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# SKYROCKET

Logbook

EXIT











Available on CD ROM

LAUNCH

The Work Room

Your Career Resource Centre

Skyrocket is divided into individual flight plans. By exploring each one, you will find the information and the tools to help you build a successful career plan.

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Determining Your Interests

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Since this is **YOUR** career plan, the first step in the process is to determine what your interests are. If you are going to spend the time, effort and money in pursuing a career, it should be one that excites you.

A good starting point is to take some time to list everything you enjoy doing. Next, take your list and try to determine which of your interests could be built into a job (or jobs).

Sure, some of your ideas may seem unrealistic at first. So did landing on the moon (get the skyrocket analogy?). Don't be afraid to dream big.

You are in complete control of your career and how to get it. Don't sell yourself short.

Here are some additional career resources.



Canada Prospects  
[www.canadaprosects.com](http://www.canadaprosects.com)

Service Canada Website for Youth  
[www.youth.gc.ca](http://www.youth.gc.ca)

CanLearn  
[www.canlearn.ca](http://www.canlearn.ca)

By periodically assessing if your current interests are a good match for (1.) your current job and (2.) your future career plans, you will stay on track with your career and probably enjoy the process a lot more. Concentrate your efforts on getting paid for doing something you love to do. It's your life and your career....enjoy it!





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Researching Career Options

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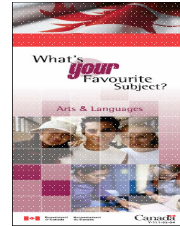


Once you have generated a list of possible career choices, it is important to do some research to determine:

- Do the choices match your interests?
- What skills/education do you need?
- How much can you earn?
- How easy/difficult will it be to get a job?

One of the easiest ways to research careers is through career planning tools that are available through the guidance department at your high school.

Contact your guidance counselor to get started!



Service Canada  
<http://www.jobsetc.ca/>

There are internet-based resource tools also available through your school and The Work Room in District 6 and your high school guidance department.

Choices  
[www.bridges.ca](http://www.bridges.ca)

Career Cruising  
[www.careercruising.com](http://www.careercruising.com)

The added bonus of these career planning tools is that they are available through the internet. You can obtain the passwords through your school to set up your personal (free) online portfolio. Your portfolio collects and saves your career planning information and you can access it from anywhere!



# SKYROCKET

*Finding Employment*

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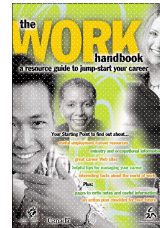
Sooner or later, paid employment is going to factor into your career. Volunteering is an excellent way to gain experience, but we all have bills to pay, right?

The whole job search process is a job itself. To get the results you want, you have to be determined, able to market your abilities to potential employers and be prepared to “wow” them in an interview.

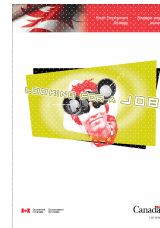
The Job search is made up of 3 parts:

- 1 The Resume/Cover Letter
- 2 The “Job Search”
- 3 The Interview

Here are some additional career resources.



Canada Career Consortium  
[www.careerccc.org](http://www.careerccc.org)



Service Canada  
[www.youth.gc.ca](http://www.youth.gc.ca)



Remember that you do not have to “beg” employers for a job. You are looking for a job that you will enjoy as a challenge, learn some new skills and further your own career plans. Conversely, if you are in a job you hate, start making plans to find a better one. You are in charge of your career.

Your resume and cover letter are your primary marketing tools. They are advertisements to let employers know that a very valuable product is now on the market -YOU! If you don't have a good ad campaign, nobody is going to want the product.

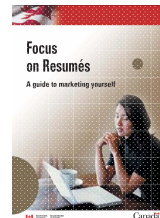
So, download "Focus on Resumes" and follow the resume samples to create your own. Try to add your own personal touches as employers don't like "cookie-cutter" resumes. You want to stand out from the crowd.

Visit: [www.theworkroom.blogspot.com](http://www.theworkroom.blogspot.com) for some tips on good resume development and do a little research on the websites listed.

There are a variety of books guides and online resume publishing tools available at The Work Room. For more information contact The Work Room at [theworkroom@hotmail.com](mailto:theworkroom@hotmail.com).

To get you started, check out the resume centre at Monster.ca.

<http://resume.monster.ca/>



Service Canada

<http://www.jobsetc.ca/>

A few important tips to save you some grief.

