



Employment Navigation

Explore employment options, set career goals, and build strategies for continuous learning. This dimension covers career exploration, goal setting and refinement, and professional development.

About CanWork BC

CanWork BC aims to make it easier for youth with disabilities ages to 15 to 30 years old to find and keep employment. There are a series of tools and resources for youth, employers, service providers, educators, and caregivers.

CanAssist at the University of Victoria, with the support of the BC Ministry of Social Development and Poverty Reduction, wrote the Provincial Employment Strategy for Youth with Disabilities (ESYD). This strategy informed the tools and resources.

The Youth Tool

The CanWork BC youth tool is available as an interactive online platform at portal.canworkbc.ca and through PDF workbooks such as this one. There are five dimensions of content available.

For the full PDF workbook content and accompanying facilitator guides, as well as other CanWork BC tools and resources, go to canworkbc.ca.

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Module: Understanding Employment Basics

This module covers building a foundational understanding of employment, including exploring personal views on employment, understanding employment standards, and knowing workplace rights.

Introduction

This module has three sections to help you build your understanding of employment navigation. You'll explore:

- How work fits into your life and why it's important.
- The many benefits of having a job.
- Different views on employment and how they shape your career journey.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect employment navigation to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

Section 1: Exploring Views on Employment

Understanding the reasons for working can help you make better decisions about your future. Knowing why work matters in your life can motivate you to pursue meaningful opportunities and help you grow as a person.

In this section, we'll cover:

- How work fits into your life and why it's important.
- The many benefits of having a job.
- Different views on employment and how they shape your career journey.

By the end of this section, you'll have a better understanding of why work matters to you and how to approach your career path with confidence.

Engage and Explore

Reasons for Working

People work for many reasons and understanding your reasons can help you find the right job. It's important to remember that your reasons for working can change over time and may be different from others.

Here are some common reasons:

- **Financial stability:** Most people work to earn money to pay for essentials such as food, housing, and clothing. Think about how much you need to support your lifestyle.
- **Personal fulfillment:** Many individuals find joy in what they do. Working in a job that aligns with your passions can make you feel satisfied and proud.
- **Social interaction:** Work can be a great way to meet new people and build relationships. If you enjoy teamwork or making friends, consider jobs that offer social opportunities.
- **Skill development:** A job can help you learn new skills and gain experience. This is especially important if you want to grow in your career or explore different types of work.

Benefits of Employment

Having a job comes with many benefits. Here are some key advantages to consider:

- **Financial independence:** Earning money allows you to choose how to spend and save.
- **Health insurance and benefits:** Many employers offer health insurance and other benefits, like paid time off or retirement plans, which can improve your quality of life.

- **A sense of purpose:** Working can give you a sense of purpose and routine. It helps you feel productive and can improve your self-esteem.
- **Networking opportunities:** A job can help you connect with others in your industry, which may lead to new and exciting future opportunities

Personal Views on Work

Your personal views on work play an important role in shaping your career choices and overall job satisfaction. Knowing how you see work can help you choose a career that matches what is important to you.

- **Cultural and personal influences:** Your background, including your culture, gender, and family, shapes your view of work. Think about how these factors influence your career goals and work-life balance. For example, some cultures may prioritize family over individual career goals.
- **What work means to you:** Consider what work means to you. Is it only about earning a paycheck, or does it hold deeper meaning in your life? Knowing the value you place on work can guide your decisions in finding a fulfilling job.
- **Looking back on past jobs:** Reflect on your feelings about your current or past jobs. Think about the parts you enjoyed and those you found challenging. This evaluation can provide

valuable insights into the types of roles that may bring you joy and fulfillment in the future.

Tips For Making Your Work Purposeful

- **Identify your values:** Understand what is most important to you in a job, whether it's helping others, being creative, or having job security. Know that your values might be different from others and that's okay.
- **Explore different areas:** Be open to trying different jobs or internships. Each experience can teach you something valuable about what you enjoy and what you don't.
- **Engage in conversations:** Discuss your thoughts and experiences with friends, family, or mentors. Their insights and advice can offer different perspectives and help clarify your views.
- **Set goals for your career:** Consider what you want to achieve in your professional life. Setting short-term and long-term goals can help you stay motivated and focused on your career journey.

Make it Personal

Exploring Your Beliefs About Work

Reflect on your thoughts, beliefs, and experiences related to work and employment. Writing down your answers can help you understand your career goals better. You can write your responses on paper or type them in a document, whichever works best for you.

Below are some questions to guide your reflection. Take your time and think about your answers.

1. What does work mean to you?

Think about how you define work in your life. Is it just a way to earn a paycheck, or does it have a deeper meaning for you?

- ***For example, "For me, work is a way to contribute to my community and feel a sense of accomplishment."***

2. What values do you want in a job?

Consider what matters most to you in a work environment. Do you value creativity, teamwork, job security, or helping others?

- *For example, "I value a supportive work culture where teamwork is encouraged, and everyone can share ideas."*

3. How have past jobs shaped your views on work?

Reflect on your previous job experiences. What did you like or dislike, and how did those experiences change how you think about work?

- *For example, "In my last job, I appreciated the flexibility but felt overwhelmed by my manager's lack of communication."*

4. What are your career goals?

Think about your short-term and long-term career goals. How do your values and experiences influence these goals?

- *For example, "I hope to find a job where I can use my design skills to create products that help people."*

5. What kind of work-life balance do you like to have?

Consider how much time you want to dedicate to work versus personal life. What does a balanced life look like for you?

- *For example, "I want a job that allows me to work from home a few days a week so I can spend more time with my family."*

Section 2: Understanding Employment Standards

Understanding workplace standards means knowing the rules for fair pay, safe conditions, and reasonable work hours. It helps you feel confident, protects your rights, and helps you make informed career decisions in a supportive environment.

In this section, we'll cover:

- Different types of jobs and what a fair salary means.
- What a safe workplace looks like.
- Where to get help if workplace standards aren't being met.

By the end of this section, you'll have a better understanding of your rights in the workplace and how to make sure you're treated fairly in any job you pursue.

Engage and Explore

Types of Work

Choosing the right type of work can greatly impact your career satisfaction. Whether you're starting or changing careers, knowing your options can help you make better decisions.

Let's look at some common types of work you might consider in British Columbia. Each type has benefits and challenges. For a full

list of job types, you can visit the WorkBC site at workbc.ca/plan-career/explore-careers/types-employment-bc.

- **Full-time work:** This usually means working 30 hours or more each week at your primary job.
 - Advantages: You often have job security, a steady income, benefits, and a sense of belonging to a team.
 - Disadvantages: There can be less flexibility and control over your schedule.
- **Part-time work:** Part-time jobs usually involve working fewer than 30 hours a week.
 - Advantages: You may have job security and some benefits, along with better work-life balance.
 - Disadvantages: Your schedule might change weekly, making it hard to coordinate with other jobs.
- **Contract work:** In contract work, you are hired for a specific period to complete a job.
 - Advantages: You can experience different types of work and have more independence and flexibility.
 - Disadvantages: There may be gaps between contracts, leading to unpredictable income and no benefits.
- **On-call work:** On-call work means you work only when needed, often with little notice.

- Advantages: You can stay active in the workforce and maintain your skills. This may lead to more regular work.
- Disadvantages: Your income can be unpredictable, and it may be hard to schedule other commitments.
- **Telecommuting:** Telecommuting means working from home or another location instead of the employer's office.
 - Advantages: You can set your schedule, avoid traveling to work, and have fewer interruptions.
 - Disadvantages: It can be challenging to stay focused at home, and you might feel less connected to coworkers.

Fair Wages

Fair wages make sure you're paid fairly for your work. Your employer should pay you at least **twice a month**, with no more than 16 days between payments. Check out some of the key rules about pay below to better understand your rights.

- **Minimum pay**

As of June 2024, the minimum wage in BC is \$17.40 per hour. You should earn at least this much for any job you do. Check the BC Employment Standards site for updates:

 - www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages/minimum-wage

- **Overtime pay**

You might get paid extra for working more than your regular hours. How much extra you get paid depends on your job and work agreement. Check out the BC Employment Standards site for more information:

- www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/hours/overtime-pay

- **Statutory holiday pay**

You may be eligible for pay on statutory holidays such as Canada Day and Labour Day. Whether or not you qualify, how much you get paid, and if you work on those days depends on your job and work agreement. Check out the BC Employment Standards site for more information:

- www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/statutory-holidays/qualify-for-statutory-holiday-pay

Workplace Safety

Every job should provide a safe environment for both employers and employees. In British Columbia, WorkSafeBC creates rules to keep workers safe at their jobs. Workers can report any unsafe conditions, injuries, or illnesses they experience on the job.

- **Reporting Unsafe Work**

- *Step 1:* If your workplace feels unsafe, report it to your employer or supervisor right away.

- *Step 2:* If the issue isn't fixed or you still feel unsafe, report it online through the link below or by phone at 604-276-3100.
 - worksafebc.com/en/claims/report-workplace-injury-illness
 - You have the right to refuse unsafe work until it's made safe. Workers are protected from punishment or discrimination for refusing unsafe work.
- **Reporting Workplace Injury or Disease**
 - *Step 1:* Tell your employer or supervision as soon as possible if you're hurt or sick because of your job.
 - *Step 2:* Report your workplace-related injury or disease online as soon as possible:
 - worksafebc.com/en/claims/report-workplace-injury-illness
 - You may be eligible for wage-loss benefits if you miss work. This coverage helps you during recovery by providing compensation for lost income.

Getting Help

If you're having issues such as unfair pay, mistreatment, or other workplace concerns, start by talking to your employer. If the problem isn't solved and you need more help, contact:

- www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/contact-us

- www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/complaint-process/submit-a-complaint

Make it Personal

Employment Standards Scenarios

In this activity, you will explore three different scenarios related to employment standards.

Read each scenario and take a moment to think about how you would respond. Write down the possible outcomes based on the action you think you could take. If you need help check out the example answers at the end of the section.

Scenario 1

Imagine you accidentally cut your hand while preparing food in the kitchen. What action would you take? What do you think would happen as a result?

Scenario 2

Imagine you've been working part-time at a café for a few months. You check your pay stubs and realize your hourly wage is below the minimum wage in BC. What would you do? What do you think would happen as a result?

Scenario 3

Imagine you're asked to lift a heavy box that you know is beyond your physical limits. What would you do? What do you think would happen?

