

Preparing Adolescents for Young Adulthood (PAYA)

Module III

**EDUCATION
JOB SEEKING SKILLS
AND
JOB MAINTENANCE
SKILLS**

Handbook for Skill Development

Massachusetts Department of Social Services

Independent Living Skills Module III

PAYA

MODULE III

Introduction

W

elcome! The topic areas you'll be working on in this booklet include such vital independent living skills as education, job seeking skills, and job maintenance skills. Each topic area includes sections for easy use: 1) Assessment; 2) Skill Plan; and 3) Activity/Resource Workbook.

The Assessment will help you determine your skill level in each topic area and target those skills in need of further development.

The Skill Plan will help you organize your efforts as you work towards each goal.

The Activity/Resource Workbook contains information and exercises for each of the topic areas to help you develop or strengthen your independent living skills.

As you move from one skill topic to the next, you will be increasing your understanding of the fundamentals of independent living and enhancing your abilities to make a successful and smooth transition to self sufficient young adulthood.

Remember, it's your future!

Good luck and enjoy yourself!

Independent Living Skills Module III

INDEX

Education	1
Job Seeking Skills.....	32
Job Maintenance Skills.....	110

Independent Living Skills Module III

EDUCATION SKILL ASSESSMENT

The following questions will help you identify education skills in which you excel and target those which you need to develop. By yourself or with your team try to answer each of the questions as honestly as possible. After completing this independent living skills assessment, review it with your team and identify those skills you would like to strengthen.

	<i>I do not know how to do this</i>	<i>I need to know more about this</i>	<i>I can do/ have done this</i>
1. Am aware of the benefits of a good education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Am attending school, GED classes, or a vocational training program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Know how to handle problems that come up in my school or training program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Know how and where to find out about what jobs and occupations I might like.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Know what job or career I might want to pursue after graduation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Know what education or vocational training I'll need for the job/career I want.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Know whom I can talk to regarding my plans for further education or training in preparation for a job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Am aware of the requirements for acceptance into higher education or training programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Am able to complete application forms for educational or training programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Am aware of the scholarships and loans available for further education and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Independent Living Skills Module III

	<i>I do not know how to do this</i>	<i>I need to know more about this</i>	<i>I can do/ have done this</i>
11. Know where and how to apply for financial assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Know about the job training and educational programs that are offered in my community and surrounding cities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Am able to develop a comprehensive education/career plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