- (1) **NEVER** include your SIN number on your resume! Protect yourself from identity theft.
- (2.) Customize your cover letter and resume for each job you apply.
- (3.) Check for spelling mistakes and make sure it is easy to read.





The dreaded job search.

**It's all about attitude.** If you approach it with dread and a pessimistic attitude, you've pretty much guaranteed your result (and it ain't pretty). Sure, it is a lot of work and can be frustrating at times, but you **WILL** land a job if you don't give up.

So be confident, optimistic and professional with everyone you meet. The most effective job search technique is networking. The more people you meet (and impress) the more opportunities become available.

Visit: [www.theworkroom.blogspot.com](http://www.theworkroom.blogspot.com) for some job search tips .

Some helpful websites:

Monster  
[www.monster.ca](http://www.monster.ca)

Workopolis  
[www.workopolis.com](http://www.workopolis.com)

Job Bank  
[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

Career Beacon  
[www.careerbeacon.com](http://www.careerbeacon.com)

Three things to remember in your job search.

- (1.) Always try to give your resume to the person doing the hiring. Otherwise, it may not make it past the trash can.
- (2.) Ask if (and when) you can contact the employer for a follow-up.
- (3.) Be prepared for an on-the-spot interview.



Job Title \_\_\_\_\_ Application Deadline \_\_\_\_\_  
 Ref # \_\_\_\_\_ Date Applied \_\_\_\_\_  
 Company \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Fax \_\_\_\_\_  
 \_\_\_\_\_ Email \_\_\_\_\_

Date to Follow-up \_\_\_\_\_ Method of Follow-up \_\_\_\_\_  
 Interview Date \_\_\_\_\_ Items to Bring? \_\_\_\_\_  
 Interviewer \_\_\_\_\_ Interview Location \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Resume Walmart	Resume subway		
	Call Mr. Smith		Interview Walmart 9 AM			

Track your  
progress on a  
calendar

This is a sample  
 of the type of information  
 you should record while  
 conducting a job search.  
 Being organized will  
 make sure you follow-up  
 with employers and  
 will help you feel more  
 confident when  
 meeting employers  
 and during interviews.  
 Remember to track  
 your progress!

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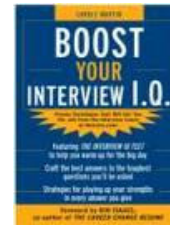
Job Search

The interview is the tool that employers use to determine if you are the right candidate for the job. It is also an opportunity to help you decide if the job (or company) is a good match for you.

There are different types of interviews and questions to help employers in the hiring process. If you familiarize yourself with the types of questions employers typically ask and do your research about the company, you will be more relaxed during the interview and impress the employer with your knowledge and professionalism.

Visit: [www.theworkroom.blogspot.com](http://www.theworkroom.blogspot.com) for some job search tips and download the guide (right) to help keep you on track.

There are a variety of books guides and opportunities to practice your interview skills at The Work Room. For more information contact The Work Room at [theworkroom@hotmail.com](mailto:theworkroom@hotmail.com).



To get you started, check out the resume centre at Monster.ca

<http://interview.monster.ca/>

Four things to help you ace your next interview:

- (1.) **RELAX.** It's normal to feel stress, just don't let it get to you.
- (2.) Be yourself. The employer wants to get to know you.
- (3.) Do your homework. Find out everything you can about the company.
- (4.) Practice mock interviews.



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*Personality Dimensions*

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Personality

**The Work Room**  
Your Career Resource Centre

Research has shown that the types of careers that interest you are uniquely related to your personality. Understanding what motivates your behaviour can help you decide what types of jobs might be best suited for you.

The 4 personality types are:

-  **Resourceful Orange**
-  **Authentic Blue**
-  **Inquiring Green**
-  **Organized Gold**

The next few slides will provide you with a brief overview of these 4 personality types and how they may relate to possible career choices.

To find out more on Personality Dimensions workshops available through the Work Room please contact:



Kennebecasis Valley High School  
398 Hampton Road  
Quispamsis, NB E2E 5X5

Phone: (506) 848-6693

Email: [theworkroom@hotmail.com](mailto:theworkroom@hotmail.com)

Web: [www.theworkroom.blogspot.com](http://www.theworkroom.blogspot.com)

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Personality

For more information or to find out how you can participate in a Personality Dimensions workshop, contact The Work Room. Personality Dimensions can also help people with their communication skills, team building and conflict resolution. Workshop duration is 3 hours with advanced sessions also available.



