

Book A Appendices



Planning the Work of a Lifetime

Appendices

Appendix A: Performance Checklist

***Appendix B: Career-Building Skills
(SCANS)***

Book A Performance Certificate

Appendix A

Book A Performance Checklist

Student Name _____ Program _____

Instructor _____

Checkpoint	Module 1	Teacher Initials	Date Completed
	Job Hunting Skills		
1-1	Name the benefits of working in teams.		
1-2	Demonstrate how to use active listening skills.		
1-3	Describe how you feel about your job search and who you can go to for support..		
1-4	Describe the benefits of working.		
1-5	Interview others to learn how they got their job.		
	Career Building (SCANS) Skills Rate how much you have improved in each one. The ability to:	Your rating 0=not at all 1=a little 2=some 3=quite a bit	Teacher Rating
E3	Set goals and plan what to do next.		
E4	Learn to learn new things.		
E6	Believe in yourself, maintain a positive attitude.		
E8	Work collaboratively as a team member.		
E9	Understand and communicate information		
	Write in any other career building skills you have improved during this module.		

Module 2			
Job Hunting Skills			
2-1	Identify your most important accomplishments.		
2-2	Describe your best personal qualities.		
2-3	Describe your best transferable skills.		
2-4	Identify your personal career interests.		
2-5	Name ways to use positive thinking during the job search.		
2-6	Describe in detail a job that interests you.		
Career Building (SCANS) Skills Rate how much you have improved in each one. The ability to:		Your rating 0=not at all 1= a little 2=some 3=quite a bit 4=very muc	Teacher Rating
E6	Believe in yourself, maintain a positive attitude.		
E7	Get along with others/ handle conflict.		
E9	Understand and communicate information		
E15	Collect, analyze and use information.		
E16	Make suggestions for improvements of a system, product or service.		
Write in any other career building skills you have improved during this module.			

Module 3			
Job Hunting Skills			
3-1	Describe the employment outlook in Florida.		
3-2	Describe the employment outlook in your local area.		
3-3	Identify paths to a higher paying job.		
3-4	Describe the working conditions and requirements for your top priority job		
3-5	Name the educational and vocational training opportunities in your local area.		
Career Building (SCANS) Skills Rate how much you have improved in each one.		Your rating 0=not at all 1= a little 2=some 3=quite a bit 4=very much	Teacher Rating
The ability to:			
E1	Make decisions.		
E2	Solve problems.		
E3	Set goals and plan what to do next.		
E4	Learn to learn new things.		
E7	Get along with others/ handle conflict.		
E15	Collect, analyze and use information.		
Write in any other career building skills you have improved during this module.			

	Module 4		
4-1	Name your most important work, family and personal goals.		
4-2	Demonstrate you know how to make a plan to meet your long-term goals.		
4-3	Analyze the barriers you face in reaching your goals.		
4-4	Describe how your social network can help you meet your goals.		
4-5	Demonstrate your ability to plan ahead for problems.		
	Career Building (SCANS) Skills Rate how much you have improved in each one. The ability to:	Your rating 0=not at all 1= a little 2=some 3=quite a bit 4=very much	Teacher Rating
E1	Make decisions.		
E2	Solve problems.		
E3	Set goals and plan what to do next.		
E12	Manage your time		
E14	Manage people and resources.		
	Write in any other career building skills you have improved during this module.		

Appendix B

Career Building (SCANS) Skills

<p align="center">Career Building (SCANS) Skills</p> <p>The career building skills some of the ones employers say people most need to succeed on the job. They are based on skills developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). They are not skills you learn all at once. You learn them little by little by working with others, solving problems, and making decisions. After each module, think about which career building skills you have used. Rate how much you have improved since you started the module.</p> <p>I improved in the ability to:</p>	<p>Your rating 0=not at all 1= a little 2=some 3=quite a bit 4=very much</p>	<p>Teacher Initials</p>
E-1 Make decisions.		
E-2 Solve problems.		
E-3 Set goals and plan what to do next.		
E-4 Learn to learn new things.		
E-5 Act responsibly.		
E-6 Believe in yourself, maintain a positive attitude.		
E-7 Get along with others/ handle conflict.		
E-8 Work collaborative as a team member.		
E-9 Understand and communicate information		
E-10 Show leadership.		
E-11 Deliver good customer service.		
E-12 Manage your time.		
E-13 Manage your money.		
E-14 Manage people and resources.		
E-15 Collect, analyze and use information.		
E-16 Make suggestions for improvements of a system, product or service.		
E-17 Understand the importance of technology in the U.S. workplace.		



