

Great Jobs

KC

GREAT JOBS KC

CAREER AWARENESS WORKSHOP WORKBOOK

Agilities Work Profiler

Get started by discovering your strengths and interests by taking the Agile Work Profiler, a career assessment that provides you with a ranked list of your current strengths and interests—your Agilities—and how they relate to the workforce. Once you know your Agilities, use the interactive Career Explorer Tools to learn about the preparation, work activities, income, and demand for each career.



Agilities

BY THE DEBRUCE FOUNDATION

Great Jobs KG
A chance to learn. The power to earn.

**SCHOLARS
FIRST**

AGILITIES SELF-ASSESSMENT WORKSHEET

MY TOP 3 AGILITIES:

1. _____
2. _____
3. _____

MY BOTTOM 2 AGILITIES:

1. _____
2. _____

EXAMPLES OF WHEN I USED THESE AGILITIES IN MY EVERYDAY LIFE:

1. _____

2. _____

3. _____

EXAMPLES OF WHEN I USED THESE AGILITIES AT WORK:

1. _____

2. _____

3. _____

HOW RIASEC HELPS IN CAREER EXPLORATION

RIASEC gives Scholars:

- A **language** to describe their interests.
- A **shortcut** to identifying career clusters.
- A way to understand *why* certain jobs feel exciting while others don't.
- A helpful pair with Agilities since both frameworks highlight strengths.
- Most people fall into a **top 2–3 RIASEC letters**, which become their “type.”
Example: **S-E-A** or **I-R-C**.

EXAMPLE FOR SCHOLARS

A STUDENT WITH “S-E-A”:

- Loves helping people.
- Enjoys leading or motivating others.
- Likes creative tasks.

Might explore careers in education, community programs, HR, or training.



RIASEC REVIEW

What is your RIASEC type?

According to your Holland Code what career industry would you thrive in? Do you agree? Why?

List two jobs you could do well in the industry most connected to your type:



MINDSET ACTIVITY

FLIP THE SCRIPT

1. WRITE 4 FIXED-MINDSET STATEMENTS

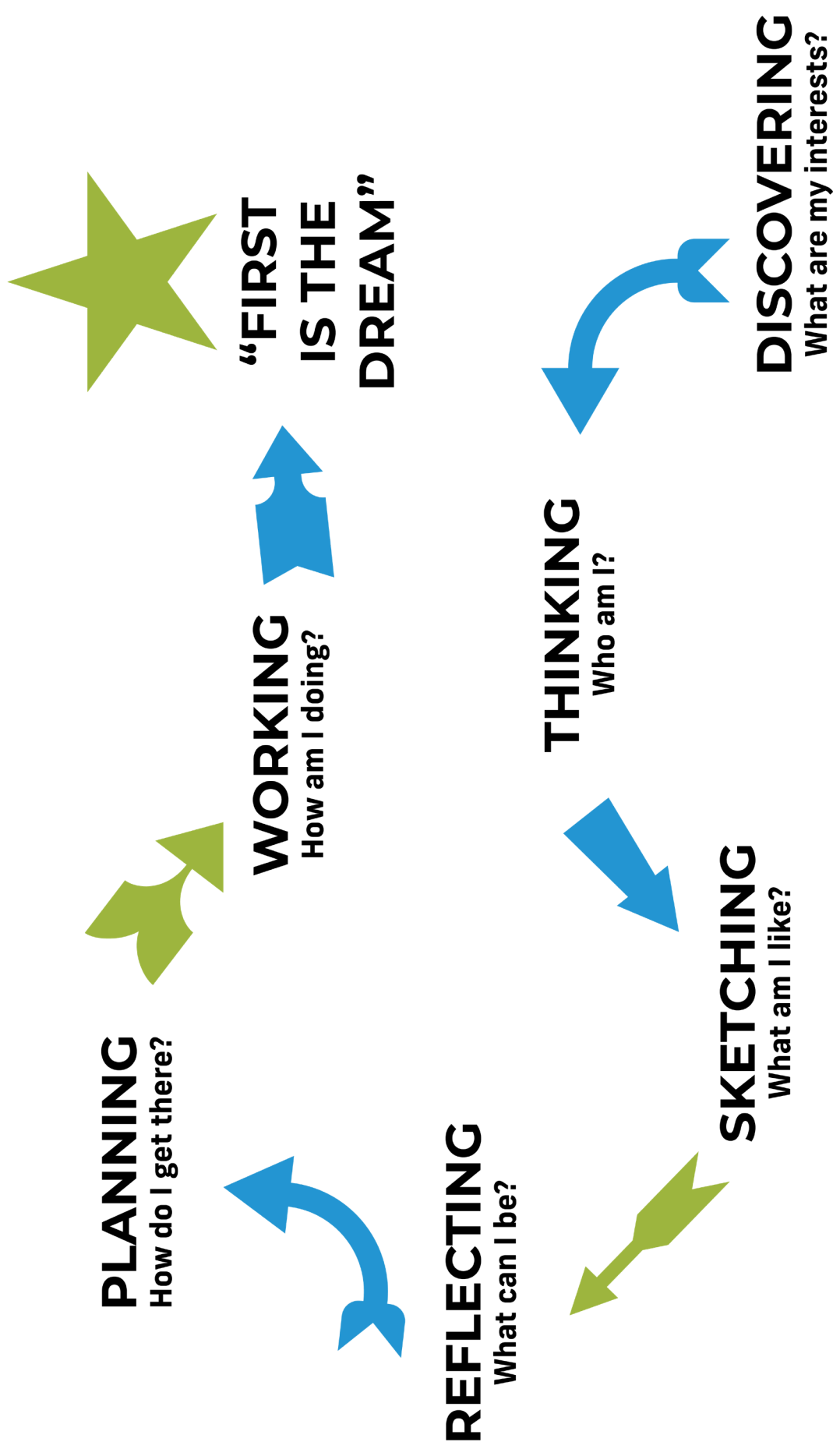
1. _____
2. _____
3. _____
4. _____

2. FLIP THE SCRIPT

1. _____
2. _____
3. _____
4. _____

Our mindset is something we can choose. When we practice reframing our thoughts, we open the door to growth and more career options. What is one fixed mindset statement you feel impacts you the most? Can we flip the script on that statement?

POSSIBLE SELVES



“MEET YOUR FUTURE SELF” PROMPT

HOPED-FOR SELF:

If everything goes well, who do I want to be five years from now?

EXPECTED SELF:

Who do I realistically expect to be at that time?

FEARED SELF:

Who do I NOT want to become? What am I avoiding?

REFLECTION:

Which one feels the strongest? Why?

What's one habit you can start that moves you toward your hoped-for self?

Categories of Transferable Skills

1. Communication Skills

- Public speaking
- Writing
- Active listening
- Customer service

2. Leadership & Management

- Delegation
- Motivating others
- Planning & organizing
- Conflict resolution

3. Critical Thinking & Problem-Solving

- Analyzing information
- Troubleshooting issues
- Creative solutions
- Making decisions

4. Teamwork & Collaboration

- Working in groups
- Supporting others
- Giving & receiving feedback
- Building consensus

5. Technical & Digital Skills

- Using software
- Data entry
- Operating equipment
- Basic coding or media editing

6. Organizational Skills

- Time management
- Multi-tasking
- Detail orientation
- Scheduling

7. Adaptability & Professionalism

- Learning new tasks
- Handling change
- Reliability
- Positive attitude

SKILLS IN UNEXPECTED PLACES

Pick any ONE activity they do regularly (gaming, sports, cooking, helping siblings, TikTok content, church involvement).

What skills do this activity require?

How can these skills be TRANSFERRED to your job?

EXPLORATION STATIONS

AGILITIES STATION

Match your top three Agilities to an example job task.

Agility: _____	Job Task: _____
Agility: _____	Job Task: _____
Agility: _____	Job Task: _____

RIASEC STATION

Choose two letters of your letters and list 3 possible careers for each.