Everyone has characteristics of all four personality types, but for people who exhibit the following traits, they have a strong need for freedom. They need to be in control of themselves, free to make their own choices and do things their way.

Key characteristics:

- Ability to act quickly in crisis situations
- Resourceful
- Creative
- Independent
- Competitive
- Risk takers
- Flexible and adaptive
- Multi-taskers
- High energy
- Action oriented



Examples of career choices for this personality type:

- Actor
- Cook
- Dancer
- Entrepreneur
- Firefighter
- Musician
- Paramedic
- Pilot
- Police Officer
- Professional Athlete
- Skilled Tradesperson
- Stock Trader



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Everyone has characteristics of all four personality types, but for people who exhibit the following traits, they have a need to seek quality or a meaning to life. They need to be around others and value meaningful relationships.

Key characteristics:

- Inspire and motivate others
- Always helping others
- Negotiators
- Peace makers
- Advocates for the weak or downtrodden
- Artistic
- Creative
- Visionaries
- Sensitive and caring

Examples of career choices for this personality type:

- Artist
- Coach
- Counselor
- Doctor/Nurse
- Fashion Designer
- Lawyer
- Motivational Speaker
- Political Activist
- Social Worker
- Teacher
- Veterinarian

Everyone has characteristics of all four personality types, but for people who exhibit the following traits, they have a need to acquire knowledge. They are naturally curious and need to know “why”.

Key characteristics:

- Continuously learning new things
- Analytical
- Logical
- Good at understanding theoretic ideas
- Visionaries or “future-thinkers”
- Calm, cool and collected
- Good sense of humour
- Dislike redundancy
- Deal in facts, not emotions
- Powerful concentration/focus on a task



Examples of career choices for this personality type:

- Aerospace Worker
- Criminologist/Forensics
- Editor
- Engineer
- Marketing
- Military
- Movie Critic
- Professor
- Psychologist
- Politician
- Researcher



For more information or to find out how you can participate in a Personality Dimensions workshop, contact The Work Room. Personality Dimensions can also help people with their communication skills, team building and conflict resolution. Workshop duration is 3 hours with advanced sessions also available.

Everyone has characteristics of all four personality types, but for people who exhibit the following traits, they have a need to seek a sense of belonging. Family is of primary importance. They are very socially conscious and enjoy being part of a team.

Key characteristics:

- Organized
- Task-oriented
- Excellent planners
- Attention to detail
- Adhere to rules, timelines and policies
- Dependable
- Very responsible
- Require closure (finish what you start)
- Cautious



Examples of career choices for this personality type:

- Accountant
- Air Traffic Controller
- Banking and Finance
- Computers/Technology
- Economist
- Event Planner
- Human Resources Officer
- Librarian
- Management Consultant
- Receptionist

For more information or to find out how you can participate in a Personality Dimensions workshop, contact The Work Room. Personality Dimensions can also help people with their communication skills, team building and conflict resolution. Workshop duration is 3 hours with advanced sessions also available.



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High 5 Message

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As outlined in Canada Prospects magazine, there are 5 guiding principles that you can follow to help you build a successful career.

**Follow Your Heart:** Do work that you love to do. Follow your passions, interests and instincts.

**Focus on the Journey:** Enjoy and learn from all your experiences.

**Access Your Allies:** Get your friends, family, mentors, teachers, and employers involved in your career development.

**Change is Constant:** You need to be flexible and able to adapt to a rapidly changing world.

**Keep on Learning:** Your ability to learn, understand others and develop new skills are your greatest assets.

Canada Prospects Magazine is full of valuable career information. You can pick up a free copy at your school's guidance department, The Work Room or visit the website to view it online.



Canada Prospects

[www.canadaprosects.com](http://www.canadaprosects.com)

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The High 5 message is a positive set of attitudes to develop over time. This mindset is critical to a long, happy and productive career because it prepares you to accept life's challenges and find ways to turn them to your advantage. You cannot predict the future, but you can prepare for it and be successful.

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6 Destinations

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To help make your career decisions easier, you have 6 destinations available to you once you graduate from high school. They are all good options provided they help you reach your career goal.

- 1 Apprenticeship
- 2 Community College
- 3 Direct to Work
- 4 Military
- 5 Private Training
- 6 University

The following slides will provide you with websites to explore each destination further.

