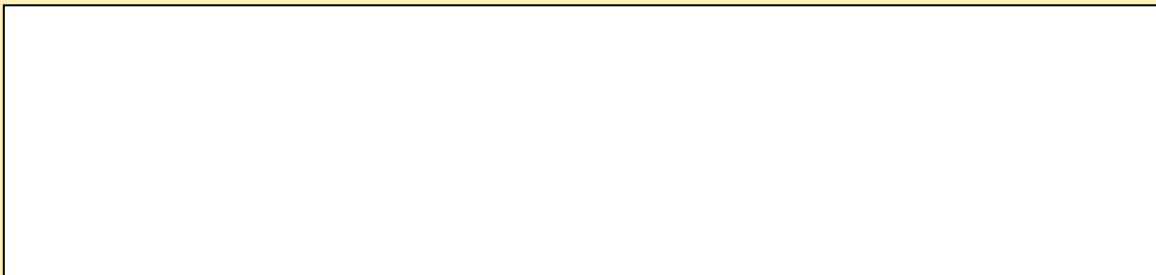
Why are people sometimes scared to name their ultimate hopes and dreams?



What can happen if you don't identify what you really want?



Do you already know what you want to do with your future?



**What if I DON'T KNOW what I really want from life?**

That's OK! Lots of people don't know what they want. The important thing is that you keep searching for the answer. Try asking yourself some of the following questions to get your mind rolling. You can also go to all the activities in this e-book to explore possibilities. Remember that his process is about exploring what you really want from life, so there are NO wrong answers!

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**SAMPLE The Power in My Future**

*If there are no rules, no obstacles, no fears, no limits... what do I really want in my life?*

**Review all the brainstorming you've done on the last two pages. Do you see anything that peaks your interest or gets you excited about the future? Write down anything and everything that might provide interesting work for you.**

<b>MY CAREER:</b>
I enjoy policies and procedures and fighting for the underprivileged. I want to be a lawyer, maybe even a politician.... The world needs some honest politicians!

**It's just as important to identify how you want your personal life to look as it is your professional life. After all, if you can identify it, you can make it happen. So let's take a look at your family life... What will it look like?**

<b>MY FAMILY:</b>
I want to marry a person who respects me and lets me be my own person.
I want to raise children that are honest and confident.
I want to be single and successful.