Employment Standards Scenarios Example Answers

Scenario 1

- **What you could do:** You inform your employer about the injury and follow their instructions to report it to WorkSafeBC.
- **What might happen:** Your employer helps you file a report, and you receive medical care and information on how to claim wage-loss benefits while you recover.

Scenario 2

- **What you could do:** You decide to talk to your manager about the pay problem.
- **What might happen:** Your manager admits there was a mistake and fixes your pay to meet the minimum wage. If your manager refuses to correct the issue, you can report the issue to the Government of BC to get the pay you deserve:
 - www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/complaint-process/submit-a-complaint

Scenario 3

- **What you could do:** You politely refuse to lift the box, explaining your concern about potential injury.

- **What might happen:** Your supervisor respects your decision and arranges for another employee to help so that you don't put yourself at risk.

Section 3: Defining Employment Rights

Employment rights are legal protections that ensure fair treatment at work. They help protect you from discrimination and unsafe conditions. Knowing your rights boosts your confidence, helps you recognize unfair treatment, and guides you on what to do if your rights are not respected, giving you peace of mind.

In this section, we'll cover:

- Your right to reasonable accommodations.
- Protection against discrimination.
- Where to go for additional help if your rights are not respected

By the end of this section, you'll have a better understanding of your employment rights, how to protect them, and where to look for help if necessary.

Engage and Explore

Right to Reasonable Accommodations

Your right to reasonable accommodations means employers must adjust your work if you have a disability or need extra support.

Employers should offer these accommodations if they don't create too much difficulty for them. Look at the key points below to understand how to navigate this right effectively.

- **Collaborate with your employer**

Work with your employer and union (if applicable) to find the right accommodation. Share the key details about your needs.

- **Accept reasonable options**

The accommodation offered might be different from what you wanted, but if it helps you do your job, it is considered reasonable.

- **Communicate openly**

Keep in touch with your employer about your accommodation needs. If your situation changes (like new job duties or technology), let them know if your current accommodation needs to be updated.

- **Know your rights**

It's normal to feel unsure about asking for accommodations because of worries about how others might see you. Remember, asking for accommodations is your right and does not affect your abilities or performance.

Protection Against Unfair Treatment

You should not face unfair treatment at work, such as discrimination based on race, gender, disability, or other personal traits. Let's explore how to recognize unfair treatment when it happens and what to do if you experience it.

- **How to spot unfair treatment**
 - **Unequal treatment:** This is being treated differently from coworkers without a job-related reason. For example, it could be unfair treatment if your coworkers get more training opportunities than you.
 - **Harassment:** This is unwanted behavior related to your identity that makes the workplace uncomfortable. For example, if someone usually makes jokes about your sexual orientation this can create a hostile work environment.
- **What to do if treated unfairly**
 - **Document everything:** Keep a written record of incidents you believe are unfair or discriminatory. Note the dates, times, and details of what happened.
 - **Report it:** Talk to your supervisor or a Human Resources representative about the issue.
 - **Seek support:** Contact organizations for advice on workers' rights. For example, the BC Human Rights Clinic provides free legal services to people facing workplace discrimination and can help you understand your rights. Learn more:
 - bchrc.net/

Understanding Equal Pay

Employers are not allowed to pay different wages based on factors such as gender, race, or disability. This is protected under the BC Human Rights Code in BC. Learn more:

- bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01#section12

Here are some key steps to ensure you're being paid fairly:

- **Research salaries:** Check the salary for similar jobs in your area to understand what others in the same role are being paid.
- **Ask for fair pay:** When negotiating your salary, be clear about your skills and experience. Refer to what others in similar positions earn to make sure you receive a fair wage.

Where to Find Help and Support

If you feel your employment rights aren't being respected, here are some key resources in British Columbia:

- **BC Human Rights Code:** Protects your right to fair treatment.
 - bclaws.gov.bc.ca/civix/document/id/complete/statreg/96210_01
- **BC Human Rights Clinic:** Offers free **legal advice** on workplace discrimination.
 - bchrc.net
- **Human Rights Tribunal:** Allows you to file a complaint if you've faced discrimination.
 - bchrt.bc.ca

Make it Personal

Employment Rights Scenarios

Now that you've learned about your employment rights, let's look at some real-life situations to help you understand how to apply them. In this activity, you will explore different workplace issues.

Read each scenario and think about how you would respond. Based on the actions you think you would take, write down possible outcomes. If you need help check out the example answers at the end of the section.

Scenario 1

A coworker repeatedly jokes about your accent, making you uncomfortable at work. What would you do? What do you think would happen?

Scenario 2

You notice a coworker is getting more training opportunities, even though you have similar roles. You feel this is unfair. What would you do? What do you think would happen?

Scenario 3

You've talked to your manager about not being chosen for promotions, but your male coworkers keep getting promoted. You start to wonder if this is because you are a woman. What would you do? What do you think would happen?

Employment Rights Scenarios Example Answers

Scenario 1

- **What you could do:** You politely tell your coworker how the jokes make you feel and ask them to stop. If they continue, you document the incidents and speak to your manager.
- **What might happen:** Your coworker stops the jokes after your conversation. If they didn't, your manager would address the issue, ensuring a more comfortable work environment for you.

Scenario 2

- **What you could do:** You talk to your manager, asking for more training opportunities and explaining how you feel left out.
- **What might happen:** Your manager agrees to provide equal training opportunities and reviews the training process for fairness.

Scenario 3

- **What you could do:** You check the BC Human Rights Code to see if this is discrimination.
 - bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01#section13
- If you're still unsure, you contact the BC Human Rights Clinic for legal advice.
 - bchrc.net

- **What might happen:** If you find out that you're experiencing discrimination, the clinic helps you understand how to file a complaint with the BC Human Rights Tribunal, giving you a way to address the issue.
 - bchrt.bc.ca

Reflect and Connect

Great work! We've covered a lot in this module including:

- Understand why work is important and how it aligns with your values and goals.
- Learn about key employment standards, like fair wages and workplace safety.
- Identify your employment rights, including accommodations and protection against discrimination.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

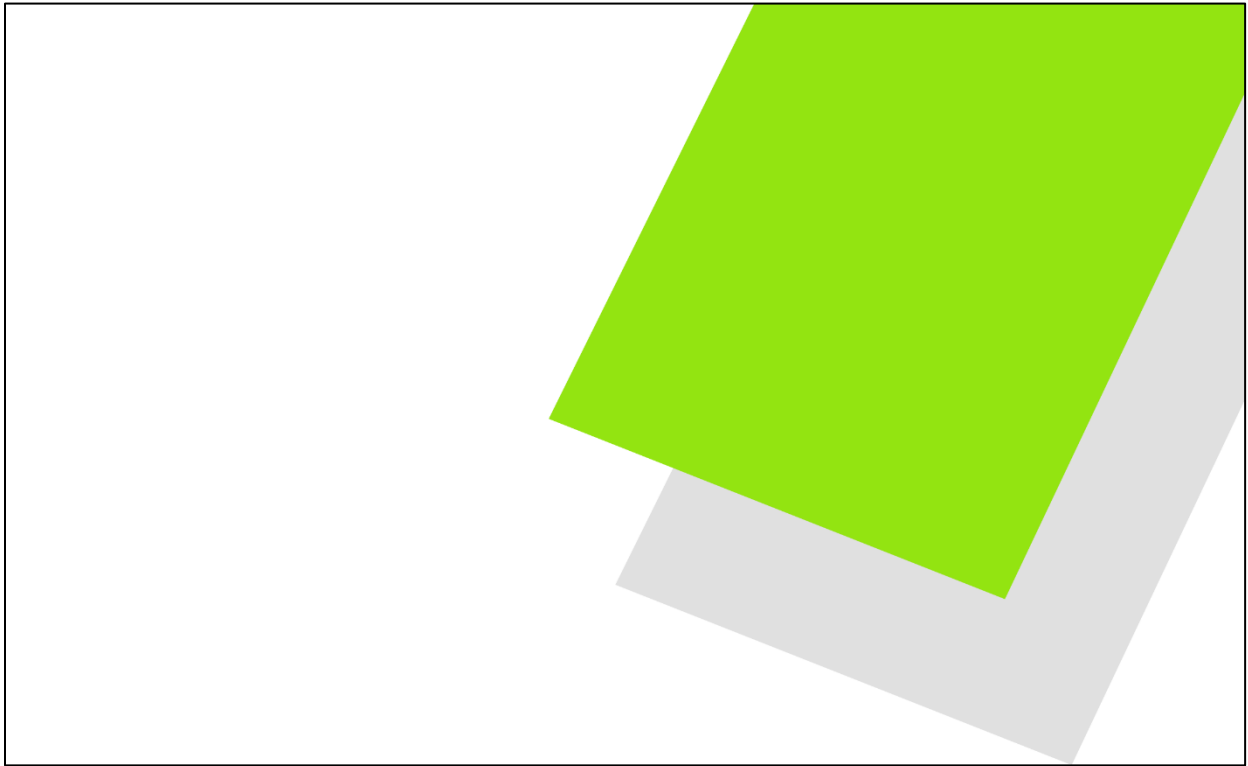
Which type of work would make you happiest? Why?

How would you handle a situation where you believe you were not paid correctly?

How can you ensure your safety at work every day?

Have you ever experienced or witnessed unfair treatment at work? How did you handle it?

What specific accommodations do you think would help you perform better at work?



Module: Exploring Career Pathways

This module covers how to connect personal qualities to potential career paths and identify roles that align to set career aspirations.

Introduction

This module has three sections to help you build your understanding of employment navigation. You'll explore:

- How your personality, strengths, values, and interests impact your career choices.
- How to identify which job aspects match who you are and what may not be the right fit.
- Ways to connect your skills and experience to your career path.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect employment navigation to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

Section 1: Considering Career Influences

Finding a job that truly fits you is important because your personal traits play a huge role in shaping your career path. Understanding how your personality, strengths, and values align with a job makes you more likely to find rewarding and meaningful work.

In this section, we'll cover:

- How your personality, strengths, values, and interests impact your career choices.
- How to identify which job aspects match who you are and what may not be the right fit.
- Ways to connect your skills and experience to your career path.

By the end of this section, you'll have a better understanding of how your personal traits influence your career decisions, helping you find a job that feels fulfilling and aligned with your values.

