



# 8 STEPS TO YOUR FUTURE SUCCESS

Windham County Scope and Sequence of Career Education Worksheet

## **DREAM** *Explore dreams and connect to relevant careers*

- Self assessment: explore passions, interests, aptitudes and skills
- Research desired post-secondary employment and educational opportunities
- Clarify vision of future self: hopes, dreams, fulfillment, work-life balance
- Map 1, 5 and 10 year plan

## **PLAN** *Connect career choices to high school academic planning*

- Learn about SMART Goals and decision-making techniques
- Connect skills learned in academic classes to career pipelines
- Align classes and skills training with career requirements
- Connect career pathways to post-secondary planning

## **PREPARE** *Applied career research*

- Attend career fairs, expos, workplace and campus visits
- Learn about career opportunities in the region, Vermont and nationally
- Understand career lattices – where you can start and where you can land
- Gain career exposure through coops, job shadowing, and internships
- Build hard skills through early college, work-based learning, technical education and credentialing

## **PRACTICE** *Develop 21st century skills*

- Engage in team building and confidence building activities
- Learn about fundamental employability skills – professional language and appearance, punctuality, attendance, etc.
- Learn about and practice resilience "grit" and recovering from setbacks
- Learn about self reliance, responsibility and taking initiative
- Learn about stress management – mindfulness and relaxation techniques to master interviews and workplace challenges

## **POLISH** *Interview prep*

- Brainstorm relevant skills, education and work experiences for resume content development
- Learn about and create cover letters, resumes, and thank you's
- Interview prep including professional appearance, body language, tone of voice and behavior
- Master common interview questions and engage in mock interviews
- Self presentation: manage first and last impressions including appropriate outgoing voicemail messages, social media profiles, email correspondence, thank you notes, etc.

## **GROW** *Understand workplace and college culture*

- Explore personal values and ethics in relation to job, education, and work-life balance choices
- Become well versed in workplace and college expectations and regulations
- Employment policy: wages, contracts, employee handbooks, probationary periods, salary negotiations and promotions
- Build cultural competence for a diverse 21st century workforce
- Learn how to successfully resolve conflict

## **SUPPORT** *Financial planning*

- Learn about future earning potential and budgeting
- Understand value of employee benefits and compensation packages
- Identify financial barriers and resources for completing planned pathways
- Explore and apply for financial aid and scholarship opportunities

## **SUCCEED** *Complete work or college applications and celebrate*

- Self advocacy: identify a personal support network and develop tools to engage
- Leverage networks, reputations and reference
- Complete job or college applications
- Complete job or college interviews
- Celebrate college, training and job acceptance/acquisition



*Welcome to the Windham County Scope and Sequence of Career Education!*

The Scope and Sequence is a resource that was developed by counselors, educators, employers, workforce professionals, and students from across the county to outline the skills, behaviors, and knowledge every Vermonter needs to thrive in the Windham Regional workforce, and beyond. This overview outlines the variety of experiences and opportunities that your student will be exposed to through the Pipelines and Pathways Program (P3), as well as school-based and extracurricular activities.

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