

Teacher Resources

Career Investigations (9068, 9069, 9070)

Task	Teacher Resources
Exploring Career Plan Options and Possible Destinations	
Compare the concepts of work, job, and career.	
Describe education and career terms.	<ul style="list-style-type: none"> • VDOE High-Quality Work-Based Learning • VDOE CTE Programs and Initiatives • Virginia Career VIEW <ul style="list-style-type: none"> ○ What Are Your Choices? College Word Match
Explore the 17 career clusters.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Career Clusters pages ○ Explore Career Clusters ○ Career Clusters • CTE Trailblazers Career Cluster dashboard • Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Discover My Career Clusters and Pathways > 17 Career Clusters > My Career Clusters
Explore career pathways and occupations of interest.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Virginia Career VIEW's Guide to Career Clusters and Pathways to College and Career Readiness ○ So You Want to Be A... Activity • Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Discover My Career Clusters and Pathways > Career Pathways > My Pathway Plans of Study • My Perfect Occupation
Investigate a career of interest.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Looking at Careers ○ Career Search

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	<ul style="list-style-type: none"> ○ Careers in the Real World ○ Career Interview ● Career Interview Guide ● Off the Beaten Path
Identify opportunities for education/training to prepare for a career.	<ul style="list-style-type: none"> ● Virginia Career VIEW <ul style="list-style-type: none"> ○ Rate My Skills ○ Check Your Skills ○ Career Skills Activity ○ When will I ever use this? ● Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Plan My Next Steps > Learn about Financial Aid
Explain the cost of education and/or training.	<ul style="list-style-type: none"> ● Federal Work Study ● Federal Grant Programs ● Scholarships ● Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Plan My Next Steps > Learn about Financial Aid
Discovering More about Yourself	
Identify personal assets.	<ul style="list-style-type: none"> ● Virginia Career VIEW <ul style="list-style-type: none"> ○ You've Got Talent ○ Getting to Know You ● Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Imagine My Skills, Values and Interests > Determine My Personal Skills ○ Imagine My Skills, Values and Interests > Decide My Personal Values
Examine personal assets in light of one's responsibilities as a family member, student, or community member.	<ul style="list-style-type: none"> ● Virginia Career VIEW <ul style="list-style-type: none"> ○ Family Chat ○ Making a Plan for the Future
Complete a career interest assessment.	<ul style="list-style-type: none"> ● Virginia Career VIEW <ul style="list-style-type: none"> ○ Who R U? Survey and Activity ● Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Imagine My Skills, Values and Interests > My Work Skills

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	<ul style="list-style-type: none"> ○ Imagine My Skills, Values and Interests > Assess My Work Values ○ Imagine My Skills, Values and Interests > My Career Interests Assessment
Relate your skills, interests, talents, and values to a career.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Meet Your Match ○ Who Are You? • Do What You Enjoy
Developing an Academic and Career Plan	
Identify short-term and long-term goals.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Virginia Career VIEW's Study Skills Workbook ○ Where will you be in 8 years? • Virginia Education Wizard (Log in to access) > Plan My Next Steps > Set My SMART Goal
Research options associated with courses in your school division and regional center related to career interests.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ High School Options in Virginia
Review a decision-making process to course options.	<ul style="list-style-type: none"> • Local Business Options • Job Shadowing Interview
Review the student Academic and Career Plan Portfolio.	<ul style="list-style-type: none"> • VDOE Academic and Career Plans of Study • Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ View My Info > View My Career Portfolio
Draft an Academic and Career Plan.	<ul style="list-style-type: none"> • Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ View My Info > My Academic & Career Plan ○ Plan My Next Steps > Build My Custom Courses/Academic & Career Plan • Map of My Life
Communicating on the Job	
Describe self-advocacy strategies.	
Communicate verbally and nonverbally in a professional manner.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Communication Skills: Skills for Life • Virginia Education Wizard (Log in to access)

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	<ul style="list-style-type: none"> ○ Click on Communication Skills > Communicating Effectively
Demonstrate telephone etiquette.	<ul style="list-style-type: none"> • Virginia Career VIEW <ul style="list-style-type: none"> ○ Writing Skills: Skills for Life
Compose written professional communication (e.g., emails, letters).	<ul style="list-style-type: none"> • Virginia Education Wizard (Log in to access) <ul style="list-style-type: none"> ○ Build My Resume > Record My Awards & Accomplishments > Record My Activities, Clubs & Volunteering > My Resume ○ Build My Resume > Communication Skills > Boost Your Skills- Email ○ Build My Resume > Communication Skills > Boost Your TY Notes
Describe the importance of active listening skills.	
Troubleshoot workplace problems, issues, or conflicts to find a solution.	<ul style="list-style-type: none"> • U.S. Department of Labor Soft Skills to Pay the Bills • Virginia Career VIEW <ul style="list-style-type: none"> ○ Problem-Solving Skills: Skills for Life
Describe the importance of inviting and responding to constructive feedback.	
Provide constructive praise and criticism.	
Respond to praise or criticism.	
Demonstrate public speaking skills (e.g., large group, small group).	
Describe the privacy issues related to online communication media.	
Identify privacy policies and issues related to employees using or misusing online communication media.	