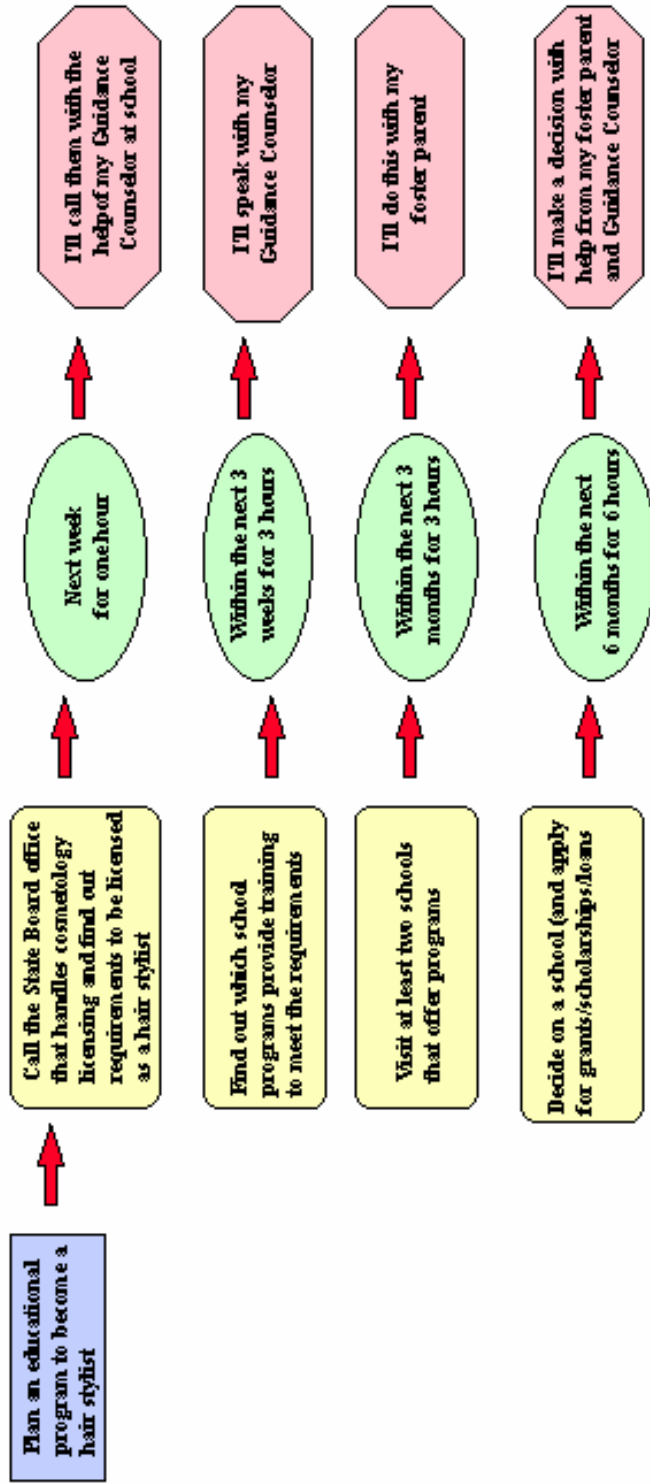
Independent Living Skills Module III

Independent Living Skills Module III

You have now completed the assessment section and identified those skills in education that you would like to strengthen in order to be better able to do things on your own. The following guide can help you in planning how you can learn about and practice these skills. Choose a few skills that you want to develop, and with your team, write down your plan of action. Remember, once you accomplish these goals you can go back to your assessment tool and select new goals to build on your new skills.

EXAMPLE GOAL: TO IMPROVE EDUCATION SKILLS

State Skill 1:



Independent Living Skills Module III

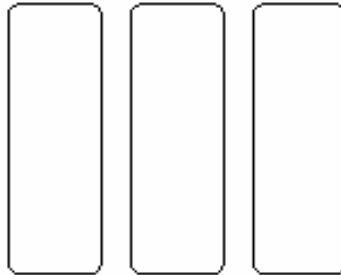
Independent Living Skills Module III

GOAL: TO IMPROVE EDUCATION SKILLS

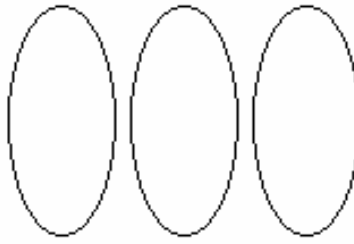
State Skill 1:
to be developed
and/or improved



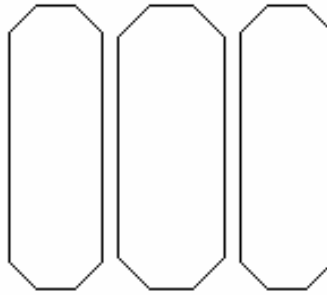
Plan:
how do you plan to learn,
develop and improve this skill?



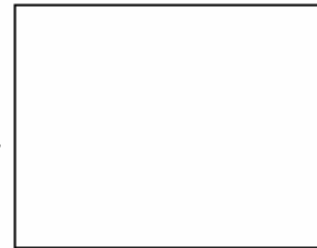
When:
when, where, and how often will you
work on this skill and by when will you
have mastered this?



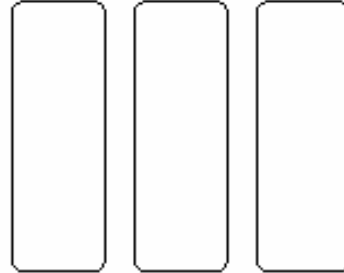
Who:
will assist you?



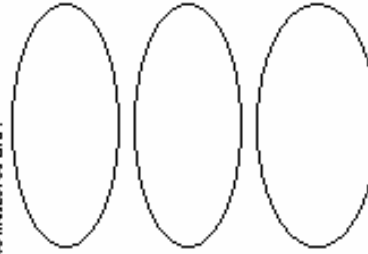
State Skill 2:
to be developed
and/or improved



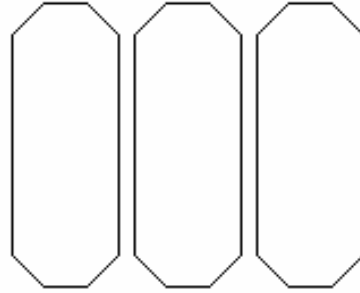
Plan:
how do you plan to learn,
develop and improve this skill?



When:
when, where, and how often will you
work on this skill and by when will you
have mastered this?



Who:
will assist you?



