

Chapter 5

Making a Career Plan

You Already Know...

- learning about careers helps you narrow your options
- there is a lot of information about jobs and careers
- you should research several careers before making a choice
- you can change your job and your career

You Will Learn...

- why it is important to make a career decision
- the four steps to making a career decision
- how to create a personal career profile and a career evaluation
- why you need a career plan
- the difference between short-term, medium-term, and long-term goals

Personal Career Portfolio Preview

For your portfolio, you will make a career plan. As you read, think about your career goal and how you will reach it.





Before You Read

Draw From Your Own Background Think about the last time you made an important decision. Describe how you made that decision. Explain whether you are happy with your decision.

Section 5.1

Making a Career Decision

Ready, Set, Read

Key Terms

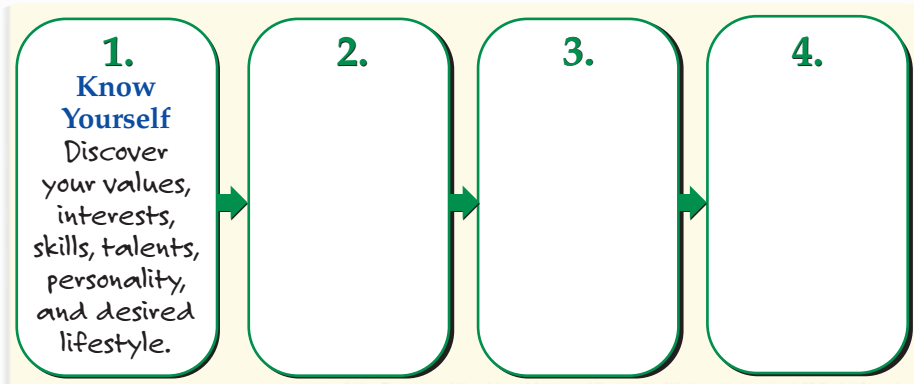
decision
tentative
decision-making
process
personal career
profile
career
evaluation

Main Idea

It is important to make a tentative career decision. The career decision-making process has four steps.

Thought Organizer

Draw the chart below. As you read, fill in the four steps in the decision-making process.



Create Opportunities With a Career Decision

Your career will be a big part of your life. It will affect your whole lifestyle.

Do not leave your career to chance. Start planning right now by making a career decision. A **decision** is a choice among several options.

Many people never take the time to make a career decision. Instead, they fall into careers by chance. They work for years at jobs they do not really like. They wait for opportunities that never come. If you plan, you can make your own opportunities!

decision ■ A choice among several options.

Your Career Decision Is Tentative

Choosing a career can be difficult. You may think you are not ready to decide. You may be afraid of making the wrong decision.

Do not worry. The career decision you make now is tentative. **Tentative** means flexible and not final. You can change a tentative decision later. You can make a new decision if you are not happy with your decision.

tentative ■ Flexible and not final.

Experience Is the Best Teacher How do you know whether you have made the right career decision? You know through your experiences. You learn that there are some things you like. You learn that there are some things you do not like. You get to know yourself better through experience.

What if you change your career decision later? Have you wasted your time? No. Every job teaches you valuable things. You learn skills that will help you in another job.

While You Read

Question How will you know if you have made the right career decision?



Every Job Builds Skills

You learn something at every job. You build skills that you can use at your next job. **What skills would you learn at this job?**

Study Tip

Two things are important when you write. The first thing is content, or what you say. The second thing is style, or how you say it. Make sure you know exactly what you want to say. Then use a simple, direct style.

People Change Jobs, Occupations, and Careers

Changing careers is more common today than it used to be. In the past, workers often had the same job for many years. Today, most people change jobs and careers. The average person changes jobs eight times between age 18 and age 34.

Many people change occupations also. A teacher might become an administrator. A farmer might become a businessperson.

Imagine that you are a cook in a restaurant. After a few years you want to try something new. You do research on your career options. You make a new decision. Perhaps you become a magazine writer. Perhaps you become a nurse in a hospital.

Real-World Connection



Getting the Job You Want

You found a job that would be a perfect fit for you. Now you have to convince the employer to hire you. It is up to you to show the employer that you have the skills he or she wants in an employee.

Look at all your experiences. Think about how your experiences have prepared you for this new job. Make a list of skills you can use to succeed in the new job. You may have learned these skills at school, at work, or at a volunteer job. Be confident about your skills and personal qualities.