Letter: ____	Letter: ____
Careers:	Careers:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

GROWTH MINDSET STATION

Rewrite each fixed mindset phrase:

"I don't have my ideal job because I am not good enough"

"This workshop is too confusing so I just don't think I can complete the rest of them"

POSSIBLE SELVES STATION

Visualize Your Future:

Write 3 details about your future self that you believe you can achieve in 30 days or less.

1. _____
2. _____
3. _____

TRANSFERABLE SKILLS STATION

Turn every day examples into resume-ready bullets.

Example: "I help my siblings with homework." > "Tutored peers to understand assignments."

1. _____
2. _____

F Quadrant 1 My Past : Chapters That Shaped Me	F Quadrant 2 My Present: Who I Am Today
Experiences that influenced me: Jobs, classes, or programs; Challenges I've overcome; People who influenced me; Skills I started developing:	What describes me right now: Skills I feel confident in; Interests and strengths; Values that matter to me; What motivates me:

F Quadrant 3 My Future: Possible Selves	F Quadrant 4 My Path: Next Steps in the Story
Who I could become: Careers or roles I'm curious about; Work environments I Imagine; What success looks like to me; Skills I want to build:	My 3 Action Steps (small + specific): 1. _____ 2. _____ 3. _____

TIMELINE :

Step 1 by: ____/____|_____

Step 2 by: ____/____|_____

Step 3 by: ____/____|_____

Reflection: _____

What could be some possible career barriers for you? (i.e. suspended driver's license, transportation, housing, etc.)

Great Jobs

KC

JEWELL UNLIMITED

SUPPORTING YOUR JOURNEY FROM EXPLORATION TO GRADUATION

Scan to
Get Started



- Complete the sign-up form using the email you used to register for Great Jobs KC. **(This is important)**
- Your username should be your email up to the @. For example if your email is johnsmith21@gmail.com your USERNAME should be johnsmith21
- Select your password: Password must be at least 8 characters long, include at least one upper case letter and one number
- Select the department:
Academic Achievement

Issues with registering? Please reach out to technical support:
GJKC@william.jewell.edu



CURRENT AVAILABLE TRAINING PROGRAMS/CERTIFICATIONS

HEALTHCARE

- CNA
- CNA -Mental Health
- Certified Medication Aide/Tech
- Healthcare Administration
- Pharmacy Tech
- Dental Assistant
- Medical Assistant
- Community Health Worker
- Phlebotomy
- Behavioral Health Worker
- Fire Science
- EMT
- Paramedic

SPECIALIZED SKILLED CAREERS

- Barbering
- Medical Interpretation
- Massage Therapy
- Dog Grooming
- Seamstress

CONSTRUCTION/ MANUFACTURING

- Soldering
- Construction Pre-Apprenticeship
- Industrial Maintenance
- Robotics & Maintenance
- AutoCADD
- Revitt
- Welding
- Admin Assistant & Supply Chain Tech
- Certified Warehouseman & Materials Handler

LOGISTICS

- CDL
- Diesel Tech

*Programs and certifications subject to change due to availability of training partners, Scholar interest, available job prospects, and other mitigating factors. Please check with your Scholar Advocate about the availability of a program before moving forward with any plans. List updated last on 7.15.26

GREAT JOBS KC

WORKSHOP WORKBOOK

PROFESSIONAL SKILLS WORKSHOP DETAILS

LOCATION: _____

Your first workshop is scheduled for_____.

Your last workshop is scheduled for _____.

PLEASE BE PREPARED

This is a professional environment. Please DO NOT bring any additional guests to the workshops. This includes children, companions, interpreters, etc. If you have any questions regarding this policy, please contact your Scholar Advocate.

The workshops you are completing are essential to your success in the Great Jobs KC Program. This is a professional obligation and should be handled as such. Your active participation is important. Please be prepared for class and review the important information below. You will receive a workshop packet during your first workshop.

- Arrive on time! If you are more than 10 minutes late you will not be given credit for attendance.
- Dress business casual.
- Conduct yourself in a professional manner.
- Keep phones on vibrate or silent.
- You will be given a workshop packet during Workshop 1. Bring your workshop packet, pen, and paper to every session.

WORKSHOP SCHEDULE

WEEK 1			LIFE SKILLS I
WEEK 2			LIFE SKILLS II
WEEK 3			CAREER SKILLS
WEEK 4			WORKPLACE SKILLS

WE ARE SO EXCITED TO MEET YOU IN PERSON AND FOR YOU TO EMBARK ON THIS NEW JOURNEY!

GETTING STARTED: WHAT YOU NEED TO KNOW

WHAT IS GREAT JOBS KC'S ATTENDANCE POLICY?

Scholars must attend all in-person essential skills workshops to secure their training funding. Attending Workshop 1 is mandatory to continue enrollment in this workshop series. Scholars who miss Workshop 1 will be unable to make up and will only be allowed to attend the next available cohort. Please see example below:

"Angie is a Great Jobs KC Scholar enrolled in January workshops. Angie missed her first workshop on January 16th because she overslept and didn't feel like going. Angie contacts her Scholar Advocate and tells her she will be attending Workshop 2 and wants to make up Workshop 1. Her Scholar Advocate informs her that she will not be able to continue with her current cohort and will have to restart the process with the next available cohort."

In addition, Scholars will only be given ONE make up opportunity for Workshop 2, Workshop 3, or Workshop 4. For example, if a Scholar misses Workshop 3, they will only receive a makeup for that workshop and will not be able to receive another makeup session for any others that are missed. This means the Scholar will have to restart the process with another cohort.

If you miss your workshop, please contact your Scholar Advocate or send an email to greatjobskc@greatjobskc.org.

WHAT SHOULD I BRING TO EACH SESSION?

Please be sure to bring paper, a pen or pencil, and your Great Jobs KC workbook.

WHEN WILL I SELECT MY TRAINING PROGRAM?

Your Scholar Advocate will meet with you one-on-one to go over training program options, select a certification, and choose a training program start date.

WHEN WILL I BEGIN MY TRAINING PROGRAM?

Scholars will begin their selected training programs after completing four essential skills workshops.

DOES GREAT JOBS KC OFFER HELP WITH MY JOB SEARCH?

Yes, GreatJobsKC offers support with resume writing, interviewing skills, and identifying job opportunities for Scholars who complete a training program.

WHAT OTHER RESOURCES DOES GREAT JOBS KC OFFER?

GreatJobs KC can assist in connecting Scholars with Scholar Support Resources to address or alleviate potential barriers that could interfere with successfully completing the program. Please discuss any barriers with your Scholar Advocate for assistance.

For additional questions or concerns, please contact your Scholar Advocate or email greatjobskc@greatjobskc.org.