Engage and Explore

Personal Qualities for Career Success

A personal quality is a part of who you are. It includes your personality, values, skills, strengths, and interests. These qualities affect how you work, interact with others, and what kinds of jobs

might fit you well. The more you know about yourself, the easier it will be to explore career options that are a good fit.

To learn more about your personality, interests, and values, check out the Identifying Personal Qualities module in the Self Exploration dimension. It will help you understand yourself better and make smarter career choices.

Strengths	Interests
<p>Knowing your strengths can guide you to a career where you can thrive. Your strengths could be skills you are naturally good at or things you enjoy doing.</p> <p>For example, if you are good at problem-solving, a career in engineering, science, or IT might be a good match. If you have strong communication skills, marketing, teaching, or coaching roles could suit you.</p>	<p>Your interests are the activities or topics you enjoy most and can guide you to a fulfilling career.</p> <p>For example, if you enjoy working with your hands, careers in trades such as carpentry, plumbing, or mechanics might be a good fit. If technology excites you, software development or digital marketing careers could be ideal.</p>

Remember, these are just examples. Your interests will help you find the best career for you.

Values

Your values are what matters to you in life. Understanding your values can help you choose a career that will satisfy and motivate you. Check out the examples below to see how your personal values might align with different career paths, but remember, there are many more options that could be a good fit for your values.

Helping others	Job stability	Work-life balance
<i>Career options:</i> Healthcare, social work, teaching	<i>Career options:</i> Government jobs, accounting, engineering	<i>Career options:</i> Remote work, counseling, roles like nursing that offer flexible hours

Skills

Your skills are the abilities you have developed through experience, education, or practice. These can include technical skills, like knowing how to use software, or soft skills, like communication or teamwork. Knowing your skills will help you match your abilities to the right career.

For example, if you have strong teamwork skills, careers that involve working in groups or supporting others might be a great fit.

Experience

Past experiences, such as jobs, internships, or volunteer work, can help guide your career path. These experiences give you insight into what you're good at and what you enjoy, helping you choose a job that fits you.

For example, if you've worked in customer service or retail, you might also like:

- Sales jobs
- Marketing
- Client relations

These jobs also require strong communication and people skills, which you may have developed through your previous experience.

Make it Personal

Your Ideal Career Path

Now that you've explored how your personality, strengths, values, interests, and experiences shape your career choices, it's time to think about your ideal career. Reflecting on these aspects can help you gain clarity about the type of job that suits you best.

Below, you'll find examples and reflective questions to guide you. You can use them to think deeply about each section. Feel free to write your answers below or in a notes app or another digital format that works for you. These responses will help you better understand your ideal career path.

1. Values

What are the things that matter most to you in a job? Consider what's important to you like work-life balance, helping others, creativity, job security, etc.

Reflective question: What values help me feel motivated and satisfied in a job?

Your values:

2. Skills

What are you good at? Think about skills that are more technical (like using specific tools or software) and skills that involve working with others (like communication, teamwork, or solving problems).

Reflective question: Which skills do I enjoy using the most, and how can I use them in a job?

Your skills:

3. Strengths

What are your natural strengths or things you enjoy doing that you do well? These could be talents or things you've learned over time, such as being good at organizing, creative thinking, or working with people.

Reflective question: How do my strengths make me feel confident in my work, and how can I apply them to my career?

Your strengths:

4. Interests

What do you enjoy doing? Think about activities or subjects that excite you—whether it’s technology, art, helping people, business, or spending time in nature. These could be hobbies, things you like to study, or activities you do in your free time.

Reflective question: What types of tasks or subjects do I feel passionate about, and how can I connect them to a career?

Your interests:

5. Past experiences

Reflect on any past experiences, whether in work, school, or volunteer activities. For example, you may have volunteered at a hospital, worked in customer service, or enjoyed organizing events.

Reflective question: What past experiences made me feel excited or successful, and how can they guide my career path?

Your past experiences:

6. Describe your ideal career

Use the information from the previous sections to describe your ideal job. Consider how your values, skills, strengths, and interests come together. For example, you might want to work in a creative field where you can help others, like marketing or design, using your creativity and communication skills.

Reflective question: Based on what I've learned about myself, what job would make me feel fulfilled and excited every day?

Your ideal career:

Section 2: Exploring Career Options

Exploring career options is important because it helps you connect your unique qualities with potential fields and roles. Knowing what suits you best can lead to a more fulfilling career path. This process builds confidence as you explore jobs that match your strengths and interests.

In this section, we'll cover:

- How to identify careers that align with your personal qualities.
- Matching your skills to roles that can bring you success and fulfillment.
- Strategies to explore career options that fit who you are.

By the end of this section, you'll feel more prepared to discover careers that suit your strengths and help you find fulfilling work.

Engage and Explore

Personality and Career Choices

Choosing the right career is about understanding your personality and what you enjoy. People with different personalities may prefer different work environments and job tasks.

Here are some examples of personality types and how they might affect career choices. Remember, these are just guides and some people may enjoy jobs that don't exactly match their personality

type. Exploring different career options is important to find what suits you best.

Reserved	Outgoing
<p>People who are more reserved prefer quiet, independent work. They might enjoy jobs such as writing, research, graphic design, or IT, where they can focus alone and work in small groups.</p>	<p>People who are more outgoing prefer social environments. They enjoy careers such as teaching, customer service, sales, or event planning, where they can interact with others and work as part of a team.</p>
Explorers	Routine seekers
<p>Explorers love variety and new challenges. Jobs such as consulting, entrepreneurship, travel, or creative roles such as marketing or design are great fits for those who enjoy change and learning new things.</p>	<p>Routine seekers prefer predictable tasks. Jobs such as accounting, administration, or manufacturing suit those who enjoy consistent, repeatable work and mastering specific skills.</p>

Creative thinkers	Problem solver
<p>Creative thinkers enjoy expressing ideas and solving problems in new ways. Careers in the arts, design, writing, or marketing are perfect for those who love thinking outside the box.</p>	<p>Problem-solvers enjoy thinking of solutions to challenges. Jobs in engineering, construction, healthcare, or tech are ideal for those who like applying practical skills to create solutions.</p>

Consider Your Work Preferences

Your work preferences show how you like to work. Knowing them can help you find a career that fits your style. Here are some examples of work preferences and possible career options. Remember, these are just a few ideas. There are many other jobs that could also be a good fit.

Structure or flexibility

- If you prefer structure, jobs such as project manager, teacher, or office administrator may work well, where processes and schedules are clearly defined.
- If you value flexibility, careers in freelance design, consulting, or creative writing offer more freedom to set your schedule and work on different projects.

Leadership or support roles

- If you enjoy leading others, management positions in business, education, or non-profits can allow you to guide teams and make decisions.
- If you prefer supporting roles, careers in administrative assistance, customer service, or technical support offer opportunities to assist others without taking on the leadership responsibilities.

Practical tasks or theoretical work

- If you enjoy hands-on work, jobs in engineering, mechanics, or construction may be a good fit. These jobs involve applying skills to solve practical problems.
- If you prefer theoretical work, careers in research, academia, or philosophy allow you to focus more on concepts, analysis, and developing new ideas.

Working alone or in a team

- If you prefer working alone, jobs such as freelance writing, coding, or research may suit you.
- If you enjoy working with others, careers in sales, teaching, or project management may be more fitting.

Location

- Do you have a preferred location for the job site that's easy for you to reach, or would you rather work from home?

Research Career Options

Once you've identified your personal qualities and work preferences, research different career paths. Use resources like career quizzes, job descriptions, and career tools to find options that match your strengths.

Learn More

For personalized career recommendations, try the WorkBC quizzes, which include the Work Value Quiz, Ability Quiz, and Work Preference Quiz: careerdiscoveryquizzes.workbc.ca

Get Experience and Explore

Sometimes, knowing if a career is the right fit for you can be hard without working in that role. Explore different careers through internships, part-time jobs, volunteering, or job shadowing. These experiences help you see if a job matches your interests and strengths.

Make it Personal

Career Options Scenarios

Now that you've learned about your personality and preferences, let's explore how they can help guide your career choices with some real-life situations.

In this activity, you will explore different career-related situations. Read each one and think about how you would respond. Based on the actions you think you would take, write down possible outcomes. If you need help check out the example answers at the end of the section.

Scenario 1

You prefer working alone but receive a job offer that requires teamwork. You're unsure if this fits your work style. What would you do? What do you think would happen?

Scenario 2

You know you are artistic and creative, but you're unsure which career path would suit you. What would you do? What do you think would happen?

Scenario 3

You know you want to become a teacher, but you're not sure what subjects or student age group you would most enjoy teaching. What would you do? What do you think would happen?

Career Options Scenarios Example Answers

Scenario 1

- **What you could do:** You think about the positive and negative aspects of the job. You decide to take the job and explore working in a team, even though it might not be your comfort zone. You view it as an opportunity to gain experience and develop new skills.
- **What might happen:** You learn to balance your preference for independent work with teamwork, and while challenging at first, the experience helps you improve your communication and collaboration skills.

Scenario 2

- **What you could do:** You decide to talk to a career advisor at your school or an employment service centre for guidance. You also take a career quiz to get more insight into potential fields. Additionally, you explore different creative roles by taking on volunteer work or part-time jobs to gain experience and see what your ideal job is.
- **What might happen:** By trying different creative roles, you gain a better understanding of what you enjoy and are good at, which helps you identify a career path that aligns with your strengths and passions.

Scenario 3

- **What you could do:** You start by reading job descriptions for teaching roles to understand the available options and what the required qualifications and skills are. You also research different types of teaching positions, such as elementary, high school, and special education, to see what fits your interests.
- **What might happen:** After reviewing job descriptions, you get a clearer idea of the opportunities that are available. You can now plan your education and training to meet the requirements for the teaching role you're interested in.

Section 3: Defining a Career Aspiration

Knowing what you want in your career can help you make better decisions and open more opportunities. Defining your career aspirations gives you a sense of purpose, helps you set goals, and allows you to adapt as your career path changes.

In this section, we'll cover:

- How to define your career aspirations.
- How your aspirations can change over time.
- How to set goals that help you stay on track.

By the end of this section, you'll have a better understanding of how to set goals and adjust to changes in your career.

Engage and Explore

Career Aspiration

A career aspiration is a goal or dream about the type of job or sector you want to work in. It could be a specific role, like becoming a nurse, or something more general, like working in healthcare. Understanding your career aspiration helps you focus on what you want and make choices that lead you in the right direction.

