



LAES has developed a series of immigrant issue instructional modules entitled "Tierra de Oportunidad" for orientation to our complex society.

Sample Lesson Plan

Lesson Plan: 25. Career Advancement

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Objectives
Learners & Context
Room Setup
To Bring
To Do Ahead
Media Used
Steps

- Dream job
- Introduction
- Job clusters
- List skills
- Other jobs
- Career center
- Break
- Steps
- Plan of Action
- Three before me
- Reporting
- Reflection
- Closure

Objectives

- To identify employment goal;
- To analyze skills required for employment goal'
- To Identify other jobs with similar skills
- To locate One Stop Career Center
- To Research steps to reach employment goal
- To prepare Plan of Action

Learners & Context

Adult students. Average ability of the group is medium. The range of ability is wide. Motivation is high. Group size is between 11 and 30. There are many learners whose English is limited.

Room Setup

- Chairs and small tables to facilitate pair or small group activities.
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To Bring

- Classified section of newspaper
 - Dictionary of Occupational Titles
 - Phone Books
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To Do Ahead

- Set up Internet Access for students and also phone access.
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Media Used

- Post-It notes
 - Overhead
 - Flipchart
 - Research materials
 - Computers
 - Phones
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Steps

Dream Job (*approx. 15 min*)

Teacher asks students to list the kind of job that they would like to have three years for the date.

Students at random volunteer their answers. Teacher writes them on 3 x 5 Post-its and sticks them on the board.

Introduction (*approx. 10 min*)

Teacher states that in this lesson they will explore how to get the job they want or how to advance in their career.

Learners will:

Identify employment goal
Analyze skills required for employment goal;
Identify other jobs with similar skills;
Locate One Stop Career Center;
Research steps to reach employment goal;
Prepare Plan of Action

Also learners will practice:
working with others;
using resources;
making decisions.

Job Clusters (*approx. 15 min*)

Teacher asks students to stand up and review the jobs posted on the board and form clusters of those that are similar. For example: Taxi Driver, Taxi Dispatcher, Bus Driver are similar.

Teacher posts flip chart paper around the room for the students to start sticking the Post-its that go together.

List Skills (*approx. 20 min*)

Teacher asks students to select the job cluster with which they want to work. Students might need to negotiate so that there are no more than four students per team

As a team, students are to write the skills required for the job cluster. Students can list general and specific skills.

Students can use classified selections of newspapers, a copy of Dictionary of Occupational Titles and Internet to find specific skills of the jobs on their list.

Other Jobs (*approx. 10 min*)

Teacher asks the work teams to analyze the skills required and see if they can think of at least four more jobs where those skills are also required.

Career Center (*approx. 20 min*)

Teacher asks the work teams to use phone book, phones, Internet or other resources to locate One Stop Career Centers in the area.

Break (*approx. 10 min*)

Students may take a few minutes to stretch, teacher completes necessary paper work

Steps (*approx. 15 min*)

Teacher asks work teams to

- a) organize the steps necessary to acquire the skills necessary for their job cluster.
- b) discuss whether the steps are education, training based or vertical or horizontal career advancements.
- c) discuss pros and cons of the steps: interest, skill requirements, time and money costs.

Plan of Action (*approx. 15 min*)

Teacher asks students to work preparing their individual Plan of Action.

Three before me (*approx. 20 min*)

Teacher asks students to evaluate each other's Plan of Action in their work team
Students need to ask three other students for feedback.

Reporting (*approx. 10 min*)

Teacher asks a member of each team to report the high lights of their work to the whole class.

Reflection (*approx. 10 min*)

Students reflect on what they just learned and on the process of working as a member of a team.

Students can write their reflection in their journal.

Closure (approx. 10 min)

Students restate the objectives giving an example of what they learned.

Today we:

Identified employment goal;
Analyzed skills required for employment goal;
Identified other jobs with similar skills;
Located One Stop Career Center;
Researched steps to reach employment goal;
Prepared Plan of Action.

We also practiced:

working with others;
using resources;
making decisions.

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