SCHOLAR JOURNEY CHECKLIST

GET STARTED

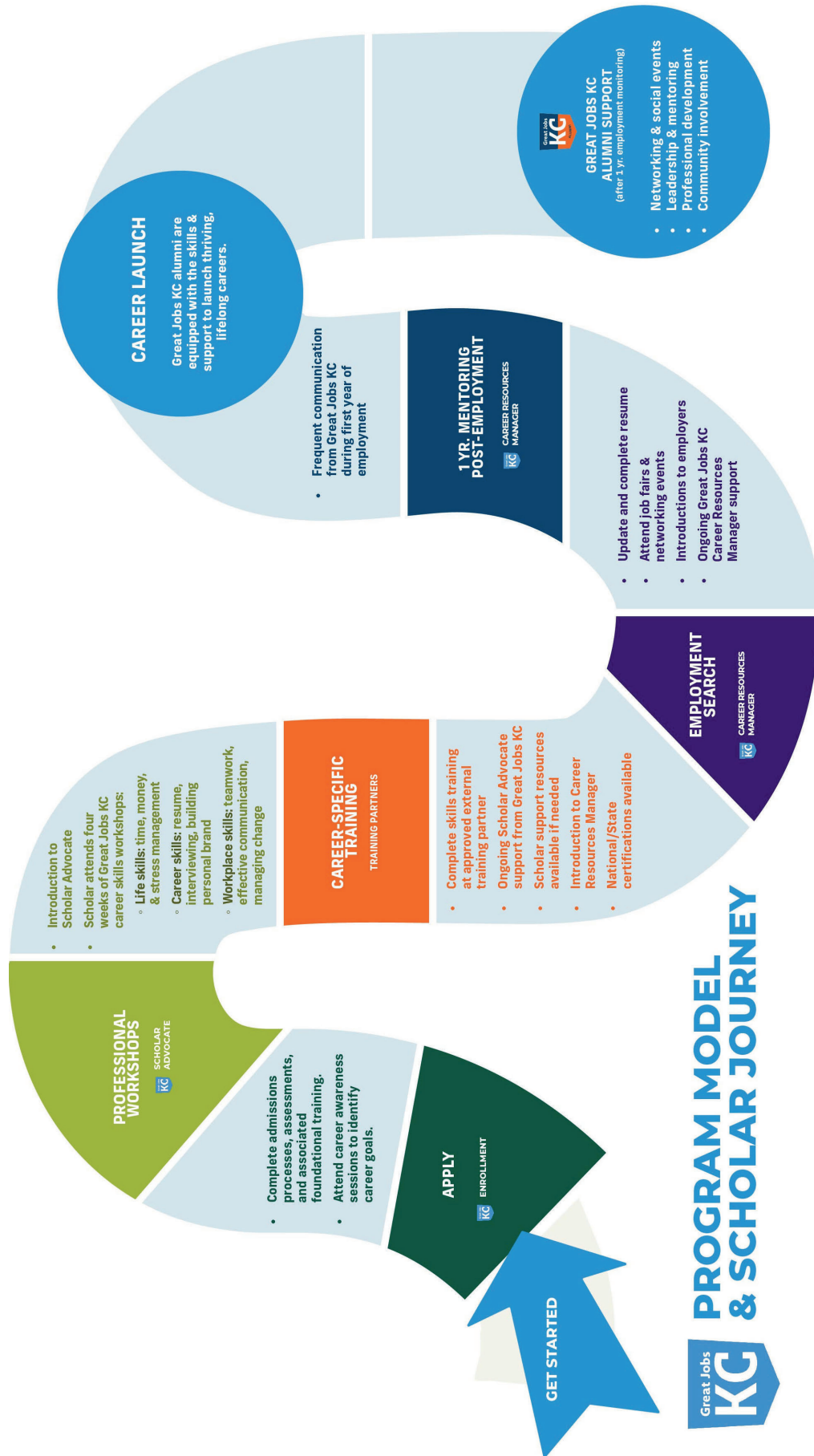
- Apply to Great Jobs KC.
- Preliminary admissions interview and schedule orientation.
- Attend a virtual, industry-specific group orientation.
- Submit eligibility documents and complete Scholar contract.
- Check your email for the next steps, and a staff member will call you to schedule you for workshops.

DURING WORKSHOPS

- Attend and participate in 4 essential skills workshops, once a week for 3 hours per session.
- Explore your workshop information and our website to learn more about your desired career pathway and prepare for your coaching call.
- Continue to review and master your Career Development Plan created in your Career Awareness Workshop.
- Meet virtually on Teams with your Scholar Advocate for career coaching to determine the best training option.
- After completion of all 4 workshops, complete any additional enrollment steps for your selected training program.

TRAINING AND EMPLOYMENT

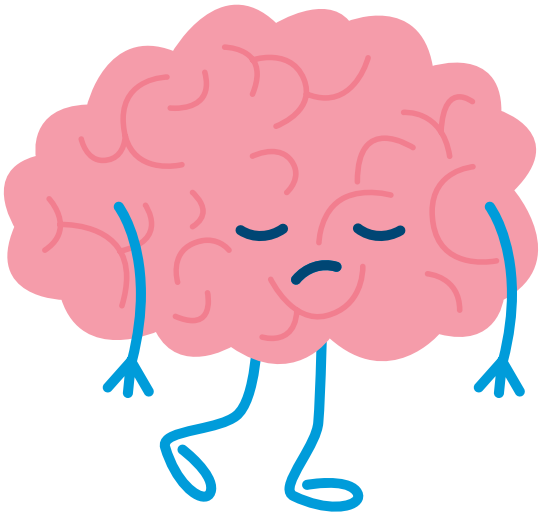
- Attend your chosen training program, following its attendance and behavior guidelines, and maintain contact with your Scholar Advocate.
- As you approach the end of your training program, connect with your Career Resources Manager for job search assistance.
- Work with your Career Resources team to get new employment.
- Report your new employment information to your Scholar Advocate, and continue to meet with your advocate for 1 year post-employment.



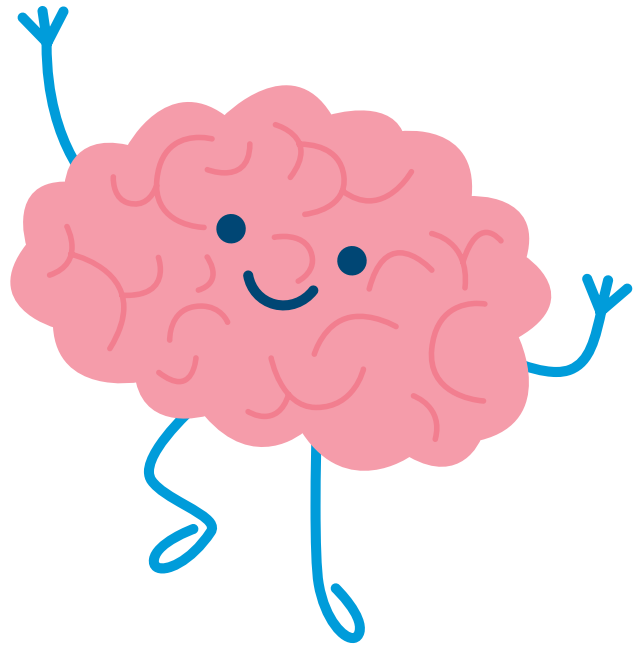
WORKSHOP 1

INTRODUCTION TO TIME MANAGEMENT

GROWTH MINDSET VS FIXED MINDSET



- FAILURE IS THE LIMIT OF MY **ABILITIES**
- I'M EITHER GOOD AT IT OR I'M **NOT**
- I **DON'T LIKE** TO BE CHALLENGED
- **JEALOUS** BY THE SUCCESS OF THE OTHERS
- I STICK WITH THE **OLD METHODS**



- FAILURE IS AN **OPPORTUNITY** TO GROW
- I CAN **LEARN** TO DO ANYTHING I WANT
- CHALLENGES **HELP ME** GROW
- I'M **INSPIRED** BY THE SUCCESS OF OTHERS
- I LIKE TO TRY **NEW THINGS**

LIST YOUR TOP 3 PRIORITIES

1. _____
2. _____
3. _____

LIST A CHALLENGE YOU MUST OVERCOME TO BE ABLE TO FULFILL THESE PRIORITIES:

1. _____
2. _____
3. _____

LIST ONE MAJOR RESPONSIBILITY THAT COMES WITH EACH OF YOUR PRIORITIES:

1. _____
2. _____
3. _____

LIST ONE THING YOU WILL DO TO BE SUCCESSFUL IN FULFILLING YOUR PRIORITIES LISTED:

1. Make sure I'm always on time when it comes to business.
2. _____
3. _____

I HAVE TO....

1. _____

2. _____

3. _____

I GET TO...

1. _____

2. _____

3. _____

TIME MANAGEMENT

TIME MANAGEMENT DEFINED

The process of intentionally structuring your schedule to best serve your goals.

WHAT DOES IT MEAN TO “STRUCTURE YOUR SCHEDULE?”