How to Choose a Career Aspiration

To figure out your career aspiration, think about your interests, strengths, and what's important to you. Here are some questions to guide you:

- 1. What do you enjoy?**

Think about activities or tasks that make you excited. For example, if you love helping others, careers in social work, teaching, or healthcare might be a good fit.

- 2. What are you good at?**

Focus on your strengths and talents. If you're great at problem-solving, maybe a role in engineering or IT would suit you.

- 3. What are you interested in?**

Do you want to help people, create things, or protect the environment? The kind of impact your job makes can help shape your career goals.

Exploring Career Aspirations

When thinking about your career, a clear idea of what you want is helpful. Your career aspiration is the job or sector you want to work in, but it can change as you gain more experience and learn new things.

For example, you may start out interested in marketing but later

realize you prefer graphic design. It's okay for your goals to change as you learn more about yourself.

Shaping Career Aspirations

To find the right career path, think about past jobs or volunteer work that made you feel proud or excited. Speaking to family and friends about what they like about their jobs can be helpful. You can also look at job postings online to see what kind of work might interest you (check out the Searching for Job Opportunities in the Employment Essentials module for more information). If you're unsure, trying internships, volunteering, or job shadowing in different sectors are good ways to explore what you enjoy.

Remember, career goals can change over time, and that's okay. Stay flexible and open to new opportunities as you go. Remember, career goals can change over time, and that's okay. Stay flexible and open to new opportunities as you go.

Make it Personal

Career Path Reflection

Now that you've explored career aspirations and how they shape your goals, start by thinking about your dream career, whether it's a specific job, like a nurse, or a broader field, like healthcare. Read the question and examples below, then write your answers below or in a notes app or another digital format that works for you.

This activity will help you understand your strengths and areas to improve, recognize opportunities to grow, and identify challenges you may need to overcome. By reflecting on these, you'll have a clearer idea of how to move forward in your career journey.

Strengths: What you're good at

What are your current skills, strengths or experiences that can help you succeed in your chosen work? *For example, "I'm good at problem-solving and have a degree in marketing."*



Weaknesses: What you need to improve

What skills or experiences do you want to improve or develop? *For example, "I want to improve my leadership skills to apply for a supervisor role."*

Opportunities: What can help you grow?

What opportunities like education, networking, or internships can help you grow? *For example, "I can take online courses in digital marketing and attend industry events."*

Challenges: What issues might hold you back?

What challenges, like outside factors or personal issues, could make reaching your goals harder? Thinking about your strengths and opportunities can help you navigate challenging situations. *For example, "The jobs market is competitive, and I feel unsure about leadership roles."*



Reflect and Connect

Great work! We've covered a lot in this module including:

- Understand how personal qualities like personality shape career choices.
- Identify career options that match your personal qualities and work preferences.
- Use resources to define your career aspirations.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

Which of your personal qualities (such as personality, strengths, values, interests, skills, and experience) do you see reflected in your career choices?

Do you prefer working alone or interacting with others? Do you like leading a team or supporting others? How does this influence your job choices?

**Do you like change and challenges, or do you prefer routine?
How might that guide your career path?**

What factors do you consider when deciding on a specific job or sector? How do you feel about the possibility of your goals changing in the future?



Module: Planning a Career Path

This module covers skills for creating a personal career plan, including exploring the skills or training needed to achieve career aspirations, and developing strategies to set short- and long-term goals.

Introduction

This module has three sections to help you build your understanding of employment navigation. You'll explore:

- Identifying the skills, experience, and training needed for your career.
- How to build the right skills to meet career requirements.
- Researching career options to choose the best path.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect employment navigation to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

Section 1: Exploring Career Requirements

Knowing exactly what's needed for your career allows you to focus on building the right skills. Researching different career options helps you find the best path for you. Understanding the requirements helps you take the right steps and stay on track.

In this section, we'll cover:

- Identifying the skills, experience, and training needed for your career.
- How to build the right skills to meet career requirements.
- Researching career options to choose the best path.

By the end of this section, you'll have a clear understanding of what's required for your career and how to work toward achieving it.

Engage and Explore

Researching Career Requirements

To begin, you need to figure out the exact job you want. Once you know the career path you're aiming for, you can look at the main things required for that job, like skills, training, and experience. Here's how you can find those requirements:

- **Look at job listings**

Start by checking job descriptions for the role you want. Read several listings to spot the common skills, qualifications, and any required education or certifications that come up regularly, as having these can help you stand out.

- **Talk to people doing similar work**

Reach out to people already doing the kind of work you are interested in. You can have quick chats (also known as informational interviews), attend networking events, or job shadow someone for a day to see what skills are important. Check out these resources for informational interviews and job shadowing.

- **Use online resources**

You can check out professional organizations in your field for helpful training or certifications. You can also use the Government of Canada Job Profiles search tool to learn about the skills and requirements for different jobs:

- jobbank.gc.ca/career-planning/search-job-profile

Explore Ways to Get Experience

There are many ways to gain the experience you need. Consider taking online courses, volunteering, getting an internship, or starting with an entry-level job. These steps can help you build the necessary qualifications for your dream job.

Skills for Success

Let's look at Skills for Success, which help you succeed in today's fast-changing world. These skills are useful for everyone, whether you're finding a job, taking on new responsibilities at work, changing careers, or growing personally.



1. Communication

Your ability to clearly give and receive information through talking, listening, or writing. For example, sharing ideas or listening to instructions.

2. Creativity and innovation

Your ability to think of new ideas and find better ways to do things. For example, coming up with a new solution for a work challenge.

3. Problem solving

Your ability to find solutions and make decisions when faced with challenges. For example, fixing a technical issue or solving a work problem.

4. Reading

Your ability to understand information in written form, like emails or reports. For example, reading and following instructions at work.

5. Digital skills

Your ability to use technology to manage information and solve problems. For example, using software to organize data or work tasks.

6. Collaboration

Your ability to work well with others and contribute to a team. For example, supporting teammates to finish a project.

7. Adaptability

Your ability to adjust when things change, stay focused, and keep moving forward. For example, adjusting plans to meet new deadlines.

8. Writing

Your ability to share information clearly through writing, whether in emails or reports. For example, writing a project update or filling out forms.

9. Numeracy

Your ability to understand and work with numbers in everyday tasks. For example, managing a budget or calculating expenses.

Learn More

Use Employment and Development Canada's Skills for Success tool to learn more about these skills:

- canada.ca/en/services/jobs/training/initiatives/skills-success/tools.html

Make it Personal

Career Requirements Plan

Exploring what's needed for the job you want will help you plan your next steps. Let's start by picking a job that interests you and find out what education, skills, and experience are required for that job. You can look at job listings, company websites, or ask people who do similar work. Write your answers on paper, in a notes app, or another digital format that works for you.

Once you've written down the requirements, you will know what is expected for that role. In the next section, you'll compare these

requirements with your qualifications to identify any gaps. For now, focus on how to gather the career requirements from different sources to get a full picture of what's needed.

Job title *(Write the job you're interested in)*

Education requirements *(List any degrees, certifications, or courses needed for this job)*

Skills needed *(Write the key skills required for the job, like communication, problem-solving, etc.)*

Experience required *(List the experience needed, such as years in the field, specific jobs, or tasks)*

Other qualifications *(Any other requirements, like technical skills or special certifications)*

Section 2: Mapping a Career Pathway

Mapping your career pathway is important because it helps you understand where you want your career to go and how to get there. By creating a plan and identifying skill gaps, you can focus on the steps needed to reach your goals.

In this section, you'll:

- Compare your skills, training, and experience with the requirements of your ideal job.
- Identify the gaps between what you can do now and what you need to learn.
- Create a plan to close these gaps and reach your career goals.

By the end of this section, you will have a better understanding of what skills you need to develop and a practical plan to achieve your career goals.

Engage and Explore

Checking Your Qualifications

Before you start planning your career, take a moment to assess your skills, experience, and education. You can see what areas need improvement by comparing what you have with what the job requires. Here's how to review each part:

- **Skills**

Think about the skills needed for the job. Are you good at communication, problem-solving, or using certain tools? Compare your current skills with what the job requires to see if there's anything you need to improve.

- *For example, if you want to become a project manager but need to learn how to use project management tools, you could take a course to build that skill.*

- **Experience**

Look at your work or volunteer experience. Do you have relevant experience for the job you're aiming for? Compare your experience with the job's requirements. If there's a gap, think about how you can gain experience.

- *For example, if you want to become a teacher but don't have classroom experience, volunteering as a teaching assistant or tutoring students could help.*

- **Education**

Check your qualifications, such as degrees or certificates. Does the job require specific education or training? Compare your qualifications with the job's educational requirements to see if you have what you need or where you could grow your skills.

- *For example, if you want to work in a skilled trade such as carpentry or auto mechanics, you may need your high school diploma to further your training.*

Ways to Close the Gaps

Now that you know what you have and what's missing, look at these helpful ways to close the gap and set yourself up for success:

- **Education and training**

Online and in-person courses can help you learn new skills. For example:

- Coursera - [coursera.org](https://www.coursera.org)
- edX - [edx.org](https://www.edx.org)
- LinkedIn Learning - learning.linkedin.com
 - *For example, if you want to work in digital marketing, you can take online courses to learn about search engine optimization (SEO), content marketing, and analytics.*

- **Experience**

Get practical experience by looking for internships, volunteer work, or starting in entry-level roles. Don't worry if your first jobs aren't directly related to your dream job. Every experience can teach you valuable skills.

- **Certifications**

Some careers need special certifications. Earning these can show employers that you have the knowledge required for the job and are dedicated to your work.

- *For example, if you're interested in IT, certifications like CompTIA A+ or Cisco Certified Network Associate (CCNA) can make you more attractive to employers.*

- **Portfolio building**

If you like to work in a creative field, having a portfolio of your work is important. It shows your skills and helps you stand out.

- *For example, a graphic designer can build a portfolio by including examples of their best work, which they can share on a personal website.*

- **Networking**

Connecting with people can help you learn about job opportunities and understand the skills needed for your career. Attend events, join groups, and connect with people to stay updated.

- *For example, joining a local business group can help you find job opportunities and access helpful career resources.*

Look for Support

Mapping a career pathway can feel overwhelming, but you don't have to do it alone. Looking for support from others can help you stay motivated and on track.

- **Mentors**

A mentor is someone with more experience who can advise and help you work through challenges. You can ask someone at your job or someone who you met at a networking event.