Take the Next Step Think of a job that you would like to do. Write a short script describing the skills that you could use in that job. Have a practice interview with an adult. Have the adult ask you why you are right for this job.

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 5 *Real-World Connection*.



The Career Decision-Making Process Has Four Steps

You make a good career decision by following a decision-making process. A **decision-making process** is a series of steps that you take to make a good decision. The decision-making process helps you stay focused. It helps you make a good decision.

The career decision-making process has four steps:

1. Know yourself.
2. Explore.
3. Evaluate.
4. Decide.

decision-making process ■

A series of steps that you take to make a good decision.

Figure 5.1 shows these four steps.

Figure 5.1

The Career Decision-Making Process

1.
Know
Yourself

Discover your values, interests, skills, talents, personality, and desired lifestyle.

2.
Explore

Research the careers and occupations that interest you.

3.
Evaluate

List the plusses and minuses of the careers and occupations that interest you.

4.
Decide

Choose the career or occupation that matches you best.

Four Steps The decision-making process helps you organize your thoughts. **Why is it a good idea to understand yourself before you research careers?**

Step One Is to Know Yourself

Step one in the career decision-making process is to know yourself. Do you know yourself? See if you can complete the following sentences:

- My *values* are _____
- My top *interests* are _____
- My strongest *skills* are _____
- My *talents* are _____
- I would describe my *personality* as _____
- The *lifestyle* I want is _____
- The *training or education* I would like is _____

Can you answer these questions? If you cannot, you need to know yourself better. Review the parts of lifestyle in Chapter 1. Go to Chapter 2 and think about your values, interests, skills, talents, and personality. Go to Chapter 3 and look at the 16 career clusters. Go to Chapter 4 and think about the training or education you would like.

While You Read

Question Why is it a good idea to write down your personal information?

personal career profile ■

A list of your career information.

Create a Personal Career Profile It is a good idea to write down your personal information. Writing information down keeps you from forgetting anything.

Use your information to create a personal career profile. A **personal career profile** is a list of your career information. It lists your values, interests, skills, talents, personality traits, desired lifestyle, and desired education or training. A personal career profile is like a short description of you.

Look at **Figure 5.2** to see the personal career profile of Mike Martinez. Create a chart like this one. Fill in your own answers.

Figure 5.2

Personal Career Profile

Name: Mike Martinez

Values <ul style="list-style-type: none">• helping other people• helping my community• being part of a family	
Interests <ul style="list-style-type: none">• computers• airplanes• martial arts• movies• jazz music	
Skills <ul style="list-style-type: none">• responsibility• honesty• solving problems• mathematics• computer programming• playing piano	
Talents <ul style="list-style-type: none">• reasoning• memory• physical strength• using my hands	
Personality <ul style="list-style-type: none">• quiet• sensitive• thoughtful• dependable	
Desired Lifestyle <ul style="list-style-type: none">• time to spend with family• money to buy a comfortable home• free time to do volunteer work in my community	
Desired Training and Education <ul style="list-style-type: none">• on-the-job training or technical school	

Put It on Paper Your personal career profile shows the information you have learned about yourself. You can add to your profile as you discover new things about yourself. **Do you think your interests will change as you get older? Why or why not?**

Step Two Is to Explore Careers

Step two in the decision-making process is to explore careers. You explore careers by learning about career clusters and doing career research.

Do you have the information you need about the careers that interest you? If not, do more research. Read more. Ask more questions. Talk to more people.

Step Three Is to Evaluate Careers

Now you are ready for step three. Step three is to evaluate careers. To *evaluate* something means to look at its good points and bad points. Evaluate the careers that you have researched. This will show you which careers are the best match for you.

While You Read

Connect Do you think there is a career that is a perfect match for you?

career evaluation ■ A chart showing the plusses and minuses of a career.

Create a Career Evaluation Use your personal career profile form to create a career evaluation. A **career evaluation** is a chart showing the plusses and minuses of a career for you.

Make a career evaluation for each career that interests you. Evaluate how well the career matches your values, interests, skills, talents, personality, desired lifestyle, and desired training and education. Ask yourself:

- How well does this career support my *values*?
- How well does this career match my *interests*?
- How well do my *skills* match the skills I need for this career? If they do not match, can I build the skills I need?
- How well does this career match my *talents*?
- How well does this career match my *personality*?
- How well does this career match the *lifestyle* I want?
- How well does this career match the *training and education* I want?

