Activity 10: Discovering Your Work Skills

**FOR THE TEACHER:**

###### Introduction

One of the greatest problems educators face is helping students bridge the gap between school and work. Many students cannot see the connection between what they are learning now and their future career. As a result, they may lack confidence in themselves and their ability to contribute in the workplace.

The purpose of this activity is to help students make links between their daily activities and work skills. In particular, they will:

* See the importance of their curricular and extracurricular activities
* Gain a better understanding of their skills
* Learn about career options related to their skills

###### How the Activity Works

Students use the A Day In My Life chart to set out a sample day in their life, being sure to include all curricular, extracurricular, social, and at-home activities. Then they use the Activities And Work Skills chart to link their activities to work-related skills. (Both charts can be found in the pages immediately following this activity.)

The next step is to use Career Cruising to search for and learn about careers in which those skills are important.

###### Starting the Program

Go to **www.careercruising.com**. Enter your username and password in the spaces provided, and click on Log In.

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**STEP 1: A DAY IN MY LIFE**

Fill in the A Day In My Life chart. In the Activities column, write down the things you do in a typical day. Be sure to include all classes, sports, social events, clubs, hobbies, chores, after school jobs, etc. (*You may use the Activities and Work Skills chart as a reference.)*

**STEP 2:**

Using the Activities and Work Skills chart, match your activities with the related work skills.

**STEP 3:**

Now go back to your A Day In My Life chart and write down the work skills that match your activities *(put the work skills beside each activity, in the right-hand column).*

**STEP 4:**

1. Write down the work skill that appears most often in your day:

Work Skill #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Write down the work skill you would most enjoy using in a job:

Work Skill #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Write down the work skill you think would be most important in getting a good job:

Work Skill #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 5: USING CAREER CRUISING / WORK SKILL #1**

On the Main page, click on Explore Careers, then click on Career Selector.

Click on Core Tasks and select the work skill/core task that appears **most often** in your day *(Work Skill #1 above).*

Click on View Results. Career Cruising will show you a list of careers where people use the skill you selected.

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**STEP 6: RESEARCHING THE CAREER**

###### Scroll through the list and click on a career that interests you.

**Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Click on Job Description. Write down examples of how people in this career use the work skill you selected.

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###### Click on one of the two interviews.

**Person’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Click on A Day In The Life. Write down examples of how the person uses the skill you selected in his/her workday.

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Use the gray Back To Career Profilebutton near the top of the page to return to the At A Glance summary page*)*.

###### Click on one of the two interviews.

**Person’s name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Click on A Day In The Life. Write down examples of how this person uses the skill you selected in his/her workday.

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**Step 7: Using Career Cruising / Work Skill #2**

Use your browser’s Back button to return to the Career Selector screen. Click on Core Tasks.

Deselect the work skill/core task you chose before *(i.e. click on it once to delete the checkmark).*

Now select the work skill that you would most enjoy using in a job (*Work Skill #2 above).*

Click on View Results.

###### Scroll through the list and click on a career that interests you.

**Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Read the Job Description and each of the interviewees’ A Day In The Life. Write down examples of how people in this career use the work skill you selected.

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**STEP 8: USING CAREER CRUISING/ WORK SKILL #3**

Repeat Step 7, except this time select the work skill that you think would be most important in getting a good job *(Work Skill #3 above).*

**Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Read the Job Description and each of the interviewees’ A Day In The Life. Write down examples of how people in this career use the work skill you selected.

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| Time | Activity | Work Skills |
| 7:00am – 8:00am |  |  |
| 8:00am – 9:00am |  |  |
| 9:00am – 10:00am |  |  |
| 10:00am – 11:00am |  |  |
| 11:00am – 12:00pm |  |  |
| 12:00pm – 1:00pm |  |  |
| 1:00pm – 2:00pm |  |  |
| 2:00pm – 3:00pm |  |  |
| 3:00pm – 4:00pm |  |  |
| 4:00pm – 5:00pm |  |  |
| 5:00pm – 6:00pm |  |  |
| 6:00pm – 7:00pm |  |  |
| 7:00pm – 8:00pm |  |  |
| 8:00pm – 9:00pm |  |  |