WHAT ARE YOUR GOALS WITH THIS PROGRAM?

5-STEPS TIME MANAGEMENT PROCESS

1. Define your goals
2. Download a list of all your activities
3. Prioritize your activities
4. Plan your schedule
5. Stay on plan

TIME COMMITMENT PLEDGE

FIRST AND LAST NAME

DATE

CREDENTIAL BEING SOUGHT

MY 'WHY' FOR PARTICIPATING IN GREAT JOBS KC IS:

**WHAT COMPLETING THE GREAT JOBS KC PROGRAM
WOULD MEAN FOR ME AND MY FAMILY:**

IN ORDER TO FINISH THE GREAT JOBS KC PROGRAM, I WILL:

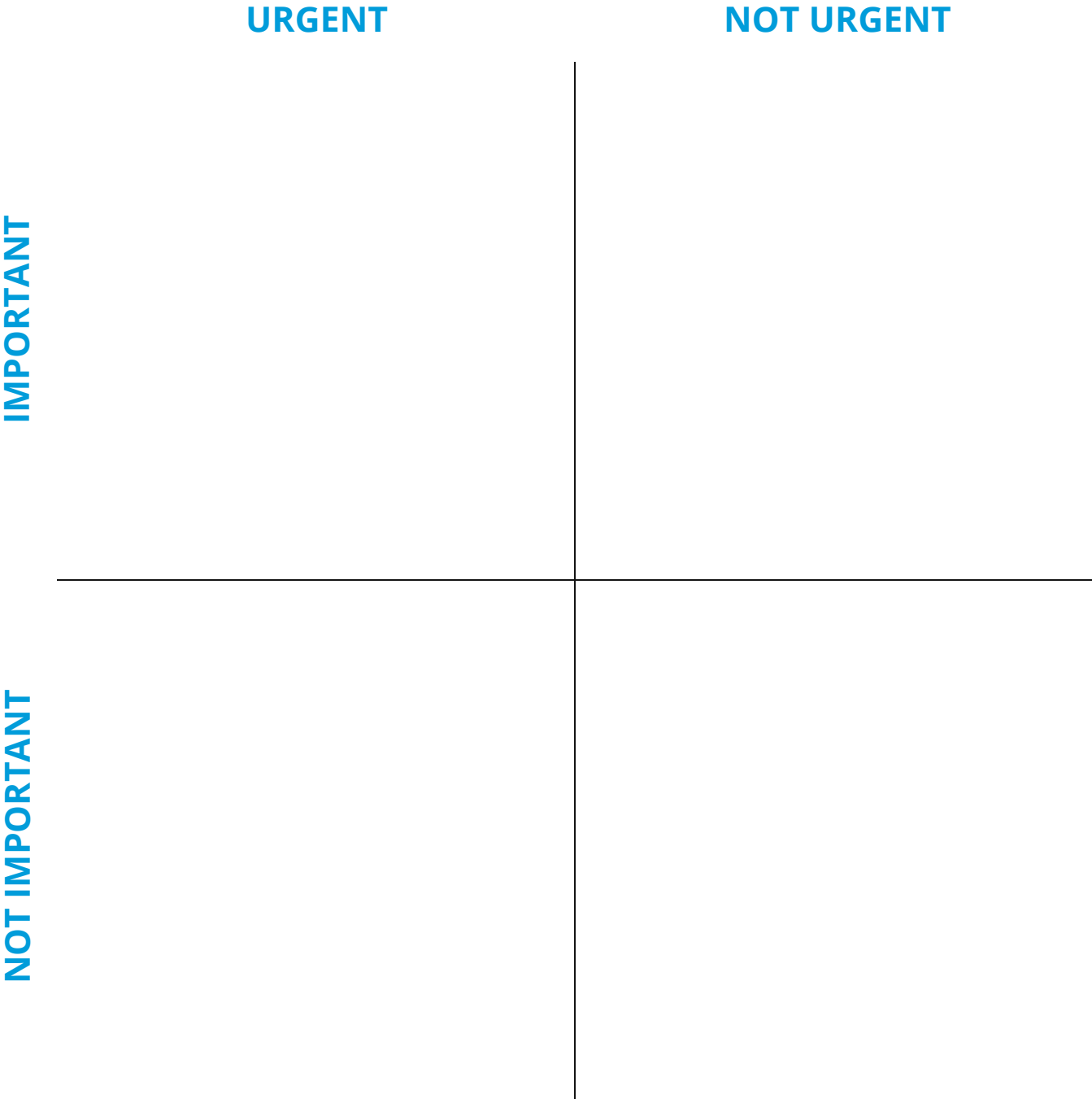
I WILL STRUCTURE MY TIME TO MAKE IT HAPPEN!

STUDENT SIGNATURE

WITNESS SIGNATURE



PRIORITIZE YOUR ACTIVITIES



WORKSHOP 2

STRESS & MONEY MANAGEMENT

STRESS

STRESS DEFINED:

- a feeling of emotional or physical tension caused by an external force
- your body's reaction to a challenge or demand

WARNING SIGNS OF STRESS

PSYCHOLOGICAL:

Irritability, **POOR CONCENTRATION AND DECISION-MAKING**, memory loss, mood swings, chronic worrying, anxiety and low mood, nightmares and persistent bad dreams.

PHYSICAL:

Cold hands, shakes and trembling, shortness of breath, heart palpitations or a racing heartbeat, body aches and pains, tension headaches, lower-back pain, problems with menstruation and indigestion, loss of libido, **VULNERABILITY TO COLDS AND INFECTIONS**.

BEHAVIORAL:

Passive aggressive behavior, procrastination, increased alcohol or caffeine consumption, craving for sweet, sugary snacks and comfort eating, compulsive/impulsive behavior, **POOR TIME-MANAGEMENT**, increased absenteeism from work and being accident-prone.

STRESS MANAGEMENT

CONTROL THE THINGS YOU CAN CONTROL

- Exercise
- Relaxation Activities
- Proper Nutrition & Sleep
- Breathing Exercises
- VACATE

FOR FORMAL MEDICAL OPINIONS AND ADVICE, CONSULT YOUR PHYSICIAN

STRESS MANAGEMENT ACTION PLAN

WHAT NEW THING CAN YOU DO TO HELP YOU MANAGE STRESS?

WHAT WILL BE YOUR STRESS MANAGEMENT STRATEGY?

HOW WILL YOU USE THIS STRESS MANAGEMENT TO ENSURE YOU COMPLETE YOUR GREAT JOBS KC FUNDED TRAINING PROGRAM?