To obtain additional resource material on each of the six post secondary destinations visit your school's guidance department or The Work Room.



A 7 minute DVD about the 6 Destinations is available through The Work Room and your school Guidance Department.

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Where are you planning to go after you graduate? It can seem overwhelming with all the possible options. Especially if you don't have a career plan in mind. Once you do have a career goal, there are basically 6 paths to help you get there. Which one (or combination) you choose depends on your goal.

Canadian Apprenticeship Forum  
[www.caf-fca.org/](http://www.caf-fca.org/)

Apprenticeship and Certification  
[www.aoc-acp.gnb.ca/](http://www.aoc-acp.gnb.ca/)

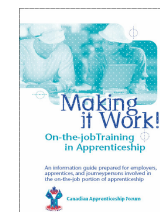
Skilled Trades, A Career You Can Build On  
[www.careersintrades.ca/](http://www.careersintrades.ca/)

Ellis Chart-Comparative Chart of  
Apprenticeship  
Training Programs  
[www.ellischart.ca/](http://www.ellischart.ca/)

Interprovincial Standards "Red Seal"  
Program  
[www.red-seal.ca/](http://www.red-seal.ca/)

The Alliance of Sector Councils  
[www.councils.org/](http://www.councils.org/)

Additional resource material included on  
this cd.



Department of Post-Secondary Education,  
Training and Labour Apprenticeship and  
Certification  
<http://www.gnb.ca/0381/0001e.htm>

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Apprenticeship

An apprenticeship program is comprised of progressive on-the-job training as well as technical (in-school) training that culminates in recognized certification. Skilled trades are in great demand, plus you are trained on the job so you can earn money while you learn. Most of the training is done through NBCC.

Association of Canadian Community Colleges  
[www.accc.ca/](http://www.accc.ca/)

New Brunswick Community College  
[www.nbcc.ca/](http://www.nbcc.ca/)

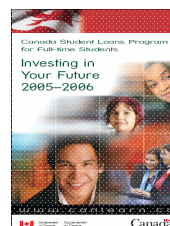
Student Aid New Brunswick  
[www.studentaid.gnb.ca/](http://www.studentaid.gnb.ca/)

Department of Post-secondary  
Education and Training  
[www.gnb.ca/0105/](http://www.gnb.ca/0105/)

College Planning Resources for Teens  
[www.quintcareers.com/teen\\_college.html /](http://www.quintcareers.com/teen_college.html/)

CanLearn  
[www.canlearn.ca](http://www.canlearn.ca)

For more information on Canada  
Student loans:



Human Resources and  
Social Development  
Canada  
[www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

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The New Brunswick Community College is an 11 campus, college network offering 100 programs throughout the province. They are delivered through four academic schools; Business, Applied Arts and Information Technology, Health and Human Services and Technology and Trades.



Atlantic Canada Opportunities Agency

<http://www.acoa.ca/>

Canada/New Brunswick Business Service Centre

<http://www.cbsc.org/nb/index.html>

Enterprise Fundy

<http://www.ent-fundy.ca/>

Enterprise Saint John

<http://www.enterprisesj.com/>

Labour Market Information

[www.labourmarketinformation.ca/](http://www.labourmarketinformation.ca/)

Information on Starting a Small Business

<http://sbinfoCanada.about.com/>

Thinking of starting your own business?  
Here are a couple of resources that can help get you started.



Atlantic Canada Opportunities Agency

<http://www.acoa.ca/>



Canada Business

<http://www.cbsc.org/>



Do you have a great idea for starting your own business? There are community agencies/ government departments that can help you develop a business plan and support the growth of your company. Maybe your plan is to enter the workforce after you graduate. If so, click [here](#) for some helpful resources.

Department of National Defence  
[www.forces.gc.ca](http://www.forces.gc.ca)

Canadian Forces Recruiting  
[www.recruiting.forces.gc.ca/](http://www.recruiting.forces.gc.ca/)

Canadian Navy  
[www.navy.forces.gc.ca/](http://www.navy.forces.gc.ca/)

Canadian Army  
[www.armee.forces.gc.ca/](http://www.armee.forces.gc.ca/)

Canadian Air Force  
[www.airforce.forces.gc.ca/](http://www.airforce.forces.gc.ca/)

Royal Military College of Canada  
[www.rmc.ca/](http://www.rmc.ca/)

You can order free CD ROMs from the Canada Forces Recruiting site, visit your local recruiting office or obtain a copy at the Work Room or Career Centre.