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| SCHOOL SUBJECT | WORK SKILLS |
| **Biology** | Doing Research  Inspecting, Measuring, or Monitoring  Keeping Accurate Records  Working with Plants or Animals |
| **Business**  (e.g. Accounting, Entrepreneurial Studies, Marketing) | Communicating Information or Persuading People  Keeping Accurate Records  Selling or Promoting |
| **American and World Studies**  (e.g. US History and Politics, American and World Issues, Law, World History) | Communicating Information or Persuading People  Doing Research  Writing |
| **Chemistry** | Inspecting, Measuring, or Monitoring  Keeping Accurate Records  Analyzing Data, Programming or Doing Calculations |
| **Computers** | Analyzing Data, Programming or Doing Calculations  Identifying/Diagnosing Problems |
| **Dance** | Artistic Expression  Physical Training or Performing |
| **Technology**  (e.g. Design and Technology, Construction Technology, Communication Technology) | Operating Machines or Vehicles  Building or Creating Things  Inspecting, Measuring, or Monitoring |
| **Drama** | Artistic Expression  Communicating Information or Persuading People  Writing |
| **English** | Artistic Expression  Communicating Information or Persuading People  Writing |
| **Family** **Studies**  (e.g. Parenting, Fashion, Individuals and Families in a Diverse Society) | Caring for or Treating People  Organizing People or Planning Work Activities  Making Sure Things are Clean and/or Organized |
| **Geography**  (e.g. Geography – Physical, World Issues) | Doing Research  Writing  Communicating Information or Persuading People |
| **Health and Physical Education** | Physical Training or Performing  Organizing People or Planning Work Activities |
| **History**  (e.g. US History, Society: Challenge and Change, Modern Western Civilization, etc.) | Doing Research  Writing  Communicating Information or Persuading People |

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| SCHOOL SUBJECT | WORK SKILLS |
| **Languages**  (e.g. French, Japanese, Latin) | Communicating Information or Persuading People  Writing |
| **Math** | Analyzing Data, Programming or Doing Calculations Inspecting, Measuring, or Monitoring  Identifying/Diagnosing Problems |
| **Music** **or** **Visual Art**  (e.g. Band, Strings, Musical Theatre, etc.) | Artistic Expression  Building or Creating Things  Designing or Drawing |
| **Physics** | Inspecting, Measuring, or Monitoring  Keeping Accurate Records  Analyzing Data, Programming or Doing Calculations  Designing or Drawing |
| **Science** | Inspecting, Measuring, or Monitoring  Keeping Accurate Records  Analyzing Data, Programming or Doing Calculations |

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| OTHER SCHOOL ACTIVITIES | WORK SKILLS |
| **Assemblies**  (e.g. organizing, participating in) | Artistic Expression  Communicating Information or Persuading Others  Organizing People or Planning Work Activities |
| **Clubs**  (e.g. chess club, outers club, environment club) | Communicating Information or Persuading Others  Organizing People or Planning Work Activities  Selling or Promoting |
| **Dances**  (e.g. organizing, attending) | Organizing People or Planning Work Activities  Physical Training or Performing  Selling or Promoting |
| **Fundraising**  (e.g. raising money for a charity or school trip; you may hold an event, have a car wash, sell chocolates) | Organizing People or Planning Work Activities  Selling or Promoting  Communicating Information or Persuading People  Keeping Accurate Records |
| **Independent Study Project/Unit**  (e.g. research essay on a topic of your choice) | Doing Research  Keeping Accurate Records  Writing |
| **Journal**  (e.g. keeping a daily journal for English class) | Writing |

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| OTHER SCHOOL ACTIVITIES | WORK SKILLS |
| **Library**  (e.g. finding books in the library) | Doing Research |
| **Lunch/Recess** | Communicating Information or Persuading People |
| **Peer Editing**  (e.g. reading and correcting other students’ work) | Communicating Information or Persuading People  Writing |
| **Peer Tutoring/Helping**  (e.g. helping students with school work or problems) | Teaching or Training  Identifying/Diagnosing Problems |
| **Presentations or Seminars** | Communicating Information or Persuading People  Teaching or Training |
| **Projects**  (e.g. researching and presenting information in a visually appealing way) | Doing Research  Writing  Designing or Drawing  Building or Creating Things |
| **Sales**  (e.g. bake sales) | Selling or Promoting  Communicating Information or Persuading People  Organizing People or Planning Work Activities |
| **School Newspaper**  (e.g. being a reporter, taking photos, doing layout) | Writing  Doing Research |
| **School Shows**  (e.g. plays, music night) | Artistic Expression  Communicating Information or Persuading People  Selling or Promoting  Building or Creating Things |
| **Science Project** | Doing Research  Inspecting, Measuring, or Monitoring  Analyzing Data, Programming or Doing Calculations Writing |
| **Sports**  (e.g. playing on, coaching, or helping out with a team) | Physical Training or Performing  Organizing People or Planning Work Activities |
| **Student Council**  (e.g. being a student council member such as school president or treasurer) | Communicating Information or Persuading People  Organizing People or Planning Work Activities |
| **Yearbook**  (e.g. writing for, taking photos, doing layout) | Writing  Artistic Expression  Designing or Drawing |