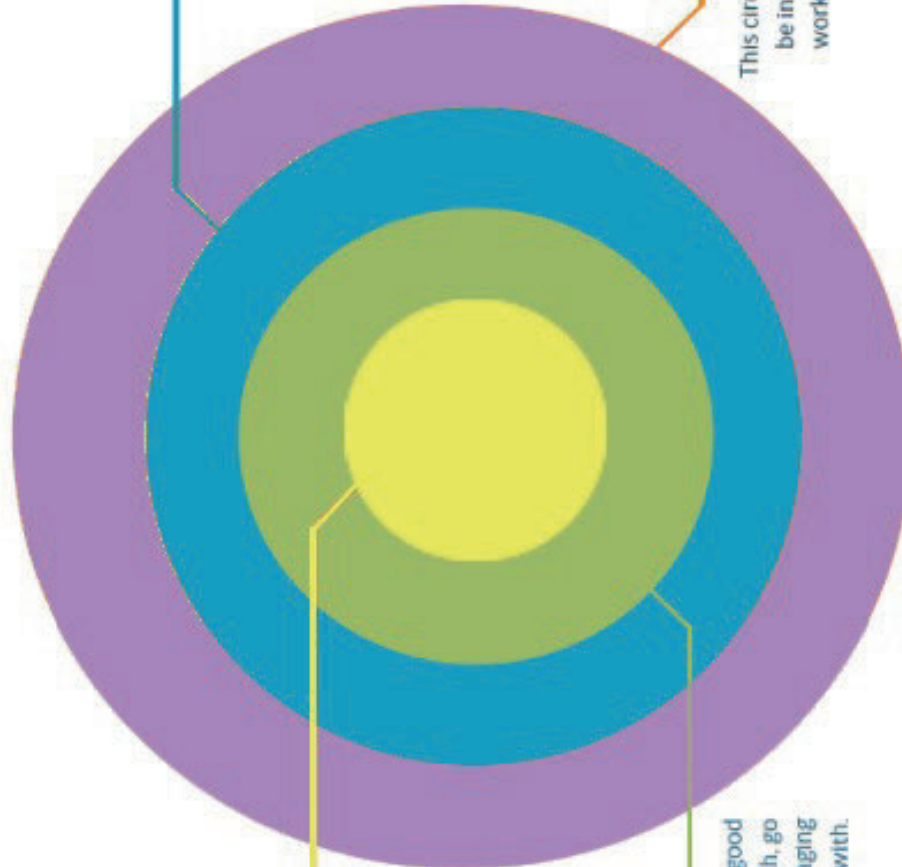
Circles of Support

#1 - CIRCLE OF INTIMACY

This circle is made up of people we love - people we feel safe with, are vulnerable with - including very close family members and very close friends.

#2 - CIRCLE OF FRIENDSHIP

This circle includes people who are good friends - people we have coffee or tea with, go out to dinner with, spend social time engaging with.



#3. CIRCLE OF PARTICIPATION

This circle comprises acquaintances from many different areas of our lives - school, work, church, social clubs. There's an opportunity for these people to move into the friendship or intimacy circles over time.

#4 - CIRCLE OF EXCHANGE

This circle includes those who are paid to be in our lives. Doctors, teachers, social workers, case managers, providers, etc. These relationships are purely transactional.

Circles of Support - Based on the work of Judith Snow, Jack Pearpoint, and Marsha Forest

THE MONEY MINDSET

MONEY MINDSET:

- A set of beliefs you have about **HOW YOU HANDLE MONEY**
- Stories you tell yourself about **YOUR ABILITY TO MANAGE MONEY**

FIXED MONEY MINDSET:

- Your **MONEY MANAGEMENT SKILLS** are set and unchangeable

GROWTH MONEY MINDSET:

- Your **MONEY MANAGEMENT SKILLS** can be learned and developed

ACTIVITY NOTES:

HOW TO MAKE A BUDGET

1. LIST YOUR INCOME

2. LIST YOUR EXPENSES

3. SUBTRACT EXPENSES FROM INCOME

4. TRACK YOUR EXPENSES ALL MONTH LONG

5. MAKE A NEW BUDGET BEFORE THE NEW MONTH BEGINS

INCOME	EXPENSES

ZERO-BASED BUDGET

MONTHLY INCOME	
SALARY AFTER TAXES	
OTHER INCOME AFTER TAXES	
TOTAL MONTHLY INCOME	

HOUSING	
MORTGAGE OR RENT	
ELECTRICITY	
GAS	
WATER AND SEWER	
PHONE	
MAINTENANCE OR REPAIRS	
SUPPLIES	
CABLE	
CLEANING	
SUBTOTAL	

FOOD	
GROCERIES	
DINING OUT	
OTHER	
SUBTOTAL	

PERSONAL CARE	
CLOTHING	
HAIR/NAILS	
MEDICAL	
DRY CLEANING	
HEALTH CLUB	
SPORT SUPPLIES	
OTHER	
SUBTOTAL	

TOTAL MONTHLY INCOME	
TOTAL MONTHLY EXPENSES	
BALANCE (INCOME MINUS EXPENSES)	

INSURANCE	
HOME	
CAR	
LIFE	
HEALTH	
OTHER	
SUBTOTAL	

MISCELLANEOUS	
LOANS	
TAXES (FEDERAL, STATE, LOCAL)	
MEDICAL	
SECURITY	
OTHER	
SUBTOTAL	

SAVINGS	
PENSION	
INVESTMENTS	
SAVINGS	
SUBTOTAL	

TRANSPORTATIONS	
CAR PAYMENT	
FUEL	
LICENSING	
MAINTENANCE OR REPAIRS	
PUBLIC TRANSPORTATION	
OTHER	
SUBTOTAL	

ENTERTAINMENT	
NETFLIX	
MOVIES	
CONCERTS OR THEATER	
SPORTING EVENTS	
OTHER	
SUBTOTAL	

THE 50/20/30 RULE



CATEGORY	PARTICIPATION	EXPENSES
ESSENTIAL EXPENSES	NO MORE THAN 50%	HOUSE TRANSPORTATION UTILITIES GROCERIES
FINANCIAL PRIORITIES	AT LEAST 20%	RETIREMENT CONTRIBUTIONS SAVINGS CONTRIBUTIONS DEBT PAYMENTS
LIFESTYLE CHOICES	NO MORE THAN 30%	CABLE PHONE ENTERTAINMENT INTERNET RESTAURANTS BARS CHILDCARE PERSONAL CARE

HOW TO GET A BUDGET TO WORK FOR YOU?

1. Realistic budget
2. Stick to it
3. Revisit your budget

50/30/20 BUDGET

INCOME	BUDGET	ACTUAL
TOTAL		

NEEDS (50%)

MONTHLY BILLS	DUE	AMOUNT
MONTHLY TOTAL		

LIVING ESSENTIALS	BUDGET	ACTUAL
ESSENTIALS TOTAL		

WANTS (30%)

DAILY LIVING	BUDGET	ACTUAL
DAILY LIVING TOTAL		

SAVINGS & DEBT PAYMENTS (20%)

SAVINGS/SINKING FUNDS	BUDGET	ACTUAL
TOTAL SAVINGS		

DEBT PAYMENTS	BUDGET	ACTUAL
TOTAL DEBT		

BUDGET, BUDGET, BUDGET

EVERY BUDGET IS NOT FOR EVERYBODY. HERE ARE A FEW MORE EXAMPLES TO CONSIDER!

Keep researching beyond Workshop 2!

The 60/20/20 budget is a simple guideline: 60% of your after-tax income for Needs (housing, food, utilities), 20% for Savings (emergency fund, investments), and 20% for Wants (dining out, hobbies).

60/20/20 BUDGET EXPLAINED

- 60% for Needs (Essentials): Covers your non-negotiable living expenses like rent/mortgage, groceries, insurance, utilities, gas, and minimum debt payments.
- 20% for Savings & Debt: This goes towards future financial goals like emergency funds, retirement accounts, investments, or paying down extra debt.
- 20% for Wants (Discretionary): For enjoyable spending that isn't essential, such as entertainment, shopping, dining out, or vacations.
- Best For: People who want a straightforward percentage-based guide to balance spending and saving. This budget is very similar to the 50/30/20 budget we covered!

ENVELOPE METHOD EXPLAINED

The Envelope Method is a hands-on system using physical envelopes for cash categories (groceries, gas, fun) to limit spending, ensuring you only spend what's inside, preventing overspending and debt by making spending tangible.

- How It Works: You withdraw cash and divide it into labeled envelopes for specific spending categories (e.g., groceries, entertainment, personal care).
- Spending: You can only spend the cash within that specific envelope; once it's empty, you stop spending in that category until the next budget period.
- Best For: Controlling variable spending categories, curbing impulse buys, and making spending feel more real, especially for things like groceries, eating out, or personal care.
- Tip: You can use this system for your "Wants" category in the 60/20/20 budget.

MOST AMERICAN FAMILIES LIVE IN A DEBT CYCLE VS CASH CYCLE

THE FOUR CHALLENGES THAT MOST FAMILIES FACE:

- Not properly protected
- Too much debt
- Not enough short-term and long-term savings

THE SOLUTION:

STEP ONE: PROTECT YOUR FAMILY

Take care of loved ones when you're gone

STEP TWO: ELIMINATE DEBT

Set up a debt freedom program

STEP FOUR: PAY YOURSELF FIRST

Set up three fundamental accounts

STEP ONE: PROTECT YOUR FAMILY

- How much is your car worth?