Figure 5.3 on the next page shows a career evaluation by Mike Martinez. He wrote this career evaluation for the job of air traffic controller. Green plus signs show where the job is a good match for him. Red minus signs show where the job is not a good match.

Figure 5.3

Career Evaluation

Name: Mike Martinez**Job: Air Traffic Controller**

My Values <ul style="list-style-type: none"> • helping other people • helping my community • being part of a family 	Values of the Job <ul style="list-style-type: none"> + helping other people: air traffic controllers help keep people safe
My Interests <ul style="list-style-type: none"> • computers • airplanes • martial arts • movies • jazz music 	Job Tasks <ul style="list-style-type: none"> + airplanes: air traffic controllers direct the movement of airplanes + computers: air traffic controllers use computers to do their work - movies, jazz music: air traffic control is not an artistic job
My Skills <ul style="list-style-type: none"> • responsibility • honesty • solving problems • computer programming • playing piano 	Skills Needed <ul style="list-style-type: none"> + responsibility: air traffic controllers have to take their jobs seriously + solving problems: air traffic controllers have to be able to solve problems in a crisis + computer programming: air traffic controllers use computers
My Talents <ul style="list-style-type: none"> • reasoning • memory • physical strength • using my hands 	Talents Needed <ul style="list-style-type: none"> + reasoning: air traffic controllers have to do complex thinking + memory: air traffic controllers must remember a lot of details
My Personality <ul style="list-style-type: none"> • quiet • sensitive • thoughtful • dependable 	Personality Needed <ul style="list-style-type: none"> - sensitive: air traffic controllers work under a lot of stress and pressure + dependable: air traffic controllers must come to work on time
Desired Lifestyle <ul style="list-style-type: none"> • time to spend with family • money to buy a comfortable home • free time to do volunteer work in my community 	Hours, Pay, Working Conditions <ul style="list-style-type: none"> - time to spend with family: I might have to work overtime and in the evening + money to buy a comfortable home: pay is relatively high
Desired Training or Education <ul style="list-style-type: none"> • on-the-job training or technical school 	Training or Education <ul style="list-style-type: none"> + on-the-job training combined with classroom training
Result:	11 plusses (+) 3 minuses (-)

Plusses and Minuses A career evaluation lets you add up the plusses and minuses of an occupation. If you were Mike Martinez, would you choose this career? Why or why not?

Step Four Is to Make a Decision

The last step is to decide. Look at your career evaluations. Which career is the best for you?

It can be hard to choose. After all, no career is a perfect match. Every occupation has something you may not like. Look for the career that matches you best. Make a decision! Remember that your decision is tentative. You can change it later.

Point of View



Getting a Good Start

Carole Russo is a professional actor. She acts on stage. She also plays roles in movies and on television shows.

Carole says she struggled in high school. “I have dyslexia. Because of the learning disorder, I felt like I was a poor student. I needed something to help my self-esteem.” Carole was interested in acting, so she took a class to build her confidence. She enjoyed it and learned that she was good at acting.

Acting class also helped Carole with her reading. “In school I was the girl who had trouble reading,” Carole says, “so I had to memorize a lot. Acting class helped me learn how to memorize my lines.”

In high school, Carole made a career plan to be an actor. She knew that acting was competitive. She also knew that having a plan would help her succeed.

It's Your Turn Carole's learning disorder caused her to seek ways to make her feel better about herself. She found her own special talents. What classes could you take that might help you build confidence? How might the classes lead to a career?

For help completing this activity, visit ewow.glencoe.com/tips and go to the *Smart Tip* for the Chapter 5 *Point of View* feature.



Section 5.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 5.1 Review.

After You Read

Retell

1. Reread the section on page 103 titled “Experience is the Best Teacher.” Summarize this section in your own words.
2. How are a personal career profile and a career evaluation similar? How are they different?

Think Critically

3. Why would a person want to change occupations? Describe a situation in which you would want to change occupations.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

The Cost of Training

You earn \$6.25 an hour as a park ranger. You would like to change jobs to Forest Ranger I. That job pays \$10.75 an hour. To qualify, you need more training, which will cost \$500. How many 8-hour days will you have to work as a Forest Ranger I to pay for the training class?

Step 1

Figure out how much you will earn per day as a Forest Ranger I.

$$\$10.75 \times 8 = \$86.00$$

Step 2

Divide the cost of the training by your daily pay. Round up.

$$\$500.00 \div \$86.00 = 5.81 = 6$$

Result

You will have to work for six days as a Forest Ranger I to pay for the training class.