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| LEISURE ACTIVITIES AND HOBBIES | WORK SKILLS |
| **Athletic activities**  (e.g. hiking, swimming, skating) | Physical Training or Performing |
| **Being interested in professional sports**  (e.g. following a sports team; watching sports on TV, keeping track of players’ stats, discussing sports) | Doing Research  Communicating Information or Persuading People |
| **Building things**  (e.g. models) | Building or Creating Things  Designing or Drawing |
| **Camping** | Physical Training or Performing  Organizing People or Planning Work Activities |
| **Card or Board Games** | Analyzing Data, Programming or Doing Calculations  Communicating Information or Persuading People  Identifying/Diagnosing Problems |
| **Collecting things**  (e.g. baseball cards, stickers) | Doing Research  Keeping Accurate Records  Making Sure Things are Clean and/or Organized |
| **Computer**  (e.g. using a graphics program, installing new software, fixing problems) | Analyzing Data, Programming or Doing Calculations  Identifying/Diagnosing Problems  Operating Machines or Vehicles |
| **Diary**  (e.g. writing down your thoughts in a diary) | Writing  Artistic Expression |
| **Drawing**  (e.g. pictures, cartoons, etc.) | Artistic Expression  Designing or Drawing |
| **Driving**  (e.g. driving the family car) | Operating Machines or Vehicles |
| **Friends**  (e.g. hanging out, helping with problems) | Communicating Information or Persuading People  Organizing People or Planning Work Activities  Identifying/Diagnosing Problems |
| **Internet**  (e.g. surfing the net, downloading music, making a web page) | Doing Research  Designing or Drawing  Analyzing Data, Programming or Doing Calculations |
| **Making crafts**  (e.g. bracelets) | Artistic Expression  Designing or Drawing  Building or Creating Things |
| **Music**  (e.g. listening to, singing, playing an instrument) | Artistic Expression  Communicating Information or Persuading People  Doing Research |

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| LEISURE ACTIVITIES AND HOBBIES | WORK SKILLS |
| **Playing on a sports team**  (e.g. baseball, soccer) | Physical Training or Performing  Communicating Information or Persuading People |
| **Reading**  (e.g. magazines, novels, comic books) | Doing Research |
| **Riding a Bike** | Physical Training or Performing  Operating Machines or Vehicles |
| **Shopping** | Doing Research |
| **Skateboarding** | Physical Training or Performing  Fixing/Repairing Things |
| **Talking on the Phone** | Communicating Information or Persuading People |
| **Video or Computer Games** | Identifying/Diagnosing Problems  Physical Training or Performing |
| **Writing letters or emails** | Writing  Communicating Information or Persuading People |

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| HOUSEHOLD ACTIVITIES | WORK SKILLS |
| **Babysitting**  (e.g. younger sister/brother, neighbors’ kids) | Caring for or Treating People |
| **Cleaning**  (e.g. your room, bathroom, garage) | Making Sure Things Are Clean and/or Organized  Identifying/Diagnosing Problems  Operating Machines or Vehicles |
| **Cooking or Baking** | Inspecting, Measuring, or Monitoring  Building or Creating Things |
| **Mowing the Lawn** | Operating Machines or Vehicles  Physical Training or Performing  Working with Plants or Animals |
| **Helping in the Garden**  (e.g. planting flowers, pruning bushes, weeding) | Physical Training or Performing  Working with Plants or Animals  Artistic expression |
| **Shoveling Driveway** | Physical Training or Performing |
| **Taking care of a pet**  (e.g. walking the dog, feeding cat) | Working with Plants or Animals |
| **Taking Phone Messages** | Keeping Accurate Records  Writing |
| **Vacuuming** | Operating Machines or Vehicles |
| **Washing the Dishes** | Making Sure Things Are Clean and/or Organized |

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| OTHER | WORK SKILLS |
| **Part-time job - Cashier** | Assisting Customers or the Public  Analyzing Data, Programming or Doing Calculations |
| **Part-time job - Food Services**  (e.g. working at a fast food chain, waiting tables, bussing) | Assisting Customers or the Public  Making Sure Things Are Clean and/or Organized |
| **Part-time job - Recreation**  (e.g. lifeguard, sports instructor, camp counselor) | Teaching or Training  Caring for or Treating People |
| **Part-time job - Retail**  (e.g. working in a clothing store) | Assisting Customers or the Public  Keeping Accurate Reports  Making Sure Things Are Clean and/or Organized  Selling or Promoting |
| **Volunteering**  (e.g. volunteering at a hospital, charity) | Assisting Customers or the Public  Caring for or Treating People  Communicating Information or Persuading People  Teaching or Training |