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Are you looking for a career completely out of the ordinary? You can join a rich heritage of Canadians who serve their country here and abroad. The Canadian Forces can help pay for your post-secondary training and employ you as well. Areas of high demand: Combat Arms, Engineering and Health Services.

List of Training Schools Registered  
Under the New Brunswick Private  
Occupational Training Act

[www.gnb.ca/0368/Pota-lst.pdf](http://www.gnb.ca/0368/Pota-lst.pdf)

Tips for students on choosing a private  
training school (US site-good general info)

[http://www.bppve.ca.gov/student\\_tips.htm](http://www.bppve.ca.gov/student_tips.htm)

Student Aid New Brunswick

[www.studentaid.gnb.ca/](http://www.studentaid.gnb.ca/)

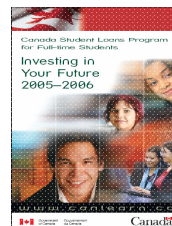
Canadian Association for Distance  
Education

[www.cade-aced.ca/index.php](http://www.cade-aced.ca/index.php)

International Gateway to Education in  
Canada

[www.educationcanada.cmec.ca/EN/home.php](http://www.educationcanada.cmec.ca/EN/home.php)

For more information on Canada  
Student loans:



Human Resources and  
Social Development  
Canada

[www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

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Private Training

There are many private training schools that are a good choice as they may offer very specialized training that you could not obtain through university or community college. Word to the wise-do your research. Make sure that you are taking training that is in demand in the labour market and has professional recognition.

Canada's Ultimate University and  
College Info Site

[www.uc411.com/](http://www.uc411.com/)

UNB-Saint John

[www.unbsj.ca/](http://www.unbsj.ca/)

Student Aid New Brunswick

[www.studentaid.gnb.ca/](http://www.studentaid.gnb.ca/)

CanLearn

[www.canlearn.ca/](http://www.canlearn.ca/)

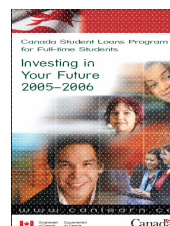
Scholarship Information

[www.scholarshipscanada.com/](http://www.scholarshipscanada.com/)

Rankings of Canadian Universities

[www.macleans.ca/universities/index.jsp](http://www.macleans.ca/universities/index.jsp)

For more information on Canada  
Student loans:



Human Resources and  
Social Development  
Canada

[www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

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A university degree can open many career options to people as university graduates tend to have a very well rounded skill and knowledge base that makes them very effective in the workforce. Make sure the degree you seek is marketable. Depending on the field, you may require multiple degrees.

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7 Highly Effective Habits

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**Be Proactive:** Take charge of your life and don't just let things "happen" to you.

**Begin With the End in Mind:** YOU control your destiny. Set your course and go.

**Put First Things First:** Plan, prioritize and just do it! Say "NO!" to procrastination.

**Think Win-Win:** Resolve issues so both parties win. Hone those negotiation skills.

**Synergize:** Be a team player.

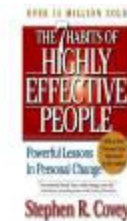
**Seek to Understand/Be Understood:** Be a good communicator (and listener).

**Balance:** Try to live a balanced life. Exercise, eat healthy, sleep, work hard but always find time for yourself and those you care about.



The 7 Habits of Highly Effective Teens is an excellent resource for teens and their parents. It provides strategies to help teens plan for success and cope with challenges they may face along the way. School District 6 uses this book as part of the grade 9 curriculum.

There is a version for adults as well. The same 7 principles are introduced with strategies geared more to parents and the post-teen crowd.



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8 Keys to Success

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The following 8 Keys to Excellence are proven, time honored tips that compliment all the other strategies, effective habits and essential skills that you will acquire as you build your career. Some of these attributes you are born with, but you can obtain all through hard work and dedication.

**Passion:** Get excited about your life! Everything you do, give it your whole heart, body and soul.

**Accept Risk:** Calculated risk. When faced with a challenge, analyze it, but be open to the fact that sometimes you have to trust your instincts.

**High Self Esteem:** Everyone suffers from low self esteem at times. You are worthy of happiness and success and don't let any one convince you any differently.

**Persistence:** Never, ever give up...EVER! Many people give up at the first sign of difficulty and that's why they don't succeed.