Figure It Out

You can become a Forest Ranger II and earn \$11.50 an hour if you take a second training class. This class costs \$650. How many 8-hour days will you have to work as a Forest Ranger II to pay for the second training class?



Section 5.2

Planning Your Career

Ready, Set, Read

Key Terms

goal
career goal
career plan
long-term goal
short-term goal
medium-term goal

Main Idea

Goals give you direction in life. A career plan is a plan for how you will reach your career goals.

Thought Organizer

Draw the chart below. As you read, write the definition of each key term. Then write an example of each term.

Key Term	Definition	Example
long-term goal	a goal that will take a year or more to reach	become a restaurant manager
medium-term goal		
short-term goal		

goal ■ Something you want to achieve.

Making a Decision Helps You Set Goals

You have made a decision. Now you can set goals.

A **goal** is something you want to achieve. Goals give you direction. They motivate you. You feel proud of yourself when you achieve a goal.

Goals can be big or small. You can set goals in any area of your life. Your goal might be to learn to swim. Another goal might be to visit another country. Perhaps you want to go to cooking school. Perhaps you want to earn a certain amount of money. Perhaps you want to have a family. These are all goals.

Career Goals Give You Direction

It is important to set career goals. A **career goal** is a goal for the work you want to do. Career goals give you direction. They help you plan what you will do after high school.

career goal ■ A goal for the work you want to do.

Career Goals Can Be General or Specific

Career goals can be general or specific. General career goals are goals for the type of work you want to do. Here are some general career goals:

- “I want to work with children.”
- “I want to work outdoors with tools.”
- “I want to work in public safety.”

Specific career goals are goals for the specific occupation you want. Here are some specific career goals:

- “I want to be a preschool teacher.”
- “I want to be a construction worker.”
- “I want to be a police dispatcher.”

Read your career goal. Is it very general? If your goal is general, you will not know where to start. Make your goal more specific.

While You Read

Visualize Picture yourself setting a general or specific career goal. How do you feel about your future?



Set a Direction

Do you know where your life is going? Career goals help you plan your future.

Do you think it is okay to end up in a career by chance? Why or why not?

A Career Plan Helps You Reach Your Career Goal

career plan ■ A chart showing all the steps you will take to reach your career goal.

You have a career goal. You know where you want to go. How do you get there? By following a career plan. A **career plan** is a chart showing all the steps you will take to reach your career goal.

Suppose that your career goal is to become a kindergarten teacher. Are you ready to teach the day you finish high school? Of course not. You need to take several steps first. For example, you need to go to college. You need to work as a student teacher. You need to get a license from your state. A *license* is permission from the government to do a certain job. All of these steps will go on your career plan.

Making Good Choices

Changing Career Paths

Morgan works in a family-owned sporting goods store. She began working there part-time in high school. For the last five years, Morgan has worked full-time as a sales associate at the store. She is well liked and was promoted to assistant manager and then to manager. The company's owner promised Morgan that she would have a job for as long as she wants.

Morgan likes the people she works for. She likes the job security. But she does not like the job any more. She would like to return to school to study to be a travel agent. Being a travel agent sounds more exciting to her than her current job.

You Make the Call Should Morgan change careers? Why or why not?

For help in answering this question, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 5 *Making Good Choices*.



List Your Long-Term Goals

Start your career plan by listing the biggest steps you need to take. These steps are your long-term goals. A **long-term goal** is a goal that will take a year or more to reach.

Write down your long-term goals. Write how long each one will take. Then arrange them in the order you plan to reach them.

Kanisha Porter's career goal is to become a real estate agent. Kanisha has three long-term goals. She puts her goals in time order and gives each one a time period:

- finish high school and get job as salesperson (1 year)
- complete training in real estate (2 years)
- pass real estate licensing exam (2 years)

She now sees what she will need to do over the next two years.

long-term goal ■ A goal that will take a year or more to reach.

List Your Short-Term and Medium-Term Goals

You have a career goal and some long-term goals. Now add short-term goals and medium-term goals to your career plan.

A **short-term goal** is a goal that will take three months or less to reach. It is a goal you can get started on right now. A **medium-term goal** is a goal that will take between three months and a year to reach.

List all the steps you need to take in order to reach your long-term goals. Then sort these steps into medium-term goals and short-term goals.

