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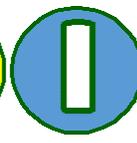
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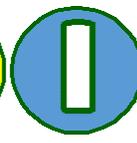


GUIDANCE

A-Z of Jobs

Try to think of a job for each letter of the alphabet

A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	
S	
T	
U	
V	
W	
X	
Y	
Z	



How Do You Make Decisions?

What type of decision maker are you?

We all have to make decisions but we do it in different ways. To find out your style, pick out your responses to the following situations. Tick one answer from each question.

Question 1

Some of your friends want to go to a late showing of a film at an out of town cinema which will mean getting home late. Do you.....

- A) Go because you want to see the film.
- B) Find out if it is on at a local cinema next week.
- C) Have difficulty deciding because you don't want to cause problems by being late home.
- D) Go with your friends, in case they think you are boring.

Question 2

Your aunt gives you £20 to spend for your birthday. Do you...

- A) Go to the shops and buy the first thing you see.
- B) Wait a week and think about it.
- C) Consider whether to spend the money or save it.
- D) Ask a friend what he/she thinks.

Question 3

Your family moves house and you have a new bedroom to decorate. Do you....

- A) Dash out and buy the first colour paint that 'catches your eye'
- B) Wait a while and then make your mind up
- C) Watch all the decorating experts on TV to work out what they might do.
- D) Ask your parents advice.

Question 4

You are revising for your end of year exams when a friend calls on you. Do you....

- A) Drop everything and go out.
- B) Talk about how long you might be and think about whether you can afford the time away from studying.
- C) Take so long to make your mind up that you miss the opportunity.
- D) Ask one of your family to answer the door and say you're out.



Question 5

Your friends have recently bought some new trainers. You want some too, but they are a bit more than you can afford. Do you....

- A) Raid your savings immediately and buy the same style.
- B) Look around for some that are cheaper.
- C) Not buy them but keep thinking whether to or not.
- D) Buy them because you want to impress your friends.

Question 6

You are a member of the school football team. You have a muscle injury and should take it easy but know the next match is important. Do you....

- A) Take the risk and play anyway.
- B) Discuss it with a doctor or sports teacher.
- C) Say you will play if they really can't find anyone else.
- D) Feel guilty, say nothing and play anyway.

Question 7

You want to do some local voluntary work in the holidays. Do you...

- A) Look at adverts on the local paper and call straight away.
- B) Look at the volunteering website, browse all the categories, and then make a decision.
- C) Think it will be a great idea but wait for the 'perfect opportunity'
- D) Find out what your friends are doing and do the same.

Question 8

You have an argument with your best friend and haven't spoken for a week. Do you...

- A) Text him/her to say you want to meet at their home after school.
- B) Talk to your other friends to work out who is in the wrong.
- C) Make sure that you are in the same place as them, hoping they will make the first move.
- D) Spend more time with your other friends to make sure they don't turn against you.

Total Score	
A's	
B's	
C's	
D's	



Mostly A's **Independent**

You make quick decisions based on how you feel at the time. You like being in control of your decisions and are more likely to listen to your own feelings rather than other people's advice. You tend to take risks without really thinking through the consequences

Mostly B's **Logical**

You tend to consider all the options carefully, weighing up the pros and cons. Before making a decision, you find out as much information as you can, researching or asking for advice. You rely more on logic than hunches. You take your time deciding but once you have made up your mind, you stick to it.

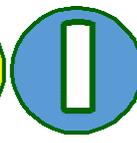
Mostly C's **Careful**

You tend to be a cautious decision maker, not wanting to make mistakes or take unnecessary risks. You can see both sides of the argument and see good and bad points in each. You like to keep your options open. But this can lead to confusion which may result in not making decisions but letting events take over.

Mostly D's **Social**

In making decisions, you consider other people's feelings and actions. You like to be liked by others. Whilst this can be a good quality, you need to be careful you are not influenced too much by other people. You tend to respond rather than lead and prefer to be a member of a group rather than on your own.

There are good and bad points about each style of making decisions. When you need to take an important decision, make sure you have enough information; think it through properly; don't leave it too late; and don't be too influenced by other people.



Are School and Work so different?

There are some obvious differences between school and work – for example, you don't get paid for coming to school. But there are also a lot of similarities in the sort of behaviour that people expect, and that will help you get on well, in both school and work.

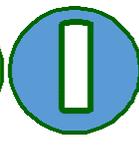
What School Expects you to do	What Work Expects you to do
Get to school on time every day	
Ask the teacher if you do not understand	
Listen hard to what you are told – for example what to bring to school the next day	
Do your homework properly	
Give your homework in on time	
Work sensibly with other people in your group, even if they are not your friends.	
Talk in class discussions – for example, about what you are good at	
Wear the proper uniform	
Help someone else in class if they have a problem	
Have a go at a new activity in PE	
Join in, for example, in your form or school council.	



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Leadership

What is Leadership?

What makes a good leader?

What makes a bad leader?

