



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

Date: _____

Student Name _____

Teacher Name _____

Module 25 Career Advancement

Instructions: These activities are divided into two parts. For Part I. Divide the class into small groups. Each small group will choose one of the following three role plays, answer the questions posed with the situation, and present their work before the whole group. For Part II, students will answer the questions individually to provide us feedback concerning how useful the work they did on this unit was for them.

Part I

Situation A: Giving a friend advice about how they can advance in the world of work.

The friend has 9 years of schooling in his home country. He (or she) also studied accounting for a year. His (or her) English skills are limited. The person now works at a restaurant chain. The role play should include advice from various relatives, friends and co-workers so that all members of the group can participate.

1. What advice would you give this friend on how to advance the career and make more money?

2. What sorts of things should this friend keep in mind when weighing the advice given by the various relatives, friends and co-workers portrayed by members of your group?

3. Thinking about the advice your group has given, what would be the first four steps you would take to act on these recommendations?

a. _____

b. _____

c. _____

d. _____

Situation B:

Talking to a supervisor, boss, or personnel manager about job advancement.

Background: A good friend, Juan, tells you he really wants to change his work situation and get ahead or advance. He works as an assistant mechanic in a small car repair shop. It's expensive to get the license he needs to advance to the next level; and he's not sure he would be paid more even if he got it-the place he works is small and never seems to have much money. A friend said he should come work in insurance, like his friend is, and the insurance agency would train him. He doesn't know if he'd be good at it, though. He asks you for some advice about how he should talk to his boss or supervisor about job advancement.

a. Draft of the dialogue between Juan and his boss, Frank. You might want to create a couple of role plays in which the supervisor is supportive in one and discouraging in another.

Juan

Frank

Juan

Frank

Juan

b. What skills or abilities to communicate, read, write, estimate, organize, plan, or figure out how to solve problems might Juan need if he changed careers to insurance training that he doesn't use so much now?

c. How can Juan find out if he is likely to be good at selling insurance before he leaves his current job as a mechanic?

d. What should he tell his boss about his possibility of getting a job selling insurance?

Part II.

1. Make a personal plan for your own career or life advancement. Write up a plan and turn it in to the instructor and make a presentation to your class. Include an assessment of all your skills which can be used in the workplace or home or community environment.

a. Tell us about a career, or personal development objective, you would like to accomplish.

b. Whom do you need to talk to in order to find out how to move forward toward your goal?

c. What training and/or education do you might need and where you can go for it?

d. What are the steps you need to take to reach your goals?

e. As a result of your work on this module, how prepared are you to think of all the possibilities, steps and considerations involved in making a plan to advance your career or make a change in your life?

Very prepared ____ Not very prepared _____ Not prepared at all _____

2. Did you benefit from your work on this module regarding any of the following?

<i>Understanding better how to:</i>	Yes/No	Please comment on either: < How you benefited; or < Why you feel this module was not useful for you in this area
a. What things to consider in deciding what work to do and how to get ahead?		
b. The steps to take to advance in the world of work?		
c. Get the information you need from others about possible career or job advancement opportunities and ways to make use of them?		
d. Explain to others your career interests and the skills or personal qualities you have that would make you a good candidate for a job opportunity or job advancement?		
e. Use newspaper, magazine and other written material to inform yourself about career options or ways to get ahead?		
f. Evaluate how useful and reliable the advice you get from professionals you consult for advice and career or job development services might be?		

g. Weigh different options for career change or development, taking into account realistic expectations for earnings from it?		
h. Assess whether a career is really appropriate for you, given who you are, your interests, and your goals?		

3. What further do you need to make what you've learned in this module work for you?

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A project of the California Department of Education, Youth, Adult and Alternative Educational Services Division, funded by contract #4213 of the Federal P.L. 100-297, Section 353 with California State University Institute and Hacienda LaPuente USD. However, the content does not necessarily reflect the position of that unit or of the U.S. Office of Education. 1997