The Florida State Department of Education
Awards this



Florida Works

Certificate of Accomplishment ***Completion of Book A***

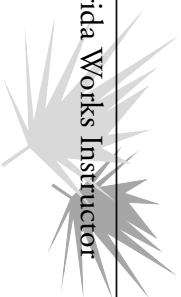


to:

Awarded at: _____ On _____



Florida Works Instructor



Florida Works

Book A Certificate of Accomplishment

The holder of this certificate has demonstrated competency in the following areas:

A. UNDERSTAND AND APPLY EFFECTIVE CAREER PLANNING SKILLS

- 1-3 Describe how you feel about your job search and who you can go to for support.
- 1-4 Name the personal benefits of working
- 1-5 Interview others to learn how they got their job.
- 2-1 Identify your most important accomplishments.
- 2-2 Describe your best personal qualities.
- 2-3 Describe your best transferable skills.
- 2-4 Identify your personal career interests.
- 2-5 Name ways to use positive thinking during the job search.
- 2-6 Describe in detail a job that interests you.
- 3-4 Analyze the working conditions and requirements for your top priority job.
- 3-5 Name the educational and vocational training opportunities in your area.
- 4-1 Name your most important work, family and personal goals.
- 4-3 Analyze the barriers you face in reaching your goals.
- 4-4 Describe how your social network can help you meet your goals.
- 4-5 Demonstrate your ability to plan ahead for problems

B. DEMONSTRATE EFFECTIVE JOB SEARCH SKILLS

- 3-1 Describe the employment outlook in Florida.
- 3-2 Describe the employment outlook in your local area.

C. UNDERSTAND BASIC PRACTICES IMPORTANT FOR SUCCEEDING ON A NEW JOB

- 1-1 Describe the benefits of working in teams.
- 1-2 Demonstrate how to use active listening skills.

D. UNDERSTAND HOW TO PLAN FOR CHANGES IN EMPLOYMENT.

- 3-3 Identify paths to higher paying job.
- 4-2 Demonstrate you know how to make a plan to meet your long-term goals.

F. DEMONSTRATE EMPLOYABILITY SKILLS NEEDED TO BE EFFECTIVE IN THE NEW WORKPLACE (SCANS)

- E-1 The ability to make decisions.
- E-2 The ability to solve problems.
- E-3 The ability to set goals and plan what to do next
- E-4 The ability to learn new things.
- E-5 The ability to act responsibly.
- E-6 The ability to believe in oneself and maintain a positive attitude.
- E-7 The ability to get along with others and handle conflict.
- E-8 The ability to work collaboratively as a team member.
- E-9 The ability to understand and communicate information.
- E10 The ability to show leadership.
- E12 The ability to manage and prioritize time.
- E13 The ability to manage and prioritize money.
- E14 The ability to manage people and resources.
- E15 The ability to collect, analyze and use information.
- E16 The ability to make suggestions for improvements of a system, product or service.
- E17 The ability to understand the importance of technology in the U.S. workforce.

* Florida Works Checkpoint Number

Notes

Module Two: What Are My Skills and Interests?

1. Bolles, Richard N. *What Color Is My Parachute?* Berkeley: Ten Speed Press, 1998.
2. For more on the Self-Directed Search, see John Holland, *Making Vocational Choices: A Theory of Careers*. Englewood Cliffs, NJ: Prentice Hall, 1973.
3. For free and low-cost materials, including self-directed search tools, guides to careers based on your interests, and other job search materials, write to *The Florida Department of Education Products Catalog*, Division of Workforce Development, Florida Department of Education, Turlington Building, 325 W. Gainesville St., Room 644, Tallahassee, FL 32399-0400. Phone: (850) 488-0400. Some materials are available on-line at <http://www.firn.edu/doe>.
4. This activity is adapted from The Job Search Manual, a free Internet resource developed by SunRaye Enterprises in Canada. Permission is granted for non-commercial educational programs to use the materials in the classroom. You can access the entire manual at the following Internet address: http://www.pandabear.com/job_net.
5. Gottredson, Gary D. *Career Exploration and Decision Skills*, 1992. Adapted with permission from PAR, Exploring Your Future with the SDS. Available from *The Florida Department of Education Products Catalog*.

Module Four: What Are My Goals?

1. Ideas for the goal setting activity beginning on page 4-6 came from The Strategic Coach 90-Day Directory. Toronto, 1998.
2. Some ideas for the Goals Pyramid activity beginning on page 4-12 came from R. Fry, Get Organized. Franklin Lakes, NJ: Career Press, 1996.
3. Center for Literacy Studies. Getting There: A Curriculum for People Moving into Employment. Knoxville, 1996.
4. Fingeret, Hanna A. "Research Within Reach: Literacy and Helping Networks," Focus on Basics 1, no.1 (year): 4-5.
5. Center for Literacy Studies, Getting There.