

Transition to Work and Self Sufficiency Video Series

Instructor's Guide for ***The World of Work***

Overview

The world of work offers many opportunities and many challenges. It doesn't matter if you're looking for your first job, recovering from a layoff, or re-entering the workforce after a long absence, knowing where to start and how to find the best situation for your needs and skills is the first step to building a successful career.

Being successful in the world of work means knowing what you have to offer an employer and knowing what you can expect in return. That means knowing your requirements—how much money you need to make to meet your monthly budget—and the requirements of the employer—what they will expect from you in return. Most importantly it means knowing how the skills you have make you a valuable worker, one that employers would be happy to hire.

The video outlines what students should do to prepare for the world of work. Along the way they will learn to create a monthly budget, figure the amount of income they will need to earn, list and evaluate their job skills, and consider how best to present those skills to an employer. The video tracks the progress of four job seekers—Tanya, Jack, Karen, and Anthony—as they move through these steps, and students should be encouraged to share their own experiences with the job search as examples as well. Feel free to pause the video for activities and discussion as your own schedule dictates.

Presentation Suggestions

Begin by asking students what they think employers are looking for. What skills do they value? Is experience or education more important? Do employers value good worker traits such as responsibility or specific job skills more? Ask students if they have had difficulty getting hired in the past. If so, do they know the reasons? Have students imagine that they are the owners of small companies. What would *they* look for in a new hire? If you'd like, you can make a list of employer requirements and expectations on the board or overhead to refer to later.

Point out that finding a job isn't simply a matter of mailing out resumes and following up for interviews. It requires careful planning. Job seekers need to know what they want, as

well as what employers want, before they can even start the job hunt. In other words, they need to plan ahead.

When you feel students have begun thinking about these issues, give them the **Anticipation Quiz** to complete prior to watching the video. If you wish, allow the students to state their answers and discuss them.

Show the video. Encourage students to take notes or to make changes to the answers they put down for the Anticipation Quiz while watching the video.

At the conclusion of the video, ask students to discuss any changes they made to their answers on the Anticipation Quiz as a result of information they learned. Follow up this discussion with the **Activities**.

Use the **Discussion Questions** to request oral or written responses from students or assign the questions as homework essays.

Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group. Assign the **Homework Option**, if desired.

Anticipation Quiz

Directions: Answer these questions as completely as possible. You may revise your answers as you watch the video.

1. Name three of the most important skills that all employers value in their employees?
2. What are the advantages of creating a monthly budget?
3. Why bother to make a list of one's skills?
4. True or false: Having the right job experience is more important than having the right skills or being willing to learn them.

Answer Key

1. Dependability, reliability, a good work ethic, positive attitude, willingness to learn (answers may vary)
2. A budget allows you to see how much money you need to make, focusing the kinds of jobs you can take. It also helps you to cut expenses.
3. Let's you know what you have to offer an employer. Also lets you find work that you will enjoy and be good at.
4. False. Experience is important, but most employers are looking for honest, dependable people who are willing to work hard and to learn on the job.

Activities

Activity #1

Title: The Monthly Budget

Format: Individual

Time: 20-30 minutes

Materials: Worksheet, pen

Procedure:

1. Using the monthly budget worksheet included with this study guide, have students calculate their total monthly expenses as well as the required hourly income for meeting those expenses.
2. When they are finished, instruct students to go back through their budgets and identify three places where they can reduce expenses. Have them write these strategies down.
3. If there is time, have students break into pairs to go over their budgets and discuss additional reductions that can be made.

Activity #2

Title: Skills Identification

Format: Individual to whole group

Time: 20-25 minutes

Materials: Worksheet, pen

Procedure:

1. Give each student a copy of the “Skills Identification” worksheet included with this study guide. Read the instructions out loud and have them complete the worksheet.
2. When students are finished, ask them to identify the three skills they circled that they believe are most valuable or make them a qualified job candidate.
3. Come back together as a whole group and ask students to share their top three skills. Make a running tally on the board. Which skills were most important or valuable to the students as a whole?

Discussion Questions

1. Employers stress the need for responsibility, honesty, adaptability, dependability, and a strong work ethic. Why are these skills so important?
2. Which are more valuable: job-specific skills (like the ability to repair an engine) or good worker traits (honesty, responsibility, etc.)? Why? Are there some occupations where job-specific skills are more important?
3. What hobbies, leisure activities, or personal responsibilities do you have? What skills do you have gained from those activities and responsibilities? How could you translate those skills to the world of work?

Quick Quiz

Note: You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise.

