

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 Home

Professional Knowledge and Skills

14. **Job Acquisition and Advancement:** Prepares to apply for a job and to seek promotion

Objective: Son/Daughter will make realistic occupational choices.

Activities:

1. Select three occupational choices and identify steps to take to obtain.
2. Match skills with interests.
3. Identify jobs and the next step on a promotion ladder.
4. Parent or responsible adult discusses job opportunities in the community with son/daughter.

Objective: Son/daughter will practice a job interview.

Activity

1. Use the activities in *Helping a Teen Plan and Conduct an Interview*.

<http://www.readwritethink.org/parent-afterschool-resources/tips-howtos/helping-teen-plan-conduct-30113.html>

Objective: Son/daughter will identify career options and practice work habits at home.

Activities:

1. Discuss different occupations and their duties.

2. Visit different community workplaces. Volunteer in the community. Introduce your son/daughter to different community resource persons you know. Take your son/daughter to work and discuss aspects of the job and environment.

3. Assign age appropriate chores and responsibilities to your son/daughter. Reinforce positive work habits at home.

4. Visit your local library to check out resources on careers. Research different occupations.