

MODULE 6A

LIFE SKILLS SUPPORT GROUP

TIME TO ACT STOP PROCRASTINATING

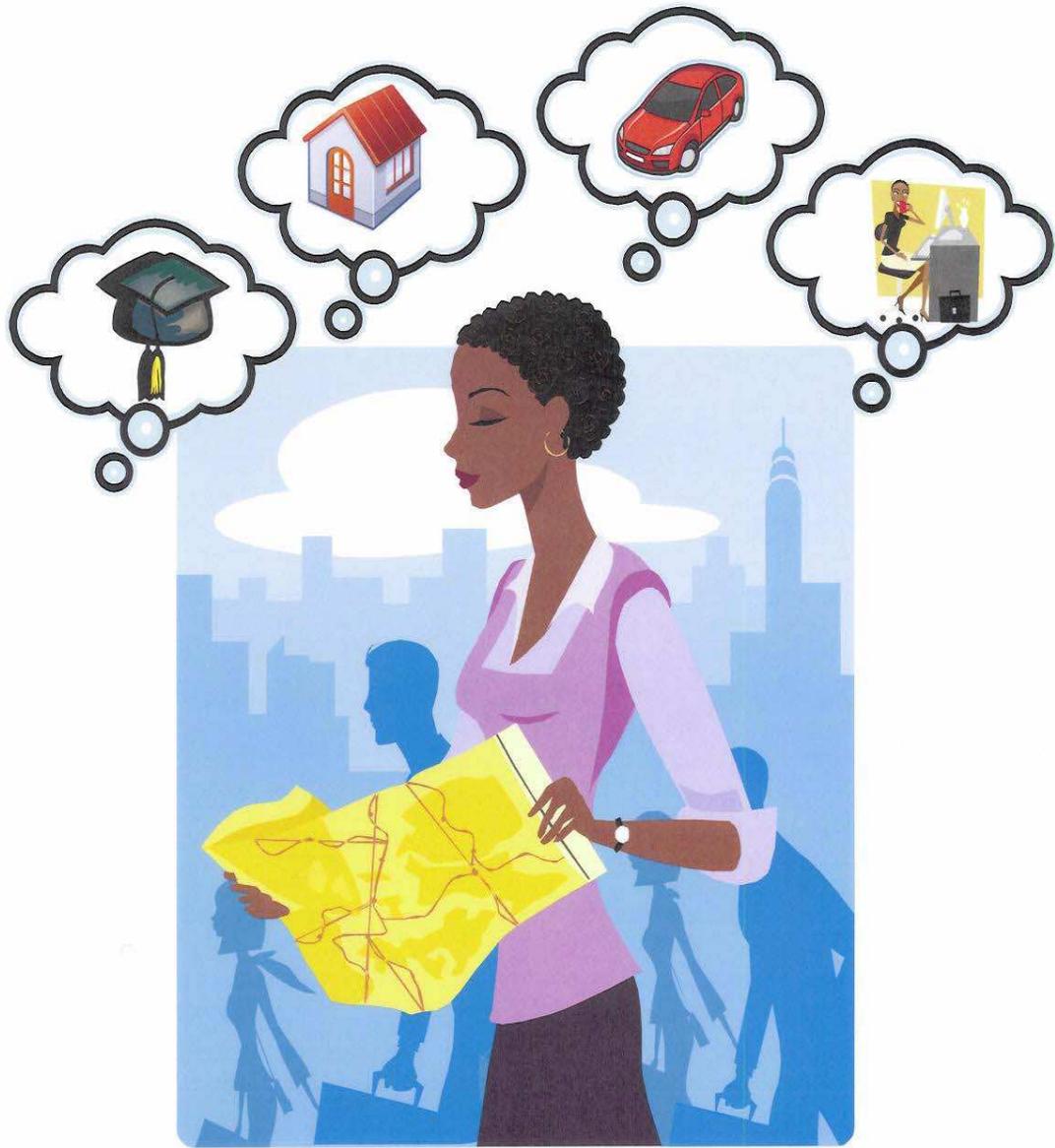
MY PERSONAL PLAN

GOAL: This module is designed to help participants design their own plan of action. They will prioritize their life goals and objectives. The plan of action will include educational and vocational goals along with needed social/emotional support systems

OBJECTIVES: Participants will be able to:

- write down their educational goals
- write down their occupational goals
- identify plan of action, including which site they will visit for additional information

MATERIALS: Handouts: Plan of Action, Plan of Action Resources, Employment Resources, Where Am I Going To Network, Employment, Search Log



Boy! Is It Nice To Have a Plan!

PLAN OF ACTION

Goals and dreams are one thing, but to see them come to fruition, we need a well thought out practical plan of action. This is especially true in the area of employment where there are so many options and requirements. In order to achieve your plan, begin to think of the steps involved. Ask a lot of questions of yourself and others. Is this plan practical? Will you be able to finance it? How long will it take to prepare for the job or the career? Will it involve returning to school for a certificate, or a degree? Do you have help or support to make this goal a reality, or are you basically on your own? What are some of the things that will hinder you and possibly interfere with your success? Is there a shorter way to get what you want? How much are you willing to compromise? What are the advantages and disadvantages to your family? Can you live with the consequence of your decision if it does not work out?