For example, one of Kanisha's long-term goals is to work as a salesperson. She also set two short-term goals for this long-term goal: research sales jobs (2 months) and write résumé (1 month). These are steps she can start right now and finish soon.

Kanisha also sets two medium-term goals: take marketing class (4 months) and apply for sales jobs (3 months). These are goals she will start working on a little later.

While You Read

Visualize Picture yourself in two years. Where are you? What are you doing?

short-term goal ■ A goal that will take three months or less to reach.

medium-term goal ■ A goal that will take between three months and a year to reach.

Study Tip

Do you have a study plan? A *study plan* shows all the steps you need to take in order to complete your diploma or degree. Ask your teacher or counselor to help you make a study plan.

Create a Career Plan

You now have the information you need to create your career plan. You have decided on a career goal. You have made a list of all your goals. You have figured out how long it will take for you to reach or complete each goal. You know which goals are short-term, medium-term, and long-term goals. You can organize this information into your career plan.

Write down all your goals in a chart. Write your career goal at the top of the chart. Make three rows. Write your short-term goals in the first row. Write your medium-term goals in the second row. Write your long-term goals in the third row. Put a check box next to each goal. Check off each goal as you reach it.

Figure 5.4 shows Kanisha's career plan. Remember that her longest long-term goal is two years. She has added a timeline with a time period of two years.

While You Read

Connect What can you do this week to reach one of your short-term goals?

Get Started!

You have a career plan. Your goals are fresh in your mind. Now is the time to get started!

Take action on your short-term goals. For example, sign up for courses that will help you. Look for a part-time job. Volunteer your time. Talk with people about their jobs.

Do not wait until tomorrow or next week. Get started on your goals today.

Review Your Career Plan Often

Review your career plan often. Check off the goals you have reached. Each time you reach a goal, you will feel proud of yourself. Look at what you need to do next. Reviewing your career plan will help motivate you and keep you moving toward your goal.

Reviewing your career plan is important for another reason. It helps you see whether you are on the right track. You may decide that your career goal is not right for you. That is all right. Set new goals for yourself. Then make a new plan.

Figure 5.4

Career Plan

Name: Kanisha Porter

Career Goal: Real Estate Agent

	Now	1 Year	2 Years
Short-Term Goals	<input checked="" type="checkbox"/> Research sales jobs. <input type="checkbox"/> Write my résumé.	<input type="checkbox"/> Research real estate training programs.	
Medium-Term Goals	<input type="checkbox"/> Take marketing class. <input type="checkbox"/> Apply for sales jobs.	<input type="checkbox"/> Save money for tuition. <input type="checkbox"/> Enroll in training program.	<input type="checkbox"/> Form study group to prepare for exam. <input type="checkbox"/> Talk to several real estate agents who have passed the exam.
Long-Term Goals		<input type="checkbox"/> Finish training in real estate.	<input type="checkbox"/> Pass real estate licensing exam.

Organize Your Goals Organize your short-term, medium-term, and long-term goals into a career plan. Now you can easily see what you need to do to reach each goal. **When should Kanisha start working on her short-term goals?**

Section 5.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 5.2 Review.

After You Read

Retell

1. Explain why specific career goals are more useful than general career goals.
2. Give two reasons why it is important to review your career plan often.

Think Critically

3. Some people like to plan. Other people like to live one day at a time. How do you live? Which way do you think is better?

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Calculating Extra Pay

You have a part-time job at a movie theater collecting tickets. You earn \$7 per hour. Your boss asks you to work next Sunday. You will be paid overtime (1.5 times your regular rate). How much will you earn if you agree to work eight hours on Sunday?

Step 1

Multiply your hourly pay by the rate of overtime pay.
 $\$7.00 \times 1.5 = \10.50

Step 2

Multiply your hourly overtime pay by the number of hours you plan to work.
 $\$10.50 \times 8 = \$84.$

Result

You will earn \$84 on Sunday.

Figure It Out

Your boss at the movie theater asks you to work Saturday night. You will be paid overtime (1.5 times your regular rate). How much will you earn if you agree to work six hours on Saturday night?



Career Talk

Director of Disabled Student Services

John Harris

Tennessee



Career Cluster: Education and Training

What do you do in your job?

“I help students at Middle State Tennessee University who have disabilities. I also help the university meet the needs of students with disabilities.”

Why did you choose a career in education?

“In high school I wanted to work where I could help people. Education was a career where I could assist others. I get to help students determine their future.”