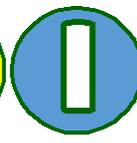
Give some examples of good leaders



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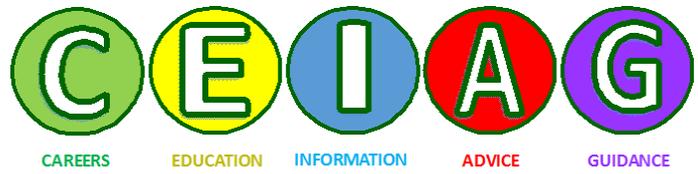
Attendance

What do we mean by attendance?

Why is good attendance important in the workplace?

What are the consequences of poor attendance in the workplace?

What steps could you take to ensure good attendance at school?



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Job Sectors

V Y Y
 Y L Z C F F M W W
 U Y N S T C R O H H F L Y
 F I N A N C E R F E S W T Y R J B
 F N G K K T X R Z O Z A Y A E Z E G B
 L K H O S P I T A L I T Y T E Z A M N W M
 Q I N R F Y R Z C R Q R K Q I U J W I F F
 K G W H E Y Y C I S Y M N H X T V G A R L R Y
 N O I T C U R T S N O C C P Y O E E A E E B I
 S L E U C H L H E I O W U H W U F K Z P E I A T N
 B U S I N E S S A V A S E M U X H I K C N S H R Y
 G T Y Z P C L G G T X P C S I U I E U W I U H F H
 K D Y S X P V X R F O K E F I X C J R E N G R E W Y I
 Z C Z C J B I B B H P Z K X R E N V D L O N E A Q O H
 T N E M N O R I V N E O N Y U Z N U O R I E D L H P M
 D G D O O P S E O L Z L N O I C C C K T E K T V K
 O H H I M L A R I G U O I T A L H E W U C N H L Z
 Y G N L Z I D A V Y V N T T E V L D H B O E C L J
 F J J D I T C B U A J I T I Z F R N I E N A T
 P R E O E S D N Y C O Y K D C S M W R L E R R
 M O R Y T E C H N O L O G Y S F E T Z R E
 R Z O T U Q Z S H P N S L B N Z O S C G S
 A E S L P D P I X V E L A W U Y I N Y
 I K O V F S O U Z Z G F S M O D O
 Z M C U S T R O P S Y X W
 J P E J B T L V B
 F M X

- BUSINESS
- CONSTRUCTION
- CREATIVE
- DISTRIBUTION
- EDUCATION
- ENERGY
- ENGINEERING
- FINANCE
- BEAUTY
- HEALTHCARE
- HOSPITALITY
- TECHNOLOGY
- ENVIRONMENT
- LAW
- POLITICS
- MEDIA
- RETAIL
- SCIENCE
- SPORTS
- LEISURE
- TOURISM

Choose three of the job sectors. For each one can you think of 3 jobs that would be included in this sector?

Job Sector: Education

Types of Job: Teacher, Football coach, Dance instructor, Headteacher, Lecturer

Job Sector:

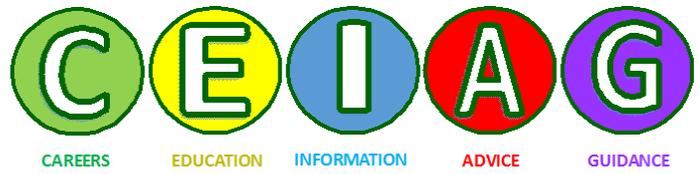
Types of Job:

Job Sector:

Types of Job:

Job Sector:

Types of Job:



Careers Interview

Interview a family member about their job (it could be past or current). Present your findings in Classtime to your form group.

Ask them the following questions but you can come up with your own.

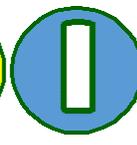
1. How many career/jobs have you had since you were 16?
2. Where do you work?
3. What is your job title?
4. How long have you worked for this company?
5. What are your working hours?
6. What are you main task on a day-to-day basis?
7. What do you enjoy most about your job?
8. What do you enjoy least about your job?



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Punctuality

What do we mean by punctuality?

Why is it important to be punctual in the workplace?

What are the consequences of poor punctuality in the workplace?

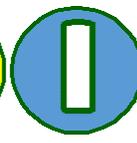
What steps could you take to ensure you are punctual at school?



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Discover Your Personality

This quiz focuses on chunks of personality where people have a preference.

By selecting your preferences in these four areas you are connected to an animal type, which relates to one of 16 different personality types. Your animal type can help you be more aware of your natural strengths and offers a starting point for thinking about careers.

Research suggests we tend to prefer to be involved in work tasks that match our natural strengths.

For example, if you like to help people or provide a service, you may be suited to different career options than someone who tends to focus on the tasks and objectives of the job.

Hopefully this is interesting – and a chance to reflect on yourself – but don't take it too literally.

There are some links between personality types and certain jobs, but it is just meant as a starting point.

We can all be good at a huge range of careers and this is really just to get you thinking about yourself and where your natural strengths might be!