People that go from day dreams to actually accomplishing their desires are able to answer these questions. The first step is to ask the right questions, seek information and advice, and listen to your own sense of reason in how much you will be able to do. Perhaps your dream can be captured in a longer period of time than you initially thought. With additional information, you may even find that there is an even better idea than the one you had.

If you have to scrap the dream once you have investigated it, don't feel that all is lost. You have saved you and your family a lot of hard work, money and precious time on an endeavor that could not be completed at this time. Remember, the future holds a lot of surprises and only informed risk takers reach out to grab a hold of their dreams. Make sure you step out loaded with questions and answers. Good luck!

PLAN OF ACTION RESOURCES

Places I need to go for additional information:

For Example:

- Speak to coordinator of CalWORKs program at a local community college
- Stop by the One-Stop Center for employment information
- Interview a friend's contact to ask questions about the requirements of a particular job
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EMPLOYMENT RESOURCES

To increase the likelihood of finding employment, pursue all employment sources. Below are some of those sources along with some helpful hints.

PERSONNEL AGENCIES

- Call in advance to schedule an appointment.
- Take photo identification, Social Security card, resume, and application.
- Plan to be there two to three hours in order to complete an application and other forms. You may have to take a spelling, math, typing or other specialized test, as well as watch a video on company rules and safety procedures.
- Most agencies will require you to take a physical examination, especially if you are applying for occupations requiring heavy lifting, repetitive bending and stooping.
- Some agencies will require you to take a drug test.
- Once registered, call agencies two to three times per week.

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

- It is best to call in advance for an appointment.
- Take photo identification, Social Security card and resume.
- You will complete an EDD application and possibly enter your data into a computer.
- Call EDD representative every day for job leads until you have a job.

CLASSIFIED ADS

- Thoroughly review the Sunday and midweek classifieds from A-Z to identify jobs which interest you.
- Circle or highlight the leads you plan to call, then cut out the ads before you get ready to call them or fax them your resume.
- Have pencil/pen and paper available to write notes.
- Prepare questions to ask about the advertised job and ask for an interview.

COLD CALLING USING THE TELEPHONE DIRECTORY

- The night before you do your cold calling, identify and make a list of the employers you plan to call. Set a goal of calling five employers within 15 minutes without interruptions.
- Before making your calls, have pens/pencils and "Job Lead" forms handy.
- Place a mirror in front of you and be sure to maintain a smile while you speak.
- Be courteous, friendly and professional.
- When calling large companies ask for their personnel department. When calling smaller companies ask to speak to the office manager.
- Have your script ready to share with the employer (see Telemarketing/Cold Calling Script).

NETWORKING

Networking is a way in which an individual reaches out to friends, resources, family, etc., for job leads and referrals. The more people and resources that are pulled in, the greater the number of job leads, interviews, and offers of employment.

- On your networking worksheet, write down the names and telephone numbers of friends, family, neighbors, etc., you plan to call.
- Set a goal of calling at least five of these personal contacts each day until you have reached everyone.
- Set a goal of approaching at least two non-personal contacts, i.e. check cashing center, beauty salon/barber, etc.

OTHER SOURCES

Nonprofit Organizations like the Salvation Army, Goodwill Industries, Veterans Administration, etc. provide placement services. Contact as many as possible to learn about the services they provide.

The Library can be a great source for job leads. Obtain a library card and ask the librarian to help you locate information on employment sources including the local Chamber of Commerce, Fortune magazine's list of the country's top 500 companies, etc. Take a note pad and pencil to write down the telephone numbers which you can include in your list of daily cold calls.

Colleges, Vocational Schools, Occupational and Skills Centers have placement departments and they are particularly helpful if you have taken classes at their school. They also have job bulletin boards with current job postings.

Job Fairs are a great way to meet employers who are recruiting personnel. Even though it is a fair, it is important to dress professionally, introduce yourself to each employer you would be interested in working for and ask questions about the company and the positions they have available. Take as many copies of your resume as possible and two black pens, as you may have to complete employment applications. Obtain the employer's business card and follow up on your application.

The Internet, if you have access to it, is a great source of job leads from job banks and even the Employment Development Department.

Trade Publications can also be a source of job leads for a specific field (i.e., Popular Mechanics, Trucker, Variety, etc.)

Bulletin Boards announcing job openings can be found in government agencies including City Halls, federal, county and city buildings.

	Name	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____

Networking

EMPLOYMENT

Company	Position Applied for	Contact Person	Application and Resume mailed or submitted in person
Name <i>Mom's Pies</i> Address <i>5151 Glenhurst Av.</i> <i>Los Angeles, CA 90039</i>	<i>Baker</i>	Name <i>Maria Galvan</i> Phone # <i>(213) 555-0101</i>	Date <i>5/6/___</i> <i>submitted</i> <i>resume</i>
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	
Name		Name	Date
Address		Phone #	

Employment Search

SEARCH LOG

Job Interview	Planned Follow-up	Parking Info / Comments
Date 5/15/___ Time 9:00 AM Name Maria Galvan	Date 5/15/___ Send thank you note Date 5/18/___ Call Ms. Galvan	Parking is available in rear Bring resume and letter of recommendation
Date Time Name	Date Date	

Employment Search