**Be Nice:** If people like you, they will want to help you succeed. Plus, you'll have more friends than you'll know what to do with.

**It's Who You Know:** Network, network, network.

**Master your Craft:** People always seek out quality when buying a product or obtaining a service. This is the defining trait of being a professional.

**Talent:** Everyone is good at something. Find your niche.

These 8 Keys to Excellence are typically the "truths" or realizations that people come to after years of experience, successes and failures. Lucky for you, you get to have this knowledge very early in your career. The "keys" are not in the knowledge, it is putting them into action.



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9 Essential Skills

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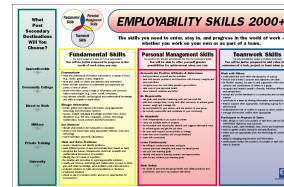
There are 9 essential workplace skills that are recognized by employers across Canada as being in great demand.

- 1 Reading
- 2 Document Use
- 3 Writing
- 4 Computer Use
- 5 Numeracy
- 6 Thinking
- 7 Oral Communication
- 8 Working With Others
- 9 Continuous Learning

For more information on the essential skills you need to succeed in today's workplace:



Human Resources and Skills Development Canada  
<http://srv108.services.gc.ca/>



Conference Board of Canada  
[www.conferenceboard.ca/](http://www.conferenceboard.ca/)



Did you ever wonder how the stuff you learn in school will ever be used? How about the importance of homework? Believe it or not, the school system is helping you acquire and hone these 9 essential skills so that you will succeed in the workplace, your career and many aspects of your life.



**Specific reading skills you need:**

- Scan for information
- Skim for overall meaning
- Read a full text to understand, learn, critique or evaluate
- Integrate and synthesize information from multiple sources or from complex and lengthy texts



**You can hone these skills by reading frequently and varying the types of material you read (newspaper, novel, textbooks, magazines, etc.)**

Reading is a skill you practice everyday, in all of your school subjects. The diversity of the subject matter and varying difficulty help you to hone your reading skills. Over time, you may forget some of the content, but your ability to read and understand information will continue to improve.

If you would like more information on this essential employment skill please visit:

Human Resources and Social Development Canada

[www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

or

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**More stuff to read:**



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### Specific skills you need:

- Read signs, labels or lists
- Interpret information on graphs or charts
- Enter information on forms
- Read or create schematic drawings
- Read or create assembly drawings



You can acquire some of these skills by building something from a plan, assembling an item by following the instructions or by preparing a meal by following a recipe.

Most everything you purchase has instructions on how to assemble/use the product. If you try to cook something you are also probably going to have to follow directions or a recipe. Most of your school subjects require you to follow directions (ie: writing tests) or have a procedure for doing things. This is especially true of math and the sciences.

If you would like more information on this essential employment skill please visit:

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### More documents:



Human Resources and Social Development Canada

[www.youth.gc.ca](http://www.youth.gc.ca)

**Specific writing skills that you need:**

- Organize, record or document
- Inform or persuade
- Request information or justify a request
- Present an analysis or a comparison



**You can practice your writing by keeping a daily journal or by creating/updating an internet blog site to communicate with your friends. Create a resume and cover letter. Try writing short articles for school newspapers.**

Text messaging may be convenient, but it doesn't help one's writing skills. Your ability to express your thoughts in a way that is easily understood to others is essential to your future career success. Writing tests, essays and reports in school helps you hone this skill.

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More to look at:



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**Specific computer skills you may need:**

- Operate a computerized cash register
- Use word processing software to produce letters and memos
- Send emails with attachments to multiple users
- Create and modify spreadsheets for data entry



**Sign up for introductory computer classes. Visit a community access centre if you do not own a computer.**

There are few jobs that don't involve using a computer somehow. Even if you don't like using a computer, it will benefit you if you know how to do things like searching the internet, email and some basic computing skills. You can learn future job-specific computer applications much more easily if you have a some familiarity with using a computer.

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Computer Use

.pdf files on this cd:



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### Math skills you will need:

- Numerical estimation
- Numerical calculation
- Money math
- Scheduling or budgeting and accounting math
- Measurement and calculation math
- Data analysis math



You can practice these skills by building something using measurements, cooking, doing your banking, running a small business (paper route, mowing lawns, etc..)

A common misconception is that most advanced math learned in school isn't important to one's future career choices. Here are only a few examples of where math is used.