Independent Living Skills Module III

LEARNING STYLES

Each of us has different learning styles. While some of us learn best in groups, others learn best alone. Some people learn by listening to information; others learn better through “hands on” activities. The following exercise will be helpful to you in identifying your personal learning style.

How Do I Learn?

CIRCLE ONE OF EACH PAIR

By myself

With others

From peers

From adults

By thinking

By doing

By practicing

By memorizing

By doing things once

By doing things several times

Quietly

Listening to music

Doing many different things

Doing one thing only

Through constructive criticism

Through rewards

To please others

To please myself

I Learn Best: (Summarize your answers from above.)



Now that you have identified your personal learning style, you will be able to acquire and practice new skills in the way that is most effective for you.

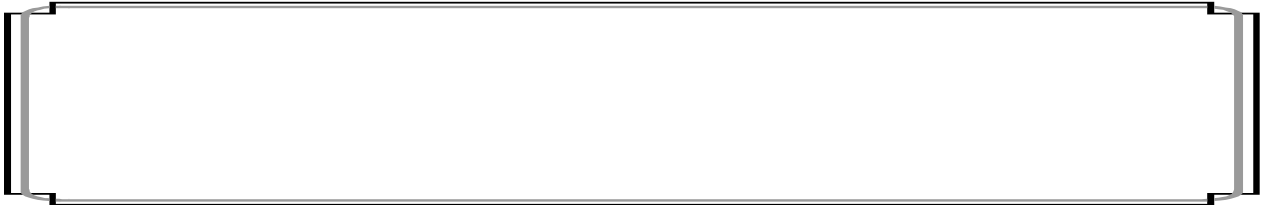
Independent Living Skills Module III

STAYING IN SCHOOL

As a child growing up in my particular surroundings, I needed a place to focus my aggression. There was indeed such a place called school. I harnessed my energy from my aggression and placed it into my studies. As days were becoming harder in my life, I focused on my studies. I came to realize the numerous possibilities that an education can hold over one's life. In today's society one must have an education as well as dreams in order to succeed in life.

Steve, 18

Why do you think getting an education is important?



When I was 16, I dropped out of high school because I thought it was just too hard and I wanted to hang out. When I was 17, I realized that I needed an education if I wanted to make anything out of my life. I went back and got my GED. I am now in my second year of college and plan to get my Bachelor's Degree.

Christine, 18

Independent Living Skills Module III

Discussion Activities

Your best friend wants to drop out of high school. He/she states that he/she is just tired of school and does not get along with the math teacher. He/she wants to work full time in a fast food restaurant and save money to buy a car.

What kind of advice would you give him/her and why?

James has had a hard time in school lately. He has been tardy a lot and has been failing Math and English. James feels that he wants to quit school because he will not pass the year anyway.

What other possibilities does James have to resolve his problem?

Tinisha was placed in a new foster home and had to go to a new school. She misses her old friends and feels isolated. She doesn't like the other students and would like to quit school.

What advice would you give Tinisha?

Independent Living Skills Module III

Mike receives special education services in English and history. Because of his special ed status, Mike thinks he will not be able to continue his education beyond high school; therefore, he wants to quit school.

Is Mike right? What do you think?

Amy is attending high school and is in the 11th grade. Her best friend is thinking about quitting school. Amy does not want to be in school without her best friend and is now thinking about dropping out as well.

What advice would you give Amy?

Robert and Zack recently met after not having seen each other for a year. They had gone to school together until Robert dropped out in the eleventh grade. Robert works at a local grocery store as a stock person and recently bought a car. He tells Zack that his decision to drop out was right because he can now afford to drive a car and has lots of spending money for the weekends. Zack responds that he is planning to go to a vocational training school after graduating from high school. Zack states that even though right now he has less money than Robert, four years from now he will earn a lot more and will be able to afford a better lifestyle and car. Robert replies that what really counts is the present and that four years from now is a long time.

Who do you think is right? Why?

Independent Living Skills Module III

Questions for Discussion

Do you think that most adults who dropped out of school as teens regret their decision?

Do you think that dropping out provides people with better opportunities for life in the long run?

What kind of obstacles could get in the way of your completing your education? Describe.

What kind of strategies and supports can you think of to help you stay in school and complete your education? Describe.

Whom could you talk to if you need help staying in school and finishing your education?

1.

2.

3.

4.

Independent Living Skills Module III



HIGHER EDUCATION

Some teens may want to continue their education after receiving a high school diploma or GED certificate. Some jobs/careers require an advanced degree or certification. In order for you to successfully plan for your future, you will have to research your interests as well as your educational options.

