

Planning My Career

Name: _____

Year: _____

A group of exercises and strategies designed for planning a job or career for a young person with a disability. The exercises would also be quite easily adapted to suit a person with higher support needs who might need help from family and friends. The exercises focus on likes and interests as well as work and educational experience that may help a person find a job.

This book is a great initial strategy in gaining meaningful employment.

This document was supported in part by the New Hampshire Naturally Supported Employment Projects of the Institute on Disability (University of New Hampshire).

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\$\$\$ Paid jobs \$\$\$

One of the best ways to figure out what you want to do is to work. Every time you have a job you learn more about the type of work and work situation you like and dislike. Holding down a real job also teaches you responsibility. Of course, it's also a way to earn money to help support yourself and to buy the things you want.

Below list each company where you have worked, what dates you worked there, what your job involved, your work schedule, what you liked about it, and didn't like about it.

Company:

When did you work there?

Schedule:

Job duties:

What did you like about it?

Internship/Apprenticeship

One of the best ways to develop the skills you need in a career in which you are interested in is by being trained by a person who works in that career. This is called an internship or apprenticeship - an expert in a job trains you in how to do the job. For example, if a person was interested in being a car mechanic, she or he could get trained by someone who is working as a car mechanic. Sometimes people are paid in an internship and sometimes they are not.

List any internship or apprenticeships you have had, what you learned from them, and what you liked or didn't like about them.

Company:

When did you do your training/internship?

Schedule of what you did at your training/internship:

Were you paid?

What career skills did you learn?

What did you like about it?

What didn't you like about it?

How did you do?

Notes:

Volunteer work

Volunteers donate their time (they don't get paid) to an organisation in their communities. People volunteer at organisations that help other people. Volunteering gives you a chance to contribute to your community and to support an organisation that you think does important work and that you are interested in. There are lots of places in any community that need volunteers to help out. Volunteering is also a way to learn about jobs that you are interested in. Thinking back about what you liked or didn't like about a volunteer job can help you to figure out the type of job and work situation that you might do best in. Volunteering looks good on your resume when you need to apply for a paid job.

Below, list each volunteer job you have had, when you did it, what you did there and what you liked or didn't like about it.

Organisation you volunteered at?

When?

What did you do there?

What did you like about it?

Home chores

Chores are things like washing the dishes, taking the garbage out, cutting the grass and vacuuming - yeah those things that you have to do when you would rather be having fun. Home chores do help you learn some important work skills (like taking responsibility). Thinking about the chores you do may give you a few clues to the type of work you might be good at and like. For example, if you liked doing gardening work better than house work it might tell you that you prefer to work outside.

Below, list the home chores you have done and how much you enjoyed doing each.

Chores you do:

How much did I enjoy it?

Vocational educational classes I have taken

Vocational education and training classes teach you information and skills about specific career and job areas. High schools offer a variety of vocational education classes. There are also vocational (often called technical training schools) programs for adults. Taking these classes is a way to figure out how good you are in a career area and how interested you really are in it.

List below any vocational education class you have taken in high school or after high school (and where and when you took the class). Also, describe what you learned in the class and how much you enjoyed it.

Vocational/Technical Class

When?

What did you do there?

What did you like about it?

Academic classes

Academic classes are things like history, math, english and art. You probably liked some of these subjects better than others. Thinking about which ones you liked may give you some ideas about the type of work in which you are interested. For example, if you really liked history and reading, working in a library or bookstore or a law office might interest you.

Think back over the classes you have taken and list any that you really liked a lot. Think about what you liked about the classes.

Classes I liked a lot

What I liked about the class

Businesses I have visited to explore careers

A good way to find out about different types of careers is to visit businesses where different types of jobs are done. You can watch the work being done. You can also talk with the people who do the work. They can tell you how much they like their work and give you advice about what you can do in that type of job.

Below, list the businesses you have visited to explore the work there. Describe what jobs you found out about, what you found out about them, and what you liked and didn't like about the job.

Business I visited

What jobs I found out about?

What I found out about the jobs?

What I like about the jobs?

What I didn't like about the jobs?

Things I would like to be part of my job

When someone has a job, it's more than just the work the person does that makes them feel good or bad about that job. Things like the people you work with, where the job is and your work schedule are all things that can affect how much you like a job. Here are a number of things to think about when looking for a job.

CO-WORKERS:

Is it very important to you that you work with men or women, with younger or older people, with a few co-workers or a lot of them? Are there other things about your co-workers that will be very important to your job success?

PLACE OF WORK:

Is it very important to you that you work close to your house (how close - walking distance, short car ride), in a certain part of town (for example where the bus goes), inside or outside of a building, in a place that is never too hot or too cold? Does the building need to be wheelchair accessible? Are there other things that are very important to you about the place you work?

WORK SCHEDULE:

Is it very important to you when you work (or don't work) - mornings, afternoons, night, week-ends, holidays? How many hours a day you work? How many days a week you work? Are there other things about your schedule that are very important to you?

PAY:

How much money do you want and/or need to make an hour? What is the smallest amount of hourly pay you would be willing to accept? Are there any limits on how much you can make because of any pensions you may receive? Are there other things about your pay that are very important to you?

BENEFITS:

How important is it to you that you receive holiday and sick leave benefits? Are there other things about your benefits that are very important to you?

OTHER:

Are there any other things about a job that are very important to you? Like not working around machines or high places?

Help/Support I will need at work

Everyone needs some help/support in order to be able to work. Family members help out - For example your mum may drive your brother or sister to work sometimes. Co-workers help each other out in a lot of different ways - For example, co-workers help each other get their work done. It is helpful to look at and think about the types of help that you may need to be able to work and to be the most successful.

Below are a number of examples of ways you may need help. Think about any help you need in these ways. Think about any other ways you may need help.

Help I will need:

Getting to work:

Getting to know my co-workers:

Learning my job (Describe how you learn best)

Personal care help:
