# Discussion Topics

# Chapter 13: Getting Ahead on the Job

The following Discussion Topics correlate with *Job Savvy*, sixth edition. Discussion Topics provide directions to help you in instructing your students during class time.

Activities Supplements are provided in the ebook to offer students guidance to complete activities found in the margins of their workbook. You may want to present these as in-class activities or as homework assignments. Review Activities are provided in separate handouts to instructors only. The questions found therein may be used in the classroom or as review activities (graded or not).

# Discussion Topics

## You, Incorporated (page 198)

Using the information in the chapter introduction, discuss the reasons individuals leave their jobs and stay at their jobs. Discuss the reasons workers need to view themselves as a business. Review the six principles that help in understanding how to sell yourself in the job market. Define *job crafting*.

## Lifelong Learning (page 199)

What is lifelong learning? How does it affect your career?

## Getting a Raise (page 199)

Discuss the six common situations in which employers give pay raises. Discussion questions might include:

* What is probation? Why might a pay raise be given at the end of probation?
* What is the basis for giving an incentive or cost-of-living raise?
* What are other reasons for giving raises?

Note that some organizations may not follow these policies. An employee can ask their supervisor to answer questions about the company’s policy.

## Wage and Salary (page 200)

Discuss the wage and salary information. Discussion questions might include:

* What is a wage? What is a salary?
* When must an employee be paid overtime?

Note: Students should understand that salaried workers do not receive overtime pay, though they may be required to work more than an eight-hour day. Many entry-level workers do not realize this.

## How Job Savvy Are You? (page 201)

Divide the class into four groups. Assign one of the four case studies from pages 201–203 to each group. Using the questions as guidelines, ask the groups to discuss their case studies. Have each group share their opinions with the entire class.

## Getting Promoted (page 202)

Point out the reasons promotions are difficult to get. Discussion time should include the following:

* What are the advantages of being promoted?
* What is the criteria for giving promotions?
* Define *seniority* and *merit*.

If you want to be promoted, what are some steps to take to advance?

## Networking (page 204)

Discuss the networking information provided. Note that networking is a highly efficient job-hunting tool. Discuss how networking works and how it can be used to advance in the workplace.

Allow time for individuals to read and complete the “When Promotions Occur” section on page 204. Have the group make a list of all the skills a worker needs to get a promotion. Post this list. Use the list to complete the case studies in “How Job Savvy Are You?” on pages 205–207.

## How Job Savvy Are You? (page 207)

### Divide the class into small groups. Have the groups answer the case study questions on pages 205–207 using the posted list of skills to make their decisions. Then have the groups share their choices and the reasons in each case. There may be some disagreement among the groups, but there need not be a consensus. Use this opportunity to illustrate that making a decision about promoting someone is not always easy.

## Career Development (page 207)

Discuss the meaning of the term *career development.* Together, go through the topics listed in this section on pages 207–208. Highlights may include:

* Finding information about jobs using O\*NET OnLine at https://www.onetonline.org and
* the Occupational Outlook Handbook at <https://www.bls.gov/ooh/>.
* Put your career plan in writing to motivate yourself to reach your goal.
* Find a mentor. What is a mentor?
* Keep a record of your accomplishments. What is a portfolio?

## Reflected Best Self (page 209)

Using the information in *Job Savvy* under “Reflected Best Self” on page 209, have your students complete this exercise. Students will learn about their best selves.

## Building a Portfolio (page 210)

Using the “Building a Portfolio” section on pages 210–211, discuss what should be in a portfolio. Point out the increased use of electronic or digital portfolios. At this time you may want to show the class how to set up a LinkedIn account using the example from *Job Savvy* (pages 2014 on networking, and 214–215). You can use the sample LinkedIn example of Maribel Batista that was used in the JIST card example in *Job Savvy* (see the end of this document).

## Leaving a Job (page 211)

Discuss the reasons for leaving a job. Review the guidelines to use when leaving a job. Note that when leaving a job having a good relationship with your supervisor and coworkers is important.

## How Job Savvy Are You? (page 212)

Divide the class into groups of three. Have the groups read and discuss the two case studies on page 212 and come to group decisions about each case. Ask each group to share its answers.

## Finding a New Job (page 213)

Use the information in this section to introduce your students to some basic job-search tools. Discuss the job-search tools listed. Introduce your students to the JIST card (pages 213–214). Discuss the information on it and how it is used in networking. Point out that networking is the most successful job search strategy used. Continue the discussion by using the section “Understanding How the Job Market Works” (page 214). Discuss the three facts listed. Point out how these facts help in getting a job quicker. Review the actions for getting a job in “Steps to Finding a New Job” (pages 216–217).

## A Useful Skill: Negotiation (page 217)

Discuss the practical use of negotiating in the workplace. On a personal level, negotiating with one’s employer could result in pay raises and promotions. Negotiating requires listening to others and dealing with facts rather than emotions.

## Summary Discussion Topic

Discuss this question with the class: What is your career plan?

# Additional Resources

### Videos

Use the provided Video presentations to share helpful, chapter-specific visuals and information with your students.

### Additional Resource

In the Additional Resources document you will find links to important sources of information related to each chapter of *Job Savvy*. You can find more information about job search and success at <https://JIST.com>.

(see LinkedIn example on next page.)

## LinkedIn Example:Sample LinkedIn profile*(continues)*

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