In the following section, you will have the opportunity to complete a basic career interest assessment. In addition, you will receive selected information about related educational programs. However, it will be helpful to you to research other options by utilizing the activities suggested in this module.

CAREER INTEREST ASSESSMENT

Independent Living Skills Module III

CAREER ASSESSMENT/OPTIONS

Source: Department of Employment and Training, 1993

YOUR AREA OF INTEREST

If you answer yes to the majority of the questions in any of the areas of interest listed below, then refer to the career options & training/education categories for that section.

HUMAN SERVICES

- Do you like working with others? Yes No
- Do you like to help others? Yes No
- Do you like to work as part of a team? Yes No
- Do you like to work with children and/or elders? Yes No
- Do you like to care for others? Yes No
- Do you have good communication skills? Yes No

IF YES



CAREER OPTIONS

- Nurse's Aide
 - Child Care Worker
 - Teacher's Aide
- H.S. diploma/GED/Apprenticeship
- Licensed Practical Nurse
 - Respiratory Therapist
 - Recreation Worker
- Two-year college/vocational training certificate
- Physical Therapist
 - Counselor/Social Worker
 - Registered Nurse
- Four-year college

TRAINING/EDUCATION

BUSINESS

- Do you like to do paper work? Yes No
- Do you have organizational skills? Yes No
- Do you like working with people? Yes No
- Would you like to work in an office? Yes No
- Do you like math? Yes No
- Would you like to learn how to type? Yes No
- Would you like to file letters & forms? Yes No

IF YES



CAREER OPTIONS

- Office Clerk
 - Receptionist
 - Bank Teller
- H.S. diploma/GED/Apprenticeship
- Medical Secretary
 - Paralegal
 - Tax Service Representative
- Two-year college/vocational training certificate
- Accountant
 - Personnel Administrator
 - Marketing Specialist
- Four-year college

TRAINING/EDUCATION

CAREER ASSESSMENT/OPTIONS

YOUR AREA OF INTEREST

If you answer yes to the majority of the questions in any of the areas of interest listed below, then refer to the career options & training/education categories for that section.

MECHANICAL

- Do you like working with your hands?
- Do you like to use tools?
- Do you like to build things?
- Do you like to fix things?
- Do you like to operate machinery?

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

IF YES



CAREER OPTIONS

- Carpenter
- Auto Mechanic
- Plumber
- Audio Technician
- Dental Hygienist
- Drafting Technician
- Industrial Arts Teacher
- Costume Designer
- Engineer

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

ARTISTIC

- Do you like to express yourself?
- Are you creative?
- Do you like to communicate ideas, thoughts and feelings?
- Do you like to perform for others?

- Yes No
- Yes No
- Yes No
- Yes No

IF YES



CAREER OPTIONS

- Photographer
- Actor
- Dancer
- Camera Operator
- Designer
- Reporter
- Writer/Editor
- Public Relations Specialist

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Specialized Training
- Two-year college/certificate
- Four-year college

Independent Living Skills Module III

CAREER ASSESSMENT/OPTIONS

YOUR AREA OF INTEREST

If you answer yes to the majority of the questions in any of the areas of interest listed below, then refer to the career options & training/education categories for that section.

PLANTS & ANIMALS

- Would you like to work outdoors? Yes No
- Do you like working with animals? Yes No
- Do you like to raise and care for animals? Yes No
- Do you like working with plants? Yes No
- Would you enjoy working in a greenhouse? Yes No
- Would you like working on a farm? Yes No

IF YES



CAREER OPTIONS

- Logger
- Florist
- Farm Operator
- Veterinarian Ass't
- Animal Caretaker
- Veterinarian (plus Vet. school)
- Botanist
- Environmental Engineer

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

PROTECTIVE

- Do you like helping others? Yes No
- Would you like to enforce the law? Yes No
- Would you like to protect others? Yes No
- Do you have good communication skills? Yes No
- Would you like to work to improve your community? Yes No

IF YES



CAREER OPTIONS

- Security Officer
- Guard
- Military Service
- Park Ranger
- Fire Fighter
- Police Clerk
- FBI Agent
- Probation Officer
- Intelligence Officer

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

Independent Living Skills Module III

CAREER ASSESSMENT/OPTIONS

YOUR AREA OF INTEREST

If you answer yes to the majority of the questions in any of the areas of interest listed below, then refer to the career options & training/education categories for that section.