- **Employment service centres**

Many employment service centres offer free or low-cost support for job seekers. To find local services, try searching online by typing “employment services near me” or “career centres in [your area]” into a search engine.

- **Peers**

Peers are people on a similar career path to you. They can offer support and inspire you along the way. You can ask people at your work who have been there longer than you. Or you can ask your friends who are working in different jobs.

Make it Personal

Career Pathway Plan

Let’s create your Career Pathway Plan by comparing your current skills, experience, and education with the requirements for your desired job. This will help you identify any gaps and create steps to address them.

Use this plan to guide you as you set small, achievable actions to move closer to your dream job.

Instructions:

1. Choose the job you want.
2. Write down your current skills, experience, and education.

3. Find out the skills, experience, and education required for the job.
4. Use the table below to compare your current qualifications with the job requirements.
5. Identify what's missing and decide what actions you can take to address the gap.
6. You can write your answers below or in a notes app or another digital format that works for you.

Current skills and qualifications: <i>(Write your current skills and qualifications)</i>	Required skills and qualifications: <i>(Write the skills and qualifications needed for the job)</i>

What's missing:

(List any skills, qualifications, or experience that you need to work on)

Actions to close the gap:

(Once you've listed what's missing, write some actions you can take to close the gap)

Section 3: Identifying Career Goals

Setting clear and realistic career goals is important for staying focused and heading in the direction you want to go. It helps you stay on track, measure your progress, and guides your growth whether you are just starting out or growing in your career.

In this section, we'll cover:

- Why setting realistic career goals is important.
- How to break down your goals into manageable steps.
- How to create a goal plan to gain the skills and experience for your desired career.

By the end of this section, you'll have a better understanding of how to set clear, realistic goals and take the steps necessary to reach them.

Engage and Explore

Why Set Career Goals?

Setting career goals helps you stay focused and measure your progress. It provides direction, making it easier to prioritize what's important. Goals also give you something to celebrate as you accomplish each step in your career journey.

How to Set Realistic Goals

Setting clear, realistic, and measurable career goals is the first step toward reaching your dream career. These goals help you understand where you are and where you want to go. Here's how you can set meaningful goals:

- **Be specific**

Define exactly what you want to achieve. For example, instead of saying, "I want a job," say, "I want to become a graphic designer within the next year."

- **Make them measurable**

Ensure you can track your progress. For example, aim to complete a training program, gain work experience, or build a portfolio.

- **Keep them achievable**

Set challenging yet realistic goals based on your current situation and available resources. Avoid overly ambitious goals that can lead to discouragement.

- **Set a timeline**

Give your goals a deadline. Having a timeline helps you stay on track and motivated.

- **Stay flexible**

Things can change. It's okay to adjust your goals if new opportunities come up or if you face challenges.

Set Clear Career Goals

Now that you know where you're starting and where you want to go, it's time to set clear, specific, and realistic goals.

- **Short-term goals**

These are things you can accomplish in the next six months to a year. Examples include completing a relevant course, attending workshops, or gaining a certain level of experience.

- **Long-term goals**

These take three to five years or more to achieve. Examples include landing your first role in your desired career or becoming an expert in a specialized area of work.

Breaking Down Your Career Goals

Once you've set your career goals, it's time to break them into smaller, manageable steps. For example:

- If your goal is to complete a training program, you can identify smaller tasks such as researching programs, enrolling, and completing each module.
- If your goal is to gain work experience, you can identify smaller tasks such as updating your resume, applying for internships, and practicing for interviews.

Make it Personal

Goal Setting Worksheet

In the previous section, you learned how to identify the gaps between your current skills and your dream job. It's time to set specific, measurable, achievable, relevant, and time-bound goals to fill those gaps. This approach is called setting SMART goals.

Answer the reflective questions for each step and write down your goal plan. Feel free to write your answers below or in a notes app or another digital format that works for you. Use the examples provided to help shape your responses. Once you've completed the worksheet, keep your goal plan accessible to guide you as you work towards closing the gaps and getting closer to your dream job!

1. Identify a goal: Choose a specific career goal you want to reach.

- **Reflective question:** What is one clear and specific career goal you want to achieve?
- **Example:** *Become a graphic designer.*

2. Make it specific: Clearly define what you want to achieve.

- **Reflective question:** What exactly do you want to accomplish? What skills or tasks will you focus on?
- **Example:** *I want to learn Adobe Photoshop to become a graphic designer.*

3. Make it measurable: Set a way to track your progress.

- **Reflective question:** How will you know when you've made progress? What steps will you take to track your growth?
- **Example:** *Complete an online Adobe Photoshop course and design at least five graphics by the end of six months.*

4. Make it achievable: Ensure your goal is **possible** and **realistic** based on your current situation and available resources.

- **Reflective question:** Is this goal achievable for you? What resources will you need?
- **Example:** *I will spend three hours per week learning Photoshop and creating designs.*

5. Make it relevant: Make sure your goal fits with your career plans.

- **Reflective question:** Does this goal align with your long-term career goals? How will it help you get to your dream job?
- **Example:** *Learning Photoshop will help me land a graphic design job.*

6. Set a timeline: Set a time limit for your goal.

- **Reflective question:** When do you want to achieve this goal? What's a **realistic** timeframe?
- **Example:** *I will complete my portfolio and start applying for jobs by the end of the year.*



Reflect and Connect

Great work! We've covered a lot in this module including:

- Identify the skills, training, and experience needed for your ideal career.
- Create a personal career plan to meet the requirements for your chosen career.
- Set clear, achievable goals to help you gain the skills and experience you need.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

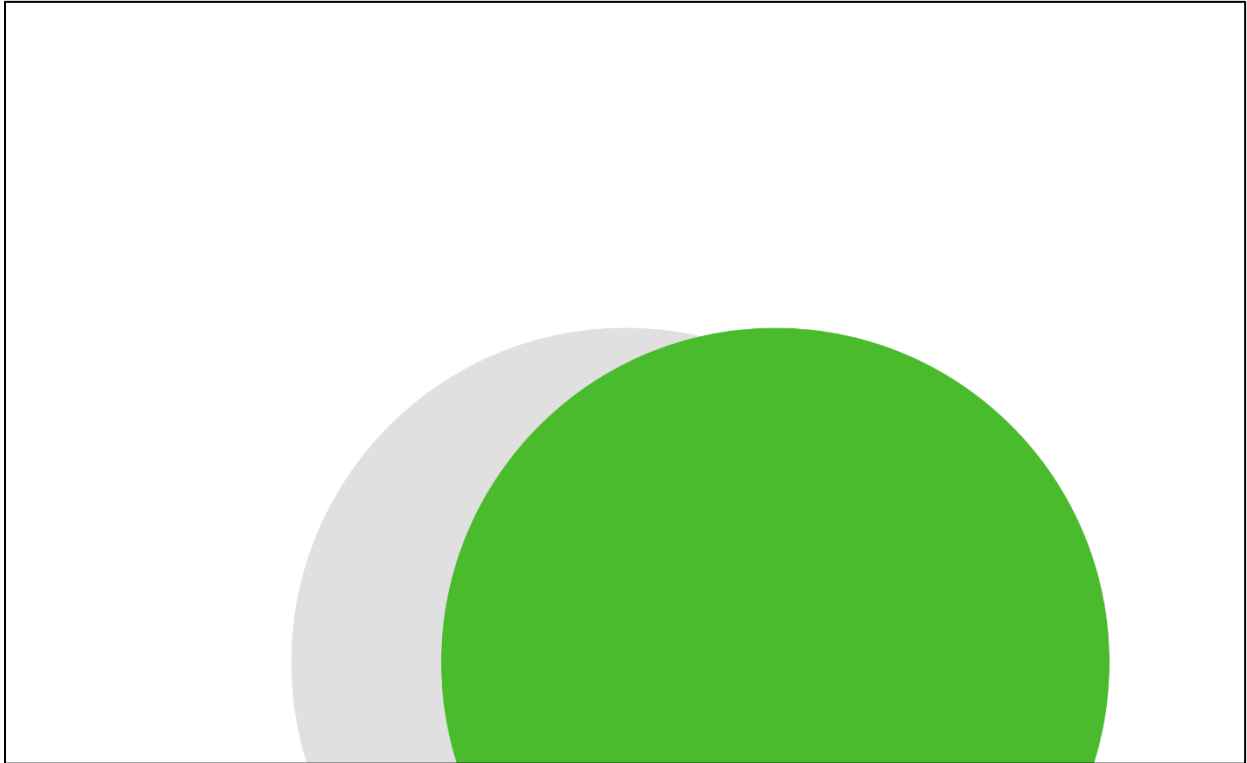
Happy reflecting!

What specific skills, training, or certifications do you need to achieve your desired career goal?

What are the key steps you need to take to close the gaps between the skills you have and the skills you need to move from your current position to your desired career?

What specific, measurable, achievable, relevant, and time-bound (SMART) goals can you set to work towards your desired career?

What challenges might you face and how can you overcome them?



Module: Navigating the Career Journey

This module covers how to work toward and achieve career aspirations, including strategies for staying motivated and committed to goals, adapting to challenges, reflecting on experiences, and reassessing or changing course when necessary.

Introduction

This module has three sections to help you build your understanding of employment navigation. You'll explore:

- How to stay motivated and keep your focus on your career goals.
- Strategies for organizing your time to stay on track with your career goals.
- Balancing your day-to-day responsibilities while working toward your future.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect employment navigation to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

Section 1: Working Toward Career Goals

Working toward your career goals is important, but it can be tough to stay focused, especially when life gets busy. Whether you're balancing school, work, or other responsibilities, learning to manage your time and stay motivated will help you reach your goals.

In this section, we'll cover:

- How to stay motivated and keep your focus on your career goals.
- Strategies for organizing your time to stay on track with your career goals.
- Balancing your day-to-day responsibilities while working toward your future.

By the end of this section, you'll have a better understanding of tools to help you stay committed to your career journey while balancing the other areas of your life.

Engage and Explore

Staying Motivated

Staying motivated is key to reaching your career goals, especially when challenges come up. Here are a few strategies to help you stay focused and committed to your path:

- **Keep your goals visible**

Write down your goals and keep them somewhere you'll see daily, like on your phone's lock screen or your desk. This way, you're constantly reminded of what you're working toward.

- **Celebrate small wins**

Progress is progress, no matter how small. Take time to celebrate all your achievements along the way, like submitting an application or learning a new skill. For example, treat yourself to something simple, like a favorite snack, or take a break to enjoy something you love after you reach a milestone.