SHOULD YOU INSURE IT?

- How much is your house worth?

SHOULD YOU INSURE IT?

- How much is your life worth?

Probably a lot more than your car or your house!

YOU CAN'T AFFORD NOT TO INSURE YOUR LIFE.

LIFE INSURANCE:

Life insurance policies primarily fall into Term (temporary, affordable, covers specific needs like mortgages) and Permanent (whole, universal, builds cash value, more costly) types, with variations like level, decreasing, or convertible term. Key factors for research include your financial needs (income, debt, dependents), desired coverage duration, budget (costs vary greatly), and policy features (cash value, guarantees). Understanding these basics helps you choose a policy, often with options like whole life for predictability or term for pure protection, and clarifying misconceptions about cost is crucial for making informed decisions.

Types of Life Insurance

- Term Life: Covers a specific period (e.g., 10, 20, 30 years) with fixed premiums and death benefits, expiring if you outlive the term; ideal for temporary needs like a mortgage.
- Permanent Life (Whole Life, Universal Life): Lasts your entire life, includes a cash value component that grows over time, and offers guaranteed death benefits, but costs significantly more.
- Decreasing Term: Death benefit lowers over time, often used for loans.
- Return of Premium (ROP): Refunds premiums if you outlive the term.

Key Factors to Consider

- Financial Needs: How much income replacement, debt coverage (mortgage, loans), or final expenses are needed?.
- Budget: Premiums vary significantly by age, health, coverage amount, and policy type (term is far cheaper).
- Duration: Do you need coverage for 20 years (term) or for life (permanent)?.
- Cash Value: Do you want a policy that builds savings (permanent) or just pays a death benefit (term)?.

Research & Next Steps

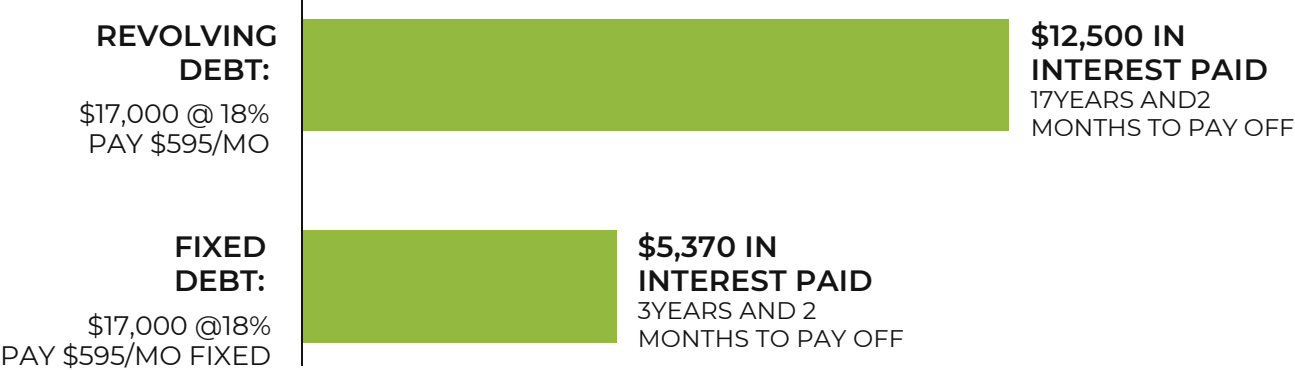
- NAIC: Offers consumer guides and resources to understand policy types and coverage.

STEP TWO:

ELIMINATE DEBT

REVOLVING DEBT VS. FIXED DEBT

Look at how revolving debt can erode your financial security:



*Assumes revolving payment (minimum) is 3.5% of the remaining balance or \$20, whichever is greater. First month's payment is shown and term assumes continued payment of minimum amount. No additional debt incurred and payments decrease over time period. **Assumes payment of 3.5% of financial loan amount, no additional debt incurred and initial payment amount remains fixed throughout term of the loan.

LET'S STACK OUR DEBT

DEBT	TOTAL	MINIMUM PAYMEN	TOTAL MONTHLY PAYMENT			
			MONTH 1	MONTH 2	MONTH 3	MONTH 4
MEDICAL BILL	\$1000	\$50	\$700	\$300	PAID OFF	\$0
CREDIT CARD	\$1850	\$200	\$250	\$650	\$950	PAID
CAR LOAN	\$6000	\$350	\$350	\$350	\$350	OFF
TOTAL	\$9000	\$600	\$1300	\$1300	\$1300	

*With this method the car loan would be paid off in 3 more payments. Two more payments of \$1300 and a final payment of \$1050. Do your example in the space below.

DEBT	TOTAL	MINIMUM PAYMENT	TOTAL MONTHLY PAYMENT			
			MONTH 1	MONTH 2	MONTH 3	MONTH 4

STEP THREE:

PAY YOURSELF FIRST

THREE FUNDAMENTAL ACCOUNTS

EMERGENCY ACCOUNT
GOAL: UP TO THREE MONTHS OF INCOME

- Emergencies
- Vacations
- Purchases within 0-2 years

SHORT-TERM ACCOUNT
GOAL: UP TO SIX MONTHS OF INCOME

- Reserve for unforeseen events
- Loss of job
- Disabilities
- Short-term purchases
- Car
- Down payment for house
- Purchases within 3-5 years

WEALTH-BUILDING ACCOUNTS
GOAL: RETIREMENT FUNDS

- Roth or Traditional IRA*
- 401(k), deferred comp, TSA, etc*
- Tax-deferred accounts*

*Withdrawals before 59½ may be subject to ordinary income tax and a 10% tax penalty. Consult with your tax advisor with questions regarding your situation.

FIRST FINANCIAL GOAL →
TRACK YOUR SPENDING FOR ONE MONTH OR ORGANIZE YOUR SPENDING FROM THE PREVIOUS MONTH

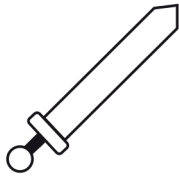
NOTES

WORKSHOP 3

CAREER SKILLS

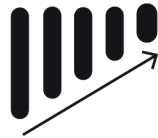
YOUR BRAND IS YOUR TRUE STORY.

BE YOURSELF; EVERYONE ELSE IS ALREADY TAKEN. - OSCAR WILDE



IDENTIFY YOUR STRENGTHS AND TALENTS

Maximize the impact of your strengths.



WEAKEN YOUR WEAKNESSES

Minimize the impact of your weaknesses.



IDENTIFY YOUR CORE VALUES

What really matters to you?



CREATE YOUR PERSONAL BRAND VISION

How you want to live your life? Write your statement.



DEFINE YOUR PURPOSE

Why are you here?



PURSUE YOUR PASSIONS

Your passions fuel your actions.



BUILD YOUR BRAND WITH TOOLS

Choose the best tools to create mind-blowing brand.



MAKE AN IMPACT

Make a contact, collaborate, develop projects and do business.