Directions: Indicate whether each statement is true or false, according to the video.

1. Skills like meeting deadlines, working with groups, and being detail oriented can transfer easily to many jobs.
2. Creating a budget can help you to discover ways to reduce your expenses while you are looking for work.
3. Having a great work ethic is not as important as having the exact right skills for a job.
4. Your hourly rate multiplied by 173 equals your yearly income.
5. You should always try to put yourself in the shoes of the person who will hire you.
6. Most employers will hire someone who is difficult to work with provided they have the right skills
7. Saving only 5 or 10 dollars a month isn't worth the effort.
8. It's usually the most prepared job seeker who gets the job, not the most qualified.

Answer Key

- | | |
|----------|----------|
| 1. True | 5. True |
| 2. True | 6. False |
| 3. False | 7. False |
| 4. False | 8. True |

Homework Option

Have students keep a "Skills Journal" in between this and the next class. Have them make note of situations where they use any skill that might be valuable to an employer. Tell them to bring this journal to the next class, and then take some time to discuss how to present everyday skills as workplace skills in a resume or during an interview.

Skills Identification

Use the following checklist* to identify your best skills. Circle any that you have that you think a future employer would be interested in.

Self Management Skills

Reliability	Punctuality	Dependability
Honesty	Follow instructions	Hard working
Ambitious	Discreet	Helpful
Mature	Physically Strong	Sincere
Assertive	Eager	Humble
Methodical	Practical	Spontaneous
Capable	Efficient	Humorous
Modest	Problem-solving	Steady
Cheerful	Energetic	Imaginative
Motivated	Proud of work	Tactful
Competent	Enthusiastic	Independent
Well-organized	Quick learner	Team player
Conscientious	Expressive	Industrious
Open-minded	Persistent	Creative
Flexible	Self-confident	Optimistic
Resourceful	Patient	Versatile
Intelligent	Original	Friendly
Intuitive	Decisive	Results-oriented

Transferable Skills

Managing money	Using computers	Interacting with the public
Managing people	Writing well	Managing projects
Meeting deadlines	Negotiating	Analyzing data
Taking inventory	Observing/inspecting	Checking for accuracy
Attention to detail	Investigating	Comparing/evaluating
Researching	Keeping records	Calculating
Counseling people	Instructing others	Supervising
Interviewing	Caring for others	Listening to others
Coaching	Persuading others	Confronting others
Creating new ideas	Speaking in public	Writing clearly
Editing	Designing	Using logic
Mediating problems	Planning events	Making decisions
Explaining concepts	Motivating others	Running meetings
Dancing	Playing instruments	Drawing
Assembling things	Operating tools/machines	Driving vehicles
Constructing things	Repairing things	Heavy lifting

*Adapted from "Quick Job Search" by Michael Farr, JIST Publishing, 2006

My Monthly Budget

Monthly Expenses

Amount Paid

Living Expenses

Mortgage/Rent	\$ _____
Electricity/Gas	\$ _____
Water	\$ _____
Telephone	\$ _____
Cable	\$ _____
Internet service	\$ _____
Sewage	\$ _____
Sanitation	\$ _____
Taxes	\$ _____
Household repairs/upkeep	\$ _____

Transportation Expenses

Bus/train/taxi fare	\$ _____
Car payment/rental	\$ _____
Gasoline	\$ _____
Parking	\$ _____
Car repairs	\$ _____

Entertainment Expenses

Sporting events	\$ _____
Movies	\$ _____
Eating out	\$ _____
Vacations	\$ _____
Babysitters	\$ _____
Other entertainment	\$ _____

Medical expenses

Medical expenses	\$ _____
Dental expenses	\$ _____
Prescriptions	\$ _____

Insurance

Life insurance	\$ _____
Health insurance	\$ _____
Auto insurance	\$ _____
Homeowners/Renters insurance	\$ _____

Food and Clothes

Grocery expenses \$ _____
Clothes \$ _____
Laundering services \$ _____

Family Expenses

Child care \$ _____
Toys/games/activities \$ _____
Child support payments \$ _____
School tuition/supplies \$ _____
Pet care \$ _____

Other Debt

Other loan payments \$ _____
Credit card interest \$ _____

Miscellaneous Expenses

Higher education costs \$ _____
News/Magazine subscriptions \$ _____
Charities \$ _____
Club/Association Fees \$ _____

TOTAL MONTHLY EXPENSES \$ _____

REQUIRED HOURLY INCOME \$ _____
(TOTAL EXPENSES/173)

3 Ways I Can Reduce Expenses