INDUSTRIAL

- Do you like to create things? Yes No
- Do you like to build things? Yes No
- Do you like to work in production? Yes No
- Do you like to work "hands on"? Yes No

IF YES



CAREER OPTIONS

- Construction Worker
- Manufacturing
- Electronic Equipment Mechanic
- Chemical Plant & Systems Operator
- Industrial Engineer
- Operations Manager

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

SELLING

- Do you like meeting new people? Yes No
- Do you have good communication skills? Yes No
- Would you work well under pressure? Yes No
- Do you like to influence others' opinions? Yes No
- Are you persuasive? Yes No

IF YES



CAREER OPTIONS

- Cashier
- Sales Assistant
- Retail Store Worker
- Insurance Agent
- Travel Agent
- Sales Worker
- Financial Service Representative
- Stock Broker

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

CAREER ASSESSMENT/OPTIONS

YOUR AREA OF INTEREST

If you answer yes to the majority of the questions in any of the areas of interest listed below, then refer to the career options & training/education categories for that section.

ACCOMMODATING

- Are you eager to help others? Yes No
- Do you enjoy working with food? Yes No
- Do you enjoy helping others improve their appearance? Yes No
- Would you enjoy working in a restaurant or hotel? Yes No

IF YES



CAREER OPTIONS

- Cook/baker
- Chauffeur
- Private household worker
- Caterer
- Flight Attendant
- Cosmetologist
- Hotel Manager
- Restaurant Manager

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

LEADERSHIP

- Have you always been a leader? Yes No
- Do you like to influence others? Yes No
- Are you persuasive? Yes No
- Do you like to direct others? Yes No
- Do you have good communication skills? Yes No
- Do you like to speak in front of an audience? Yes No

IF YES



CAREER OPTIONS

- Camp Counselor
- Legal Assistant
- Community Organizer
- Teacher
- Politician
- Government Worker

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

Independent Living Skills Module III

CAREER ASSESSMENT/OPTIONS

YOUR AREA OF INTEREST

If you answer yes to the majority of the questions in any of the areas of interest listed below, then refer to the career options & training/education categories for that section.

PHYSICAL/PERFORMING

- Do you enjoy working out? Yes No
- Are you physically fit? Yes No
- Do you enjoy physical activities? Yes No
- Would you like to participate in sports events? Yes No
- Do you enjoy reading articles about sports events? Yes No

IF YES



CAREER OPTIONS

- Athletic Trainer
- Athlete
- Tour Guide
- Aerobics Instructor
- Athletic Director
- Nutritionist/Dietician
- Camp Director
- Physical Therapist

TRAINING/EDUCATION

- H.S. diploma/GED/Apprenticeship
- Two-year college/certificate
- Four-year college

This assessment and the career options listed are just a very few of the options available to you. Research additional career options by obtaining more information through:

* *The Higher Education Information Center; Boston Public Library; 666 Boylston Street, Boston, MA 02116; (617) 536-5400*

* *Massachusetts Department of Education; 350 Main Street, Malden, MA 02148; 617-388-3300*

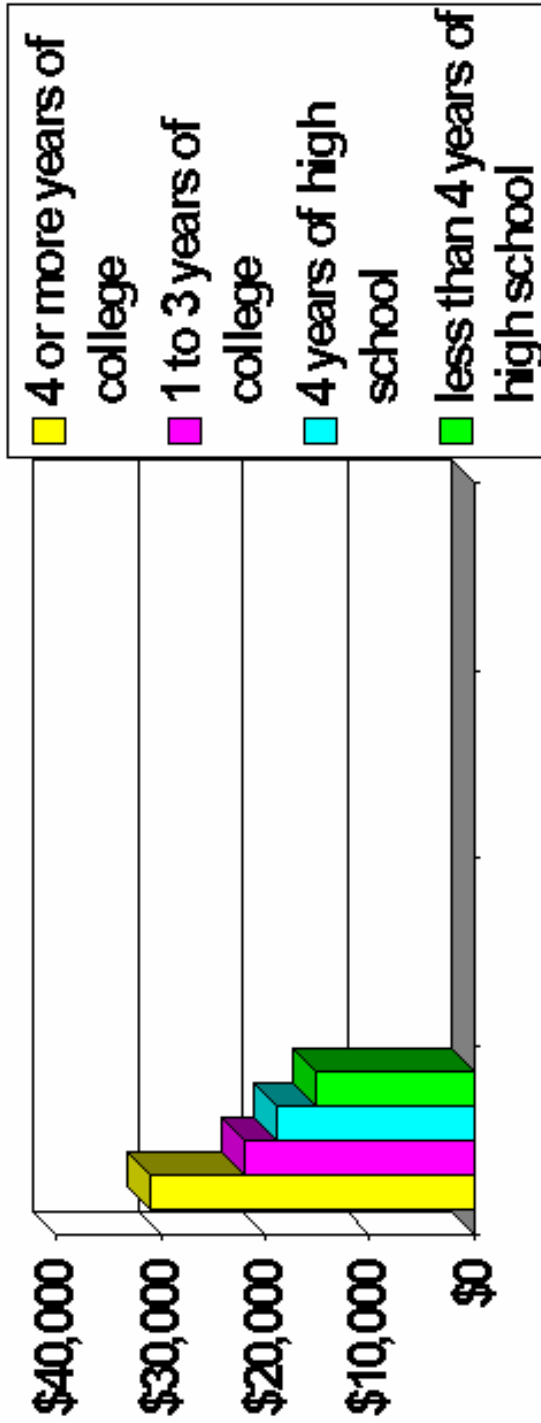
* *Local branches of the Department of Employment and Training in Beverly, Boston, Cambridge, Haverhill, Lawrence, Lowell, Lynn, Waltham and many other communities.*