- **Review your goals regularly**

It's important to check in with your goals often to see if you're on track or if you need to make changes. This helps keep you motivated and ensures your goals still match what you want. For example, set a reminder on your phone to review your goals every month. If you notice any progress, celebrate! If you need to adjust, that's okay too because goals can change as you learn, or new opportunities become available.

- **Find a supporter**

Share your career goals with a friend or mentor and ask them to check in on your progress. Having someone to talk to about your journey can keep you accountable and motivated. For example, if you're applying for jobs, ask a family member to check in with you regularly and encourage you to keep going.

Time Management and Prioritization

Balancing career development with your daily responsibilities can be tough, but good time management makes it possible. Learn more about managing your time effectively in the resource from Penn LPS and the helpful tips below:

- **Penn LPS**

<https://lpsonline.sas.upenn.edu/features/mastering-your-schedule-effective-time-management-strategies-success>

- **Prioritize tasks**

List tasks related to your career goals and rank them by importance. Focus on the most urgent or important ones first to keep you moving forward. For example, if you're balancing a job search with school or work, spend one hour a day to focus only on career-related tasks, like applying to jobs or updating your resume.

- **Use time blocking**

Schedule specific blocks of time for different tasks. For example, spend 9-10 a.m. updating your resume and 10-11 a.m. researching companies. Time-blocking helps you focus and prevents tasks from becoming overwhelming.

- **Start with the toughest task**

Sometimes, the hardest task is the one you're avoiding. Start your day by working on this task first. Once it's done, the rest of your day will feel easier and more productive. For example, if updating your resume feels overwhelming, begin with just

one section. After you've completed that, the other tasks will seem much simpler.

Balancing Life and Career

Achieving your career goals doesn't mean you should sacrifice other parts of your life. Maintaining balance is important for long-term success:

- **Set boundaries**

Decide when you'll work on career goals and when you'll take time for personal activities. This helps prevent burnout and keeps you feeling refreshed. For example, work on your goals in the morning, then relax or enjoy hobbies in the evening. This balance keeps you energized.

- **Take breaks when needed**

It's okay to take a break from work when you need it. Short breaks help you stay focused and avoid getting too tired. For example, after applying to jobs for an hour, take a 15-minute walk or watch a quick video to clear your mind before continuing.

Make it Personal

To-Do Checklist

Creating a to-do list will help you stay organized and focused on your career goals. It's a simple way to track your progress and make

sure you're moving forward. Breaking big tasks into smaller steps can make things feel less overwhelming, and checking off each one as you go will keep you motivated.

Create your checklist by writing the most important or difficult tasks first. And remember, after completing each task, take a break and celebrate your progress.

Below is an example of a to-do checklist. This is just a sample; your checklist will be unique to your goals and the steps needed to achieve them. Use this as a guide to create your own personalized checklist.

Research your desired career:

- ☐ Learn about the skills and qualifications required.
- ☐ Explore potential job opportunities.

Identify the skills you need:

- ☐ List any gaps between your current skills and the skills needed for your dream job.
- ☐ Research training programs or courses to close those gaps.

Update your resume:

- ☐ Add recent experiences and skills.
- ☐ Tailor your resume to highlight your career goal.

Set up a portfolio (if needed):

- ☐ Gather samples of your work or create new projects that demonstrate your skills.
- ☐ Organize your portfolio in an easily accessible format.

Network:

- ☐ Connect with professionals in your type of work through LinkedIn or industry events.
- ☐ Reach out to a mentor for advice.

Apply for relevant jobs or internships:

- ☐ Search for job listings related to your career goal.
- ☐ Submit applications for positions that match your skills and interests.

Prepare for interviews:

- ☐ Practice common interview questions.
- ☐ Research the companies you've applied to and be ready to discuss why you're a good fit.

Continue learning and developing your skills:

- ☐ Complete any courses or certifications you've identified.
- ☐ Set aside time each week to improve specific skills.

Review your progress:

- ☐ Reflect on your progress every month.
- ☐ Adjust your to-do list as needed to stay on track.

Celebrate your successes:

- ☐ Acknowledge your achievements, no matter how small.
- ☐ Take time to relax and reward yourself after completing big tasks.

Section 2: Overcoming Career Path Obstacles

Working toward your career goals can be tough, especially when facing challenges like job rejections or work stress. It's important to stay flexible, have a growth mindset, and practice self-compassion when things don't go as planned.

In this section, we'll cover:

- Understanding common challenges and how to stay resilient.
- Adopting a growth mindset to view challenges as opportunities to learn.
- How to be kind to yourself during tough times and build self-compassion.
- Problem-solving strategies to overcome problems and find new paths.

By the end of this section, you'll have a better understanding of how to handle challenges with a positive attitude and keep moving toward your career goals.

Engage and Explore

Understanding Career Challenges

Working toward your career goals can be tough, and you might face some problems along the way.

Some common challenges include:

- **Job rejections**

It's disappointing to be turned down for a job, but it happens to everyone. Don't take it personally. Use it as a chance to learn and improve.

- **Work stress**

Balancing school, work, or other responsibilities can be overwhelming. Try making a schedule to manage your tasks and take breaks when needed.

- **Uncertainty**

Sometimes, you might not know what the next step in your career should be, and that's fine. Take time to explore different options and your path will become clearer as you go along.

Stay strong and flexible

Resilience helps you bounce back after challenges and being flexible means you can adapt to situations when things don't go as planned.

Developing a Growth Mindset

A growth mindset¹ is the belief that you can improve through effort and learning. It helps you see challenges as opportunities to grow. Unlike a fixed mindset, which believes abilities can't change, a growth mindset encourages you to develop your abilities with practice.

How to Build a Positive Mindset

1. Focus on your **effort**, not just the **results**.
2. See challenges as **opportunities** to get better. What new skills will you learn?
3. **Learn** from mistakes instead of seeing them as **failures**. What would you do differently next time?
4. Don't worry about what others think. Focus on your own progress, not comparing yourself to others.

Being Kind to Yourself

Sometimes, things don't go as planned, and it's easy to be hard on yourself. Treating yourself with kindness is important to stay positive and keep moving forward. You'll recover faster and stay confident if you are kind to yourself.

Here are some simple ways to practice self-kindness:

- **Be gentle with yourself**

¹ The concept of “growth mindset” was introduced by Carol Dweck. 2006. *Mindset: The New Psychology of Success*. New York. Random House.

Avoid being too hard on yourself and don't criticize yourself too much. Treat yourself like you would a friend going through a tough time.

- **Move forward**

It's okay to feel upset, but don't stay stuck in those feelings. Notice them and keep moving forward.

- **Encourage yourself**

Tell yourself something positive, like "I can handle challenges" or "I'm doing my best."

- **Write it down**

Journal about your feelings and focus on the good things you've done, even if they seem small.

Simple Steps for Solving Problems

When you face challenges, it helps to know how to solve problems and find new solutions. Here's an easy way to approach it:

- **Identify the problem**

Understand what's wrong. For example, you might feel unhappy in your current job.

- **Think of solutions**

What are your options? You could ask for new tasks at work, take a course, or start looking for a new job.

- **Take action**

Choose a solution and start with small steps. Even small efforts can make a big difference over time.

- **Evaluate**

After trying something, check if it worked. If it didn't, think of another solution to try.

- **Be open to change**

If things aren't improving, exploring new options and trying a different approach is okay. Stay flexible and adjust your plan as needed.

Get support when needed

Don't hesitate to ask for help. A mentor, friend, or colleague can offer advice and give you a fresh perspective.

Make it Personal

Growth Mindset Practice

Now that you've learned about different ways to overcome career challenges, let's put your growth mindset into practice!

Below, you'll find several statements. Your task is to drag and drop each statement into the correct category: **fixed mindset** (believing

that your abilities are fixed and can't change) or **growth mindset** (believing you can improve through effort and learning).

Remember, practicing a growth mindset can help you face challenges confidently and keep learning, no matter what!

Instructions: Read the eight statements below. Decide whether each one is an example of fixed mindset or growth mindset and write each statement in the correct box. *The answers are at the end of this module.*

1. "I'm just not good at this, so I give up."
2. "I can't do this yet, but I'll keep trying."
3. "Mistakes help me learn and grow."
4. "I avoid things that require effort."
5. "Mistakes are bad, so I avoid them."
6. "With practice, I'll get better at this."
7. "I already know it all."
8. "I can learn new things and improve."

Fixed mindset	Growth mindset

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Section 3: Reassessing and Adjusting Career Plans

Your career journey may need changes as you go. Whether you're reaching your goals or facing unexpected challenges, it's important to regularly check in on your career plans to stay on track and make any necessary adjustments.

In this section, we'll cover:

- How to review your career goals and see how far you've come.
- Celebrating your successes and recognizing your growth.
- Knowing when and why you might need to change your goals.
- Simple steps to review and update your career plans.

By the end of this section, you'll have a better understanding of how you can reflect on your career, make any needed changes, and keep moving forward with a clear plan.

Engage and Explore

Regular Reflection on Career Progress

Taking time to think about your career goals is important for staying on track and adjusting when needed. Regular check-ins with

yourself or a mentor help you see how far you've come. You can also adjust any plans to keep moving forward.

How to set up reflection points

Set up regular times to review your career, such as once a month or every three months. This can be by yourself or with a mentor, friend, or family member. These check-ins are a chance to reflect on your progress and make sure you're still moving toward what you want.

For example, if your goal is to land a management role within two years, you might check in monthly to review what skills you're developing, how your responsibilities are growing, and if you need to update your plan.

Questions to ask yourself during check-ins:

- Am I moving closer to my career goals?
- Have I learned new skills or gained new experiences?
- Do I still feel excited about my career path?
- Have my interests or priorities changed recently?

Celebrating Wins

Recognizing your achievements, big or small, keeps you motivated. It helps you see your progress and gives you the energy to keep going.

Celebrating reminds you that your hard work is paying off and encourages you to keep moving forward.

Ways to celebrate:

- Treat yourself to something enjoyable, like a nice meal or time to relax during the evening or weekend.
- Share your success with a friend or mentor.
- Reward yourself with something that supports your growth, like a new book or a workshop.

When to Adjust Your Career Plan?

Sometimes, your goals or interests change, or you face challenges. Here are some signs that it's time to update your plan:

- You no longer feel excited or motivated by your current goals.
- Your personal values or interests have changed.
- You're facing new life circumstances that affect your career path, such as moving, family changes, or new responsibilities.
- You've achieved a goal and are ready for the next challenge.