Algebra – Engineers, video game designers  
Calculus- Medicine, Law, Journalism  
Geometry- Chemists, Biologists, Robotics  
Trigonometry- Many skilled trades (Carpentry)

For more information please visit:

Human Resources and Social  
Development Canada

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or

[www.youth.gc.ca](http://www.youth.gc.ca)

### Additional material:



Human Resources and  
Social Development  
Canada

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**Specific thinking skills you need:**

- Problem solving
- Decision making
- Critical thinking
- Job task planning and organization
- Significant use of memory
- Finding information



**You can improve your ability to think by reading often, practice solving and assembling puzzles, practice finding information in books/internet. Explore music and art.**

The single most important benefit of school is that it teaches you how to think. If you don't have access to information and situations that challenge you, your brain doesn't get a good workout. The more you learn and can apply what you learn to new situations, the more competitive you will be in the workforce.

If you would like more information on this essential employment skill please visit:

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More to think about:



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**Specific presentation skills you need:**

- Greet people or take messages
- Reassure, comfort or persuade
- Seek or obtain information
- Resolve conflicts
- Facilitate or lead a group



**Take acting lessons or get involved in a play. Work in a customer-service oriented job (try babysitting). Volunteer to speak at a school assembly. Join the debate team or a leadership team.**

Studies show that many people are more afraid of public speaking than they are of dying. This is sad, because for many it is a very under-utilized skill that could land them a promotion some day or lead to a very lucrative career in the performing arts. So, do you want to be a rock star? A movie star? Start practicing your communication skills.

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Oral Communication

**Extra presentations:**



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### Social skills that you need:

- Work independently
- Work jointly with a partner or helper
- Work as a member of a team
- Participate in supervisory or leadership activities



Join some extracurricular teams at your school. Volunteer when someone asks for help. Act as a mentor or peer helper for a student in a lower grade.

In many ways, school is a training ground for what you will face in the corporate world. There are cliques, popular people, unpopular people and everyone else who is trying to figure out where they fit in. Your ability to get along with others, help others and in turn, have people help you are key skills to develop right now. Be nice, treat others well and you will get much further ahead in your career.

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Working With Others

More to discuss:



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### Ways you can learn new things:

- School
- As part of work/volunteer activities
- From educational tv programs, reading and the internet
- Develop a new interest or hobby
- Find interesting things that your friends do and ask them to teach you



The more you know, the more interesting you become as a person and you will be in great demand with employers.

The reality of today's workforce is that you cannot afford to stop learning new things. The more skills you acquire the more sought after you will be with employers. Not to mention how interesting you will be as a person. It helps to adopt a positive attitude towards learning.

"Knowledge is power" – Sir Francis Bacon

If you would like more information on this essential employment skill please visit:

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Continuous Learning

More to learn:



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# SKYROCKET

*Other Career Resources*

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Career Resources

**The Work Room**

Your Career Resource Centre



There are websites you can visit for information to help you build your career. The following list of websites can help you get started.

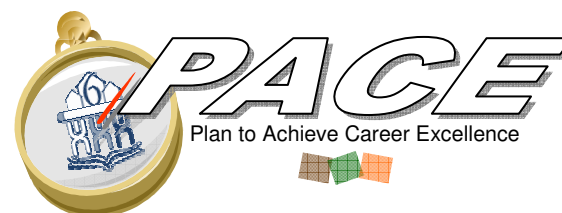
New Brunswick Department of Education  
<http://www.gnb.ca/0000/index-e.asp>

Post-Secondary Education, Training and Labour  
<http://www.gnb.ca/0105/index-e.asp>

The Work Room/Career Centre  
[www.careersthatwork.ca](http://www.careersthatwork.ca)

Service Canada (for youth)  
[www.youth.gc.ca](http://www.youth.gc.ca)

Workapedia  
[www.workapedia.ca](http://www.workapedia.ca)



**PACE (Plan to Achieve Career Excellence):**  
Is a workshop complete with resource material designed to help parents become career coaches for their children.

There are many helpful resources and learning opportunities for students in all school districts in the province. It is highly recommended that students and their parents check the website of their local school district as well as community resources that can help with career planning.





[www.theworkroom.blogspot.com](http://www.theworkroom.blogspot.com)



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**Your Career Resource Centre**

Lined area for notes, enclosed in a large rounded rectangle with a thick black border.



[www.theworkroom.blogspot.com](http://www.theworkroom.blogspot.com)