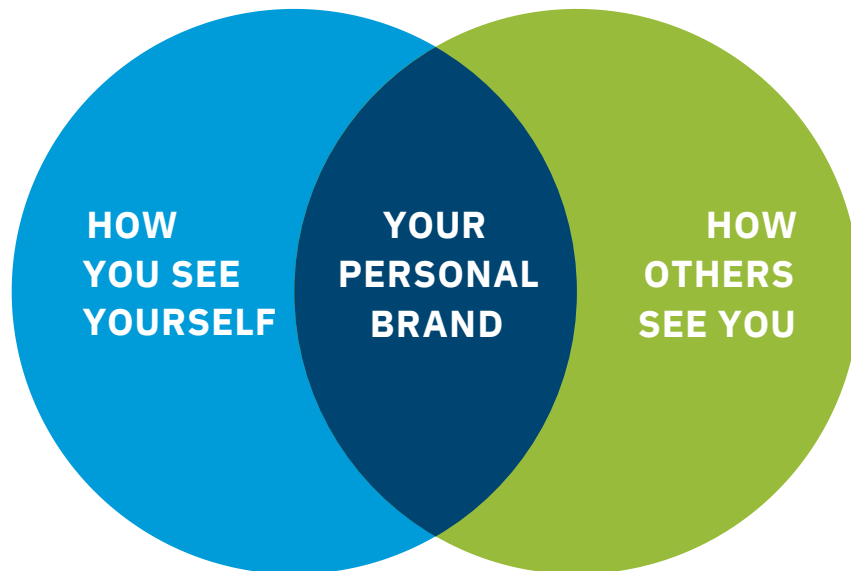
BE YOURSELF

Rock the world!



5 STEPS TO BUILD YOUR PERSONAL BRAND

- Build your foundation.
 - Choose your target audience.
 - Create an irresistible offer.
 - Build a personal website.
- Have a strategy.



NOTES

THE ELEVATOR PITCH

An elevator pitch is a carefully crafted, concise introductory message about yourself. It defines your skill sets, experience, and career hopes for the future. It should take about 60 seconds to deliver, roughly the time it would take you to ride an elevator, and it should focus on the specific and unique attributes that you can bring to an organization or employer.

WHY IS AN ELEVATOR PITCH IMPORTANT?

You never know when you might meet someone who could be a great networking contact. It could be at a planned event, such as a networking dinner or company information session, or at an informal social gathering, such as a family get-together or a friend's soccer game. Having a well-prepared Elevator Pitch will ensure that you are ready to market your skills and experiences any time you are given the opportunity to do so.

For example:

1. It's homecoming. You're watching the float parade and find that you are hungry. You go into Harrington to buy a pretzel. As you're waiting in line, the man in front of you turns around and says, "Oh, are you a student here? I'm Jim. I graduated five years ago. What's your major?"

2. You're home for winter break. You attend a family holiday party. Your cousin introduces you to his new girlfriend: 'Joe, this is my girlfriend, Holly. She's a civil engineer.' Turning to Holly, he says, 'Joe's at WPI majoring in some sort of engineering.' He turns back to you and says, "Right, Joe?" With an Elevator Pitch already prepared, you can easily respond to people like Jim or your cousin.

WHEN DO YOU USE IT?

- Career fairs
- Networking events (alumni dinners, professional organization events, etc.)
- Company information sessions, Interviews, when answering the question, "Tell me about yourself."
- Any professional event where you are asked to introduce yourself.

THE ELEVATOR PITCH

PREPARING YOUR ELEVATOR

PITCH— KNOW YOURSELF

Take some time for some self-reflection. Think about your key skills and experiences and what you have to offer an employer. Consider the following categories and examples:

SKILLS

For example:

- Technical skills - e.g., Proficient with AutoCAD, Matlab, Linux, C++; Experience with Gel Electrophoresis, protein extraction
- Communication skills—written or oral
- Research skills
- Analytical skills
- Leadership skills

STRENGTHS (i.e., what are you good at?)

For example:

- Motivating others
- Taking initiative
- Time management

PERSONAL QUALITIES

For example:

- Hard worker
- Enjoy working in teams

KNOW YOUR AUDIENCE

Research your audience (company, contact, or event) to customize your Elevator Pitch to the individuals within it:

- What are the perceived needs of the employer or contact in a potential candidate?
- What immediate benefits can you provide?
- What interests you about the company or industry the person represents and why?
- Align your skills and experience with the needs of your audience.

ACCOMPLISHMENTS

For example:

- IQP, MQP, internship experience, leadership roles

VALUES/BELIEFS (i.e., things that would be important to you in your work life)

For example:

- Opportunity for creativity
- Relaxed pace
- Action-oriented
- Working outdoors
- Team environment

CAREER GOALS

For example:

- Conduct cancer research in a laboratory setting
- Work outside in a construction project management role

ACADEMIC PERFORMANCE

For example:

- GPA, project / lab work within your courses

ACTIVITIES

For example:

- Clubs, organizations, and teams involved in on campus

THE ELEVATOR PITCH

QUESTIONS TO THINK ABOUT

This worksheet will help you identify key topics to include in your Elevator Pitch. Complete the questions below to create a first draft of your Elevator Pitch.

1. What is your career goal? (State this in the form of doing something for someone)

2. What skills, strengths, or experiences do you have that would help you realize that goal?

3. What accomplishments prove that you have those skills, strengths, or experiences? (Draw from all experiences - projects, internships, activities involved in on campus, etc.)

4. What are you searching for in a job?

5. How can you immediately benefit the company?

THE ELEVATOR PITCH

SAMPLE LANGUAGE

My name is _____

I am a student at Worcester Polytechnic Institute, pursuing a _____ degree and majoring in _____.

My experience **(Describe)**.

I am **(Strength)**, which I demonstrated when I **(Accomplishment)**.

I'm looking for a position where I **(Goals)**.

I feel I could immediately benefit your company by **(How)**.

Note: This ending works best for a job interview or when you meet someone at a career fair or company information session and you are talking to them about a specific job role.

OR

Since you are currently (in the field I'm interested in/at a company I'd like to learn more about/doing the kind of work I'd Like to do), I would love to talk with you further about any advice or suggestions you may have for me.

Note: This ending works best at networking events or when you are interested in an informational interview

ADDITIONAL TIPS

- Write down and practice your Elevator Pitch.
- Ask for feedback from friends, mentors, and your Career Resources Manager (CRM). CRM walk-ins are a great way to practice this and solicit feedback.
- Your elevator pitch should not sound scripted. Don't memorize it word for word, but focus on the key points and ideas you want to convey to your audience.
- Record your elevator pitch so you can hear it and correct any obvious shortcomings.
- Make it conversational. Don't feel that you have to get through your whole pitch when you talk to someone. Allow for pauses and input from your listener.
- Make an appointment with your CRM to practice your Elevator Pitch.

WHAT IS YOUR RESUME SUMMARY?

RELATE TO YOUR ELEVATOR PITCH

HIGHLIGHT THE BEST QUALIFICATIONS YOU HAVE FOR THE JOB

INCLUDE INDUSTRY WORDS

- High performer
- People person
- Bedside manner
- Detail-oriented

REMEMBER “SOFT” SKILLS

RESUME PEER REVIEW ACTIVITY

USE THIS PAGE TO GUIDE YOUR DISCUSSION AND EDITS AS YOU REVIEW YOUR RESUME WITH YOUR PEERS. BE PREPARED TO SHARE AND RECEIVE FEEDBACK.

Step 1: Identify Your Resume Type

Which resume type are you currently using? (Check one)

- ☐ Reverse Chronological
- ☐ Functional
- ☐ Combination
- ☐ Not sure yet

Why did you choose this resume type?

(Consider your experience, career goals, and strengths.)

Step 2: Review Your Resume Summary

Does your resume summary clearly communicate who you are and what you bring to an employer?

- ☐ Yes
- ☐ Somewhat
- ☐ No

What is one strength of your current resume summary?

What is one improvement you could make to strengthen it?

Step 3: Identify & Apply Transferable Skills

Transferable skills are skills you can use across different jobs and industries.

List 3 transferable skills you want to highlight on your resume:

1.

2.

3.

Where will you add or strengthen these skills on your resume? (Check all that apply)

- ☐ Resume summary
- ☐ Work experience bullet points
- ☐ Skills section

Write one example of how you will incorporate a transferable skill into your resume:

Step 4: Peer Sharing & Feedback

Peer Name: _____

One piece of positive feedback they shared:

One suggestion they offered for improvement:

Reflection

What is one change you will make to your resume after this activity?

Leveraging Your Agilities

Agilities are the work skills used in all occupations and are a combination of your strengths and interests.