How to Adjust Your Career Plan

Adjusting your career plan is important when your goals, interests, or circumstances change. Here's how to update your plan to stay on track:

- **Review your interests or values**
Ask yourself what has changed and how it affects your long-term goals.
- **Explore new opportunities**

Think about how you can change your career to match your current interests or situation.

- **Set new, realistic goals**

Break down your updated goals into smaller, achievable steps that reflect your current situation.

Making Smart Changes

Changing your career plan doesn't mean giving up on your long-term goals. It's about staying flexible and focused on what's important to you.

It's important to be open to change but not give up when things get tough. Sometimes, a small tweak to your plan is all you need, but other times, bigger changes may be necessary.

Examples of adjustments:

- **Minor adjustment:** Taking a new course or learning a new skill to stay competitive in your line of work.
- **Major adjustment:** Changing your career path or moving to a different industry.

Remember:

It's okay to change your goals or let go of some if they no longer match your values or interests.

Your career path is not fixed and adjusting it as needed is normal.

Make it Personal

Personal Reflection Journal

As you've learned, regularly reflecting on your career goals is a valuable habit that keeps you focused, motivated, and connected to what matters most in your career.

Let's begin creating your Personal Reflection Journal. The goal is to regularly check in with yourself and track your progress over time. You can answer these questions at a frequency that works best for you. That could be weekly, monthly, or every few months.

Writing down your reflections regularly will help you stay connected to your goals and make it easier to adjust your plan when needed.

You can write your answers below or in a notes app or another digital format that works for you. Use the questions below to guide your reflection:

What new skills have I learned recently?

Reflect on any courses, workshops, or experiences that have helped you grow professionally.

How do I feel about my career path right now?

Are you feeling motivated and excited, or do you need to make changes to stay aligned with your interests?

What is one success I can celebrate this month?

It can be something small or big. Celebrating progress boosts motivation and helps you see the results of your hard work.

Am I still moving toward my long-term career goals?

Are you on track with the milestones you've set for yourself? Do you need to update your goals or set new ones?

What challenges have I faced recently, and how did I overcome them?

Recognizing challenges helps you learn from them and find new ways to overcome them in the future.

Do my career goals still align with my current values and interests?

Our values and priorities can shift over time. It's important to check in and make sure your goals still reflect what truly matters to you.

What's one thing I can do next to continue progressing?

Identify a small action you can take to keep moving toward your goals, such as learning a new skill, networking, or applying for new opportunities.

What have I learned about myself in the past month (or since my last reflection)?

Take time to reflect on your growth in terms of skills and how you've developed as a person and professional.

What changes do I need to make to my career plan?

If something isn't working or your priorities have changed, this is the time to update your plan. Reflect on what you need to change to stay on track.

Reflect and Connect

Great work! We've covered a lot in this module including:

- Learn ways to stay motivated while working toward your career goals.
- Develop strategies to help you stay on track and overcome challenges.

- Understand how to assess your career progress and decide if you need to make changes.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

What habits or strategies help you stay focused on your long-term goals? How can you keep your career goals visible in your daily routines?

How do you show kindness to yourself when things don't go the way you planned in your career? What did you learn from a past mistake or challenge?

How often do you review your career goals to assess your progress? What achievements have you made recently that you can celebrate?

Growth Mindset Practice Answers

Fixed mindset

“I’m just not good at this, so I give up.”

“I avoid things that require effort.”

“Mistakes are bad, so I avoid them.”

“I already know it all.”

Growth mindset

“I can’t do this yet, but I’ll keep trying.”

“Mistakes help me learn and grow.”

“With practice, I’ll get better at this.”

“I can learn new things and improve.”



Module: Fostering Career Growth

This module covers professional development, including building a network, developing skills for career growth, and engaging in continuous learning opportunities.

Introduction

This module has three sections to help you build your understanding of employment navigation. You'll explore:

- How to build and maintain a strong professional network.
- How to prepare for and make the most of a coffee chat.
- How to keep a positive and professional online presence.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect employment navigation to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

Section 1: Building a Professional Network

Building a professional network takes time and effort. Whether you're just starting or already have some connections, it's important to keep working on strengthening and growing your network. This is one way to stay connected to new opportunities and build relationships that support your career.

In this section, we'll cover:

- How to build and maintain a strong professional network.
- How to prepare for and make the most of a coffee chat.
- How to keep a positive and professional online presence.

By the end of this section, you'll have a better understanding of how to build strong connections in your type of work and use them to grow your career. You'll be ready to start applying these strategies to strengthen your network.

Engage and Explore

Networking: Online and In Person

Networking online and in person is important for building strong professional relationships. Using both methods can help you grow a diverse and supportive network. Let's explore each approach:

Online networking

Online platforms give you access to professionals from all over the world. There are popular tools for connecting with people in your area of work, staying updated on trends, and sharing insights, including:

- LinkedIn - [linkedin.com](https://www.linkedin.com)
- X (formally known as Twitter) - [x.com](https://www.x.com)
- Facebook - [facebook.com](https://www.facebook.com)

Here are some tips to help you make the most of these platforms safely:

- Update your LinkedIn profile with your skills, experience, and career goals.
- Don't wait for others to connect. Reach out, comment on posts, and share your ideas. Remember to keep your comments professional.
- Follow people or companies who do similar types of work. By engaging with their content and discussions a wider audience will see your profile.
- Be mindful of what personal information you share – such as your location or financial information. If you wouldn't share a piece of information with someone you just met in person, don't share it online.

In-person networking

In-person networking helps you build connections by joining professional groups or attending events like conferences, trade shows, or job fairs to meet experts and recruiters. Before attending,

research the speakers or companies and prepare a few questions to help start conversations.

Here are a few tips to help you find in-person networking events:

- Look online for events on websites like:
 - Eventbrite - [eventbrite.ca](https://www.eventbrite.ca)
 - Meetup - [meetup.com](https://www.meetup.com)
 - Facebook events - [facebook.com/events](https://www.facebook.com/events)
- Universities often host networking events for alumni and students.
- Industry organizations offer conferences and seminars to connect with like-minded people.
- Be safe in your interactions. If you are meeting an individual or smaller group for the first time, arrange to meet them in a public place and be sure to let someone in your life know your plans.

The Power of a Coffee Chat

A coffee chat is a casual one-on-one conversation that can take place in person or online. It doesn't even have to involve actual coffee!

These informal meetings are a simple and effective way to network and build strong connections. Here's how you can prepare for and make the most of them:

What	How
Prepare questions	Before your coffee chat, consider what you want to learn from the conversation. This could include asking about the person's career path, advice for someone starting out in the industry, or their thoughts on the future of this area of work. For example, you might ask "How did you get started in this career?" or "What skills do you think are most important in this industry?"
Start with small talk	Begin the conversation with small talk to break the ice. Ask how their day is going or comment on your shared interests. This makes the chat more comfortable and helps you make connections.
Be polite and respect their time	Remember that the person you're speaking to is taking time out of their day to meet with you. Respect their time by being punctual and keeping the conversation on track. If you set a time limit for the chat, try to follow it, and avoid staying longer than planned.
Send a thank-you	After the coffee chat, send a thank-you note or email to show appreciation for their time and

**note and
follow up**

insights. In your thank-you message, mention something specific you enjoyed or found helpful from the conversation. This personal touch shows you valued the meeting and helps strengthen the connection.

Make it Personal

Networking Online with LinkedIn

LinkedIn is a website where professionals connect, share ideas, and grow their careers. Networking online is an important part of growing your professional network. Whether you're just starting or already have a LinkedIn profile, this guide will help you take action and start expanding your network.

If you don't have a LinkedIn profile, you can create one by following these guides on setting up and updating your LinkedIn profile:

- [linkedin.com/learning/learning-linkedin-19899255/set-up-a-new-linkedin-account](https://www.linkedin.com/learning/learning-linkedin-19899255/set-up-a-new-linkedin-account)
- [linkedin.com/help/linkedin/answer/a554351](https://www.linkedin.com/help/linkedin/answer/a554351)

Once your profile is ready, use the following steps to find and connect with the right people.

Step 1: Find and connect with people

Start by finding professionals who match your career goals.

- **Search for people:** Use LinkedIn's search bar to find people with jobs that interest you. You can filter by location, companies, or job titles. Look for people who share your interests or work at companies you admire.
- **Use keywords and hashtags:** Search with industry-specific keywords or hashtags, such as "graphic design" or #marketing to find relevant connections.

Step 2: Send a personal connection request

Always **personalize** your message when sending a connection request. This shows you're genuinely interested. Here's a sample message:

"Hi [Name], I came across your profile and noticed that we share an interest in [mention a topic or industry]. I'd love to connect and learn more about your work at [Company Name]. Looking forward to connecting!"

A good connection request should:

- **Be personal:** Mention something specific about their work.
- **Be relevant:** Explain why you want to connect, such as shared interests or similar career goals.
- **Be professional:** Keep the tone respectful and polite.

Step 3: Follow up after they accept

Once they accept, follow up to start a conversation, thanking them for accepting your connection and mention something specific that caught your attention about their profile or career. Here's a sample follow-up message:

"Hi [Name], thank you for accepting my connection request! I've been following your work at [Company] and would love to ask you a few questions about [topic]. Would you be open to a quick virtual coffee chat sometime soon?"

Keep your message clear and simple. Say why you want to talk, like learning about their work, getting career advice, or discussing a shared interest. Be polite and make your request easy to understand.

Step 4: Keep in touch

Stay engaged after your initial conversation:

- **Engage with their posts:** Like or comment on their updates to stay on their mind.
- **Share resources:** If you find something useful for them, send a quick message to share it.
- **Check in:** Every now and then, send a brief message to see how they're doing or share something new.

Section 2: Pursuing Career Development

Career development is all about taking steps to grow in your career. Whether you're looking for a promotion, raise, or new responsibilities, it's important to look for ways to improve. A great way to show your growth is by building a strong professional portfolio that highlights your work and achievements.

In this section, we'll cover:

- How to take on new responsibilities to advance your career.
- How to ask for promotions or raises with confidence.
- How to create and maintain a professional portfolio of your work.

By the end of this section, you'll have a better understanding of tools to take charge and move forward in your career with confidence.