Source: Higher Education Information Center, 666 Boylston Street, Boston, MA, 02116

EDUCATION PAYS OFF

Workers with more education also earn more . . .

Average Salaries for Workers Ages 25 to 64

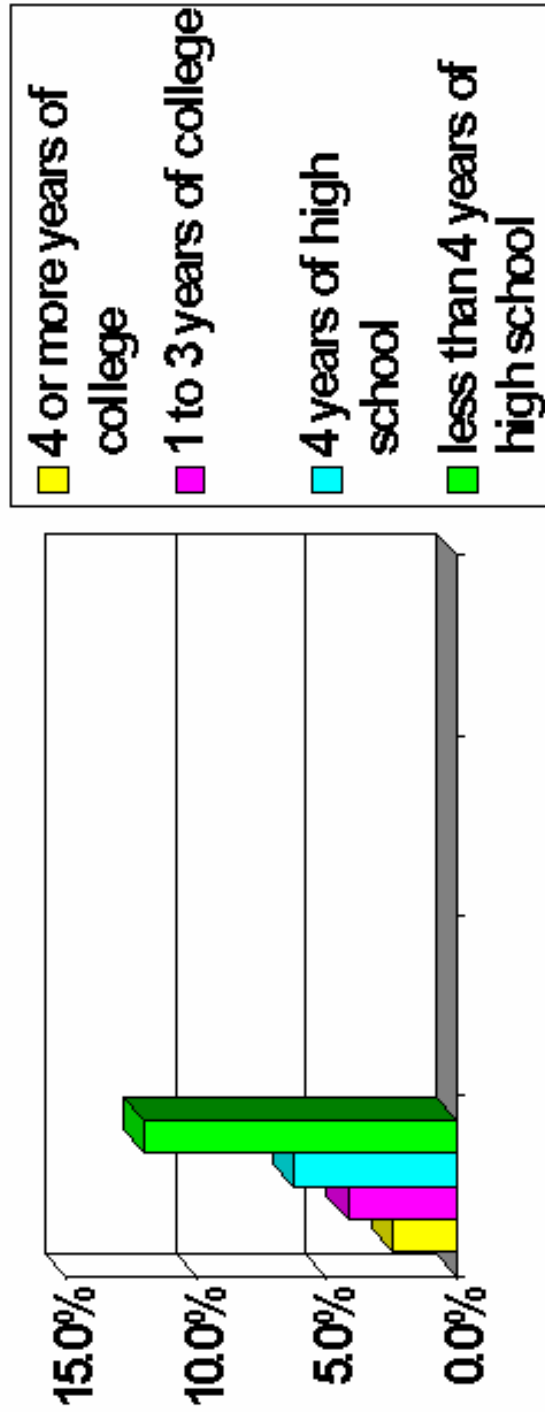


Made available by the Higher Education Information Center's Statewide Youth Educational Awareness Program, 330 Stuart Street, Suite 500, Boston, MA 02116
Source: Occupational Outlook Quarterly, Spring, 1992.

EDUCATION PAYS OFF

. . . and are less likely to be unemployed.

Unemployment Rate for Workers Ages 25 to 64



Made available by the Higher Education Information Center's Statewide Youth Awareness Program, 330 Stuart Street, Suite 500, Boston MA 02116
Source: Occupational Outlook Quarterly, Spring, 1992.