What obstacles have you overcome?

“I come from a large family. My mother raised eight children alone. I grew up poor in a rural area. I've been visually impaired since birth. The state vocational program helped me with my education. Being visually impaired has given me the opportunity to do my job.”

What advice do you have for students?

“Learn to be okay with who you are. Society may not be laid out for you. Learn to live with the situation you have and navigate through it. Success goes to the people who learn to live with the situation they have. Be flexible.”



Career Facts

Director of Disabled Student Services

Training

People in education careers often need at least a bachelor's degree. A master's degree is helpful.

Skills and Talents

People in education careers need to be creative and have good communication skills.

Career Outlook

Educational services is the second-largest industry in the United States.

Employment is expected to grow through 2012.

Learn More About It

Work with a classmate to brainstorm a list of jobs in education. Choose three of these jobs. Write about what values, interests, skills, talents, personality, and education are needed for each of the jobs.

For help with this activity, visit ewow.glencoe.com/tips.



ewow.glencoe.com/tips

Chapter 5 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 5.

Key Term Review

decision (p. 102)

tentative (p. 103)

decision-making process
(p. 105)

personal career profile
(p. 106)

career evaluation (p. 108)

goal (p. 112)

career goal (p. 113)

career plan (p. 114)

long-term goal (p. 115)

short-term goal (p. 115)

medium-term

goal (p. 115)

Check Your Understanding

1. Explain why it is important to make a career decision.
2. List the four steps in the career decision-making process.
3. Describe how to create a personal career profile and a career evaluation.
4. Define a *career plan* and explain why it is useful.
5. Explain the difference between short-term, medium-term, and long-term goals.

Write About It

6. **Write About Setting Goals** It feels good to reach a goal. It shows that you can achieve what you want to achieve. Explain whether you set goals, and why. Do you think that goals are important? Why or why not? Write a paragraph with your ideas.

Role Play

7. **Describe Yourself** Pretend that you are interviewing for a job. Describe your values, interests, skills, talents, personality traits, desired lifestyle, and desired education or training. Fill in your answers on personal career profile forms.



Teamwork Challenge

- 8. Make a Goal List** Pick a long-term goal related to your career goal. Work with a group of fellow students to make a list of short-term and medium-term goals that relate to this long-term goal. Think of all the goals you can. Write them down on a piece of paper. Circle one goal that you can start on right away. List three things you can do this week to start on this goal.

Computer Lab



Research a Role Model A role model is someone who has achieved things you would like to achieve. A role model can help you decide how to achieve your goals. Use an Internet search engine. Search for information on a person who has achieved a career goal similar to yours. Write a half-page profile of this person. Print it using a word-processing program.

Personal Career Portfolio

Make a Career Plan Create a career plan. Make a chart like the one on page 117. The chart should include your career goal. The chart should also include your short-term, medium-term, and long-term goals. You can also add a timeline to your chart.

Go to ewow.glencoe.com/portfolio for help.



Chapter Summaries

Chapter 1 You and Work

People work to earn money, feel good about themselves, help others, and be around other people. Work will probably be the most important part of your lifestyle. Teamwork, technology, and diversity are important in the world of work.

Chapter 2 Understanding Yourself

You need to understand yourself before you can choose a career. You need to know your values, interests, skills, talents, personality, and learning styles. Your work should give you a positive self-image and high self-esteem.

Chapter 3 Exploring Careers

There are thousands of careers in the 16 career clusters. You can read about careers in books and on the Internet. You can talk to people about their jobs. You can gain experience through volunteer work and part-time jobs.

Chapter 4 Your Training and Education

Different jobs require different amounts of preparation. Some jobs have on-the-job training. On-the-job training can last from a week to several years. Some jobs require postsecondary education at a college or technical school.

Chapter 5 Making a Career Plan

You use the career decision-making process to make a career decision. Then you make a career plan. First you set a career goal. Then you set long-term goals, medium-term goals, and short-term goals.

Reading Review

These are the topics you read about in this unit. What did you learn?



Chapter 1

You and Work

- Why Work Matters
- Today's Workplace



Chapter 2

Understanding Yourself

- Getting to Know Yourself
- Being an Individual



Chapter 3

Exploring Careers

- Narrowing Your Career Choices
- Learning About Careers



Chapter 4

Your Training and Education

- Your Training Options
- Education After High School



Chapter 5

Making a Career Plan

- Making a Career Decision
- Planning Your Career