Being aware of your Agilities helps you affirm your value to employers and activate your career.

Consider using these words and phrases on a resumé or profile to represent your skills to employers.

DEVELOPING OTHERS  - Mentor, coach, teach, and evaluate others - Provide others opportunities to learn - Encourage people to improve skills and knowledge Mentor Evaluate Teach Coach	OPERATING OBJECTS  - Repair, maintain, and operate equipment and vehicles - Inspect and control machines and surroundings - Perform physical actions Constructing Dexterity Fixing Coordination
INNOVATING  - Apply new approaches - Think creatively - Share new ideas - Bring a new perspective Creativity Ingenuity Originality Problem-Solving	ORGANIZING  - Pay attention to details and accuracy - Monitor and control resources - Sequence tasks and work Prioritize Detail-Oriented Coordinate Execute
INSPECTING  - Improve quality, safety, or effectiveness - Make processes consistent with rules - Assess outputs to standards Quality High Standard Consistency Effectiveness	SELLING AND COMMUNICATING  - Convince or influence others - Work with people outside of the organization - Resolve conflict and negotiate Evaluate Campaign Persuade Negotiate
JUDGING AND ESTIMATING  - Forecast the quality and value of products, services, or people's contributions - Determine resources needed to accomplish goals Accuracy Perceptive Critical Thinking Evaluate	SERVING AND CARING  - Develop relationships and help people - Empathize with others and serve their needs - Build trust and emotional bonds Cultivate Relationships Empathy Support
MANAGING  - Coordinate work of others - Develop strategies and plans - Provide consultation and advice Lead Motivate Direct Inspire	WORKING WITH INFORMATION  - Analyze and interpret data - Develop, collect, store, and manage technological information Interpreting Operating Analyzing Processing

JOB SEARCH STRATEGY

OLD

- Find job ads
- Fire off resumes
- Wait

NEW

- Define your goal
- Build your brand
- Find and research companies
- Formulate a networking plan
- Get out there
- Identify opportunities
- Be an impressive applicant

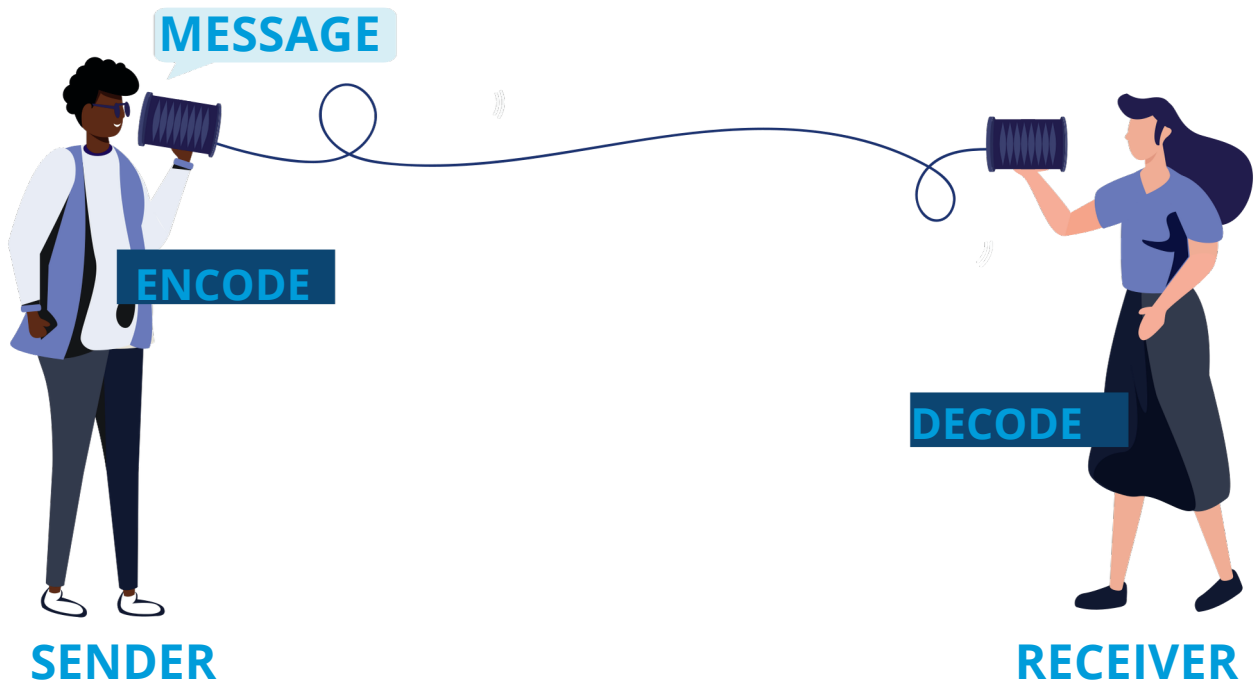
HOW TO BE AN IMPRESSIVE APPLICANT

1. Research the company
2. Wear bold colors
3. Arrive early
4. Showcase strengths and areas for improvement
5. Describe your accomplishments
6. Give samples of previous projects
7. Present a 30-60-90 day plan
8. Ask unique questions
9. Be aware of body language
10. Engage in casual conversation
11. Reiterate your interest in the position
12. Send a thank you email post-interview

WORKSHOP 4

WORKFORCE SKILLS

THE COMMUNICATION MODEL



NOTES

EFFECTIVE TEAM COMMUNICATION

SENDER

- Speak to group as if speaking to an individual.
- Consider your filters and those of your listeners.

RECEIVER

- Active listening:
 - An intent to “listen for meaning” in which the listener checks with the speaker to see that a statement has been correctly heard and understood.

WITHOUT EFFECTIVE TEAM COMMUNICATION, ACHIEVING A COMMON GOAL IS ALMOST IMPOSSIBLE.

BUILD TRUST AND ESTABLISH RAPPORT



ASK SPECIFIC QUESTIONS

ACTIVE LISTENING SKILLS

Active listening techniques can help you truly understand what people are saying in conversations and meetings.

DEMONSTRATE CONCERN



USE BRIEF VERBAL AFFIEMATIONS

CONFLICT RESOLUTION

CONSTRUCTIVE VS. DESTRUCTIVE CONFLICT

CONSTRUCTIVE CONFLICT

- Seeks balance and understanding
- Adapts to the situation
- Prioritizes mutual agreement
- Focuses on finding a solution, not your own desires
- Cooperative

DESTRUCTIVE CONFLICT

- Escalates conflict
- Is concrete and inflexible
- Prioritizes winning or getting even
- Creates a negative, downward spiral, not solutions
- Competitive

TIPS FOR CONFLICT RESOLUTION

- R**espect the right to disagree.
- E**xpress your real concerns.
- S**hare common goals and interests.
- O**pen yourself to different points of view.
- L**isten carefully to all proposals.
- U**nderstand the major issues involved.
- T**hink about probable consequences.
- I**magine several possible alternative solutions.
- O**ffer some reasonable compromises.
- N**egotiate mutually fair cooperative agreements.

PROFESSIONALISM DEFINED

- Professionalism- The set of behaviors, attitudes, and standards that reflect being prepared, integrity, responsibility, and respect in a work or academic setting.
- Professional behavior- What you consistently showcase with how you choose to dress/attire, smell, manage your time, prepare, showcase your demeanor and integrity etc.
- Professional attire- Dressing yourself in a way that matches workplace expectations and shows respect for the environment.
- Professional attitude/demeanor- Showcasing respect, positivity, self-control, reliability, and a commitment to fulfilling one's role with competence and integrity. Respecting the chain of command and power structures within that workplace.
- Professional Integrity- The commitment to upholding moral principles, being truthful, keeping commitments, and making decisions that reflect fairness and responsibility even when it is difficult.

PROFESSIONAL COMMUNICATION ACTIVITY

1. _____

2. _____

3. _____

4. _____

NOTES

[illegible]