Engage and Explore

Take On New Responsibilities

One of the best ways to develop in your career is by volunteering to take on new tasks at work. This shows initiative and can help you build new skills that will make you more valuable to your team and employer. Here's how to get started:

- **Find where help is needed**

Pay attention to your workplace and find areas where you can offer more help or make a difference.

- **Offer to help with projects**

Volunteer to assist with tasks that aren't part of your usual job. For example, if your team is working on a big project, you could help organize tasks, do research, or assist with reports. Be sure to check in with your manager before taking on new work so you can balance new tasks with your current work responsibilities.

- **Try new things**

Don't be afraid to take on tasks that help you learn something new, like using new software, presenting in meetings, or managing a small team.

Aim for a Promotion

Asking for a promotion is an important part of career growth, but it requires careful preparation. You need to demonstrate that you're ready for the next step by showcasing your skills and accomplishments. Here are some steps to take:

- **Track your accomplishments**

Document your contributions to the team and company. This could be meeting or exceeding targets, saving the company money, or solving problems that improve efficiency.

- **Talk to your manager**

Regularly communicate with your supervisor about your career goals. Ask what skills or experiences you need to develop to be considered for a promotion.

- **Prepare a case for promotion**

When the time comes to ask for a promotion, present a strong case. Highlight your achievements, how you've taken on new responsibilities, and how you've added value to the team.

Ask for Raises

Discussing a raise is another key part of career development. It's important to ask for raises at the right time and with the right preparation. Here's how to approach it:

- **Research salary trends**

Find out the average salary for your role in your industry and location. This will help you understand what a fair raise would look like. You can find this kind of information online, or by asking friends, family, or mentors who work in a similar field.

- **Timing matters**

Try to ask for a raise during performance reviews or after you've successfully completed a major project. Some companies will have policies for the timing and frequency of raises so you can look into that as well.

- **Highlight your value**

When you ask for a raise, focus on the value you've brought to the company. Emphasize your achievements and any new skills or responsibilities you've taken on.

Create a Professional Portfolio

A portfolio is a collection of your work that highlights your skills, experience, and achievements. Unlike a resume, which provides a summary of your qualifications and work history, a portfolio offers a more in-depth look at specific examples of your work. It's a great tool for pursuing career development, especially when applying for new roles or asking for promotions.

What to include in a portfolio

- **Completed projects:** Add important projects you've worked on, describing your role and the results.
- **Achievements:** Highlight things you're proud of, like awards, certifications, or major successes.
- **Skills:** List the skills you've developed, from technical abilities (like software knowledge) to soft skills (like leadership or teamwork).

How to build your portfolio

- **Keep it updated:** Regularly add new projects and achievements to your portfolio.

- **Make it digital:** Create an online portfolio that you can easily share with employers or clients.
- **Customize it:** Adjust your portfolio to match the job or promotion you're aiming for. Focus on the skills and projects that are most relevant to the opportunity.

Career development is about improving yourself. Take on new challenges, aim for promotions, ask for raises, and keep your portfolio updated. Taking these steps will help you be ready for new opportunities!

Make it Personal

Create Your Professional Portfolio

Step 1: Choose Your Portfolio Format

Decide whether to create a physical portfolio (like a binder) or a digital one (using tools like Google Drive, a website, or a PDF). Digital portfolios are easier to share and update. You can use templates to help you organize and showcase your work professionally from sites like:

- Canva - canva.com/search?q=portfolio%20template
- Adobe - adobe.com/express/create/online-portfolio
- Wix - wix.com/website/templates/html/portfolio-cv/portfolios

Step 2: Gather Your Work

Collect your work and achievements, including:

- **Completed projects:** Include any projects you've worked on at work, school, or in volunteer positions. Describe your role and the results of the project.
- **Achievements:** List awards, certifications, successful projects, or positive feedback.
- **Skills:** Include technical and soft skills with examples of how you've used them.

Step 3: Organize Your Portfolio

Depending on your role, organize the content into clear sections, such as:

- **Introduction/about me:** A short description of who you are, your career goals, and what you're passionate about.
- **Work samples/projects:** Include screenshots of your work, a brief description of the project and clearly explain what your role was and what tasks you did.
- **Skills:** List your skills and how they've helped you succeed.
- **Achievements:** Highlight key accomplishments, awards, or certifications.

Step 4: Make It Visually Appealing

If you are creating a digital portfolio, use a clean and professional layout with clear headings, easy-to-read fonts, and consistent

formatting. If you're creating a physical portfolio, use dividers and labels to keep everything organized.

Step 5: Update Regularly

Your portfolio is something that you can develop over time. As you take on new projects or achieve new milestones, add them to your portfolio. Regular updates will keep it ready for any career opportunities.

Section 3: Committing to Continuous Learning

Staying on top of your career means always learning and improving. No matter how much you already know, there's always something new to learn that can help you grow. By focusing on continuous learning, you can stay ready for new challenges and opportunities.

In this section, we'll cover:

- How to keep learning and stay up to date in your type of work.
- Where to find training and certifications to boost your skills.
- How having a mentor can help you grow in your career.

By the end of this section, you'll have the tools to keep learning and moving forward in your career. Let's get started!

Engage and Explore

Keep Learning for Your Career

In today's fast-paced world, staying up to date with information is important for career growth. The more you learn, the more prepared you'll be for new opportunities. Here's how to keep growing in your career:

1. Stay updated in your line of work

Industries change quickly, so it's important to keep up with the latest trends and skills to remain competitive and ready for new challenges. Here's how to do it:

- **Read industry news**

Follow blogs, websites, and social media that relates to the type of work you do or are interested in. For example:

- TechCrunch - techcrunch.com
- Wired - wired.com

- **Join professional groups**

Connect with others online or in person to share knowledge and learn. Industry-specific forums and LinkedIn Groups can be great places to start.

- linkedin.com/groups

- **Attend webinars and conferences**

These events are a great way to hear from experts, learn new skills, get inspired, and connect with other professionals.

2. Find training and learning opportunities

Training programs and courses help you build the skills to improve your career. You don't need to go back to school in the traditional sense. There are many online and community-based learning options, such as:

- **Online courses**

Different platforms offer a variety of online courses, from leadership to coding, many of which are free or low-cost. For example:

- Coursera - coursera.org
- Udemy - udemy.com
- LinkedIn Learning - learning.linkedin.com

- **Workshops and boot camps**

Short, intensive, hands-on experience programs can help you learn new skills quickly. **For example**, if you want to learn about project management, look for workshops in your area or online.

- **Employer resources**

If you're working, check if your company offers training programs or tuition support. Many employers invest in their employees' growth by providing these opportunities.

3. Get certifications to improve your skills

Certifications show employers that you've put in the time and effort to become an expert in certain areas. It can make you stand out and increase your chances of promotion. Here's how to get one:

- **Well-known certifications**

Some jobs have popular certifications that are highly valued, like getting a FOODSAFE certification to work in a restaurant or a PMP (Project Management Professional) certification for project managers.

- **Skill-based certifications**

Certifications help show your expertise in a specific skill or tool, often related to software or technology. **For example**, certifications in Microsoft Excel, Google Analytics, or data analysis can prove your abilities.

- **Affordable certifications**

Some certifications are free, while others might cost a bit more. Check out your industry's professional association or websites like these for affordable options:

- edX - edx.org
- Coursera - coursera.org

4. Find a mentor

Mentors are people who have more experience in the types of work you are interested in who can offer advice and help you grow faster by sharing their knowledge.

How to find a mentor:

- Look for someone with the skills and experiences you want, like a coworker, manager, or someone you meet at events.
- Reach out and ask for advice. Mentors usually appreciate someone eager to learn.
- Be open to their feedback. It will help you improve and progress through your career.
- Once you make a connection with a mentor, it's a good idea to talk about their availability and communication preferences (such as do they prefer email or a phone call) to make sure you both have the same expectations for how often you will connect.

Keep learning to grow in your career. Whether it's through courses, certifications, or finding a mentor, every new skill you learn helps you advance. Make learning part of your career plan and always look for ways to improve!

Take Action for Your Career Growth

You've learned how important continuous learning is for your career. Now it's time to take action! Pick one of the ideas below and complete the action behind it. Then, write down your response and set a deadline to complete the action. Don't wait. You can start today to make steady progress toward your career goals. Every small step adds up to big growth!

1. Find an online course

Look for an online course to grow your career. It could be about a new skill, tool, or leadership. Write down the course name and set a deadline for when you want to complete it.

2. Explore a workshop or conference

Find a workshop or conference (online or in person) related to your type of work that could help you learn new things and grow your network. Write down the event name and the date you plan to attend.

3. Stay updated with industry trends

Stay updated in your area of work by reading an article or subscribing to your industry newsletter. Write down the article or newsletter you plan to read, and when you'll get started.

4. Identify a mentor

Find someone who could be a mentor and guide you in your career. It could be a colleague, boss, or industry professional. Write down their name and when you'll reach out to them.

Make it Personal

Take Action for Your Career Growth

You've learned how important continuous learning is for your career. Now it's time to take action! Pick one of the ideas below and complete the action behind it. Then, write down your response and set a deadline to complete the action. Don't wait. You can start today to make steady progress toward your career goals. Every small step adds up to big growth!

Step	Heading
Find an online course	Look for an online course to grow your career. It could be about a new skill, tool, or leadership. Write down the course name and set a deadline for when you want to complete it.
Explore a workshop or conference	Find a workshop or conference (online or in person) related to your type of work that could help you learn new things and grow your network. Write down the event name and the date you plan to attend.

Stay updated with industry trends	<p>Stay updated in your area of work by reading an article or subscribing to your industry newsletter. Write down the article or newsletter you plan to read, and when you'll get started.</p>
Identify a mentor	<p>Find someone who could be a mentor and guide you in your career. It could be a colleague, boss, or industry professional. Write down their name and when you'll reach out to them.</p>

Reflect and Connect

Great work! We've covered a lot in this module including:

- Learning how to build and keep a strong professional network.
- Understanding how to find career growth opportunities like promotions or raises.
- Know how to stay up to date in your area of work and keep learning.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

What professional groups or online platforms could you join to expand your network? Do you feel more comfortable networking in person or online?

What achievements would you include in a professional portfolio or conversation about a potential raise or promotion to highlight your work? How does that work show you are ready for a new challenge?

**What learning opportunities could help you reach your goals?
Where will you look for them?**

**Who could you approach for mentorship to help guide your
career growth?**

Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **canworkbc.ca**.

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