

Name _____

Date _____

Getting to Know Yourself Vocabulary

Words You Need to Know:

Accomplishment	an achievement; something that has been done successfully
Aesthetics	beauty
Aptitudes	natural talents
Entrepreneur	a person who starts and owns a business
Interests	the things a person likes to do and talk about
Lifestyle	how a person lives and spends his or her time and money
Personality	the characteristics and behaviors that make a person unique
Procrastinator	a person who puts off doing tasks and making decisions
Relationships	the emotional and mental connections people have with each other
Self-Concept	how a person feels about himself or herself
Skills	tasks or activities a person can do well
Values	the things in life that are most important to a person

Name _____

Date _____

Self-Determination Crossword Puzzle

Use the vocabulary words to complete the crossword puzzle.

1.						2.				
									3.	4.
		5.								
		6.								
8.										
9.										

ACROSS

- related to school and education
- a collection of information that tells about a person
- a type of understanding where a person looks at the actual text to find the answer
- after high school
- a legal document written for a student who has a disability
- a person speaking up for himself or herself by describing his or her disability

DOWN

- ways tasks are changed or modified to meet a person's specific needs
- a type of understanding where a person looks beyond the text to find the answer
- the official school record of the subjects a person took and the grades he or she earned
- generally refers to a copy of a student's IEP and any formal testing that was conducted

Name _____

Date _____

Career Research

You should learn about several careers before you make a final decision about what you want to do for the rest of your life. It is natural to be unsure about what you want to do, and it is common to change your mind several times about the type of career you want to pursue. You need to be open to many different opportunities. However, in order to be open to different opportunities, you must be willing to consider and learn about different careers. Consider completing a career profile on at least three different careers. This will help you figure out what type of work will be right for you.

There are several ways to do career research. Consider the following:

Occupational Outlook Handbook

Other Print Material on Specific Occupations

Videos or DVDs on Specific Occupations (such as the *Enter Here* series)

Job Shadows

Interviews With People Who Do Specific Jobs

Internet Articles on Specific Occupations

Name _____

Date _____

Making Post-Secondary Plans

When choosing a post-secondary school, you need to consider the following:

- Programs Offered (post-secondary schools often specialize and offer degrees in certain programs)
- Admissions Requirements of the School
- Available Support Services at the School
- Cost of Tuition, Books, and Housing
- Types of Housing Available
- Types of Financial Aid, Scholarships, Work-Study Opportunities, and Other Employment Options
- Distance From Your Home, Friends, and Family
- Public Transportation Available
- Number of Credits Required Per Semester (to be considered a full-time student)

When making a transition plan, you need to consider the following:

- You must meet the entrance requirements.
- You must request modifications. You should do this as early as possible, and it should be done in writing.
- Students are expected to self-advocate.
- Special education services are not available at post-secondary schools. The schools may provide academic accommodations, but they don't change program requirements or course outcomes.
- Academic accommodations allow students with disabilities to compete equally with their nondisabled peers.

continued on next page

Name _____

Date _____

Personal Goals

In the boxes below, list one personal long-term goal and six short-term goals that will help you achieve your long-term goal. For example, you may want to own a car. What steps will you have to take to own a car? Now, list your own personal goals.

Long-Term Goal

Short-Term Goal

Short-Term Goal

Short-Term Goal

Short-Term Goal

Short-Term Goal

Short-Term Goal

Name

Date

Resume-Building Tips

Identification

List your full legal name, address, phone number (home, cell, and fax, if you have them), and e-mail address. If you go by a different or shortened name, note that on your resume.

Career Objective

Identify the position or job function you hope to attain.

Education

Provide the names of schools you attended and the dates you attended each school; if you have attended a post-secondary school, you don't need to mention high school.

Skills/Achievements

Emphasize your skills and achievements, including experiences from former jobs, volunteer work, and extracurricular activities.

Work History

List the position you held, the name of your employer, and your dates of employment (month and year) for each place you have worked.

References

At the bottom of your resume, write "References Available Upon Request." If an employer asks for references, have them available on a separate sheet of paper.

Name _____

Date _____

Employee Benefits

In addition to your hourly wage or salary, you may be offered employee benefits that can be very important to you. There are no government regulations dealing with benefits, so the benefits you are offered will depend on the employer. You need to know the benefits offered before you accept a job. Benefits are important, and you need to consider them carefully.

Typical Benefits

- Health Insurance (all or partial)
- Eye Care Insurance
- Disability Insurance
- Retirement Benefits
- Paid Holidays
- Personal Days
- Child Care
- Uniform and Uniform Cleaning
- Dental Insurance
- Life Insurance
- Accident Insurance
- Prescription Card
- Paid Vacations
- Sick Leave
- Discounts
- Tuition Refund or Reimbursement

Name _____

Date _____

Communication

Communication involves sending and receiving messages. Good communication skills are essential for succeeding in the workplace. When working, you may be asked to communicate with your supervisor, coworkers, suppliers, and others involved with the company and its customers.

Communication methods can take several forms:

Written

- letters
- memos
- notes

Electronic

- e-mails
- faxes

Pictorial

- charts
- diagrams
- drawings
- computer-generated pictures

Verbal

- face-to-face conversations
- phone conversations
- voice mail

These methods often overlap, so you need to develop all of these skills. While communicating with people is easier and faster than ever because of technology, these skills still need to be learned and practiced.

There are times when you don't use words and you are still able to communicate. This nonverbal communication can take the form of body language, body posture, gestures, facial expressions, personal space, eye contact, and silence.

When you are communicating, you need to keep in mind that there are barriers that can prevent you from communicating effectively. They can include poor oral communication skills, poor listening skills, noise, and mixed messages (for example, your verbal message and nonverbal communication might not match).

Name _____

Date _____



Leaving a Job Quiz

1. When you decide to leave a job, it is called a _____.

2. If you move from one job to another repeatedly, you may get
a bad _____.

3. When you are laid off, what might happen later?

4. What does it mean to be terminated?

5. List four reasons why you may choose to leave a job.

6. List two reasons why you may be laid off.

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Name _____

Date _____

Look What I Invented!

Have you ever said, “If only someone would come up with something to make this job easier,” or maybe, “I can’t believe no one has come up with that idea before now”?

Invent a product that would improve your daily life or someone else’s daily life. Once you come up with an idea for your invention, think about what you need to do to develop and sell your invention. Using the steps below, create a presentation describing your invention. Then, share your presentation with others.

Follow these steps to create an invention:

Name your company.

Name your invention.

Describe your invention:

- Physical Description
- Unique Features
- How It Will Be Different From Competitors’ Products
- Purpose of the Product
- Benefits of the Product
- Possible Price

Describe how your invention will be constructed:

- Raw Materials Needed
- How It Will Be Manufactured

Decide how you will sell and market your invention.

Identify your target market (who will buy the invention).

Figure out who your competitors will be.

Name _____

Date _____

Your Budget

Earlier, you determined how much you might spend based on typical family expenses. However, not everyone spends the typical amount. Your values and lifestyle preferences will have a significant impact on how you spend your money. Use the information gathered to determine whether your expenses equal your income. Can you live within your budget?

Record your expected income and monthly expenses:

Annual Income

\$ _____

Food

\$ _____

Utilities

\$ _____

Personal/Health Care

\$ _____

Entertainment

\$ _____

Insurance

\$ _____

Retirement

\$ _____

Other Expenses

\$ _____

Monthly Income

\$ _____

Housing

\$ _____

Clothing

\$ _____

Auto

\$ _____

Gifts and Contributions

\$ _____

Taxes

\$ _____

Savings

\$ _____

Total Monthly Expenses

\$ _____