Match your personality to an animal and visit <https://icould.com/buzz-animals/> to find more in depth information such as strengths, personal qualities, professionals with similar personality type and popular job types.



1. From where do you gain your energy – inside or out?

E	Your Preference		I
I think out loud	<input type="checkbox"/>	or	<input type="checkbox"/> I think before I speak
I generally act quickly	<input type="checkbox"/>	or	<input type="checkbox"/> I generally act carefully
I'm a good talker	<input type="checkbox"/>	or	<input type="checkbox"/> I'm a good listener
I prefer to stand out	<input type="checkbox"/>	or	<input type="checkbox"/> I prefer to blend in
I tend to work best in groups	<input type="checkbox"/>	or	<input type="checkbox"/> I tend to work best alone

On balance? I'm more **E** or I'm more **I**

At their best Es tend to be	At their best Is tend to be
• confident • assertive	• careful • good listeners
I think out loud	I think before I speak

2. How do you take information in – detail/facts (S) or big picture/ideas (N)?

S	Your Preference		N
I look for the facts	<input type="checkbox"/>	or	<input type="checkbox"/> I look for possibilities
I look for details	<input type="checkbox"/>	or	<input type="checkbox"/> I look for patterns
I focus on what works now	<input type="checkbox"/>	or	<input type="checkbox"/> I focus on how to make it different
I prefer applying what I've learned	<input type="checkbox"/>	or	<input type="checkbox"/> I prefer learning new things
I tend to go step-by-step	<input type="checkbox"/>	or	<input type="checkbox"/> I tend to join in anywhere

On balance? I'm more **S** or I'm more **N**

At their best Ss tend to be	At their best Ns tend to be
• practical • realistic • sensible	• imaginative • creative • dreamers

3. How do you decide things – with your head (T) or heart (F)?

T	Your Preference		F
I generally follow my head	<input type="checkbox"/>	or	<input type="checkbox"/> I generally follow my heart
I ask 'is it the right decision?'	<input type="checkbox"/>	or	<input type="checkbox"/> I ask "how will it affect people?"
I can give and take criticism quite easily	<input type="checkbox"/>	or	<input type="checkbox"/> I tend to avoid giving or receiving criticism
I tend to tell it how I see it	<input type="checkbox"/>	or	<input type="checkbox"/> I tend to be careful about saying things that might upset someone
I tend to focus on the task first, then the people	<input type="checkbox"/>	or	<input type="checkbox"/> I tend to focus on the people first, then the task

On balance? I'm more **T** or I'm more **F**

At their best Ts tend to be	At their best Fs tend to be
• logical • objective • honest	• friendly • sympathetic • caring

4. What's your attitude to life? Spontaneous (P) or a planner (J)?

J	Your Preference		P
I like to plan and organise	<input type="checkbox"/>	or	<input type="checkbox"/> I like to wonder how things will turn out
I like writing lists	<input type="checkbox"/>	or	<input type="checkbox"/> I don't like writing lists
I like things tidy	<input type="checkbox"/>	or	<input type="checkbox"/> I don't mind things untidy
I prefer it when I've finished a task	<input type="checkbox"/>	or	<input type="checkbox"/> I prefer it when I've started a task
I usually work at a steady pace until the job is done	<input type="checkbox"/>	or	<input type="checkbox"/> I often work at the last minute to get things done

On balance? I'm more **J** or I'm more **P**

At their best Js tend to be	At their best Ps tend to be
• get things done • be on time and on schedule	• flexible • open minded

Clown Fish **enfj**
Strengths
 • an infectious enthusiasm
 • co-operative
 • perceptive
 • enjoy creating and taking part in new experiences otherwise boredom sets in!
 • optimistic and creative
 • can solve last minute problems
 • warm and fun to be with
 • provide and seek support
Preferred Roles
 • trainer • adviser • creator
To Reduce Stress
 Choose some of your best ideas and see them through to the end.
Job/Course Themes
 Supporting people (advice, advocacy, therapies, teaching, psychology), media, journalism, sales, advertising, politics, creative work.

catalyst, imaginative, spontaneous



Seal **infj**
Strengths
 • calm
 • adaptable
 • original ideas
 • idealistic
 • patient with complicated situations but not routine details
 • devoted to people and causes they care for
 strong internal beliefs
 • sensitive
Preferred Roles
 • adviser • counsellor • creator
To Reduce Stress
 Don't get lost inside your thoughts – people say things they don't mean.
Job/Course Themes
 Helping individuals (advice, medical therapies, psychology, welfare rights) media/information, journalism, human resources (personnel work) research, languages.

curious, flexible, idealistic



Eagle **entj**
Strengths
 • innovative
 • good planners
 • clear and assertive
 • like to work on imaginative projects on their own initiative
 • don't like routine
 • direct and challenging
 • objective, fair and stimulating
 • determined
Preferred Roles
 • inventor • entrepreneur • leader
To Reduce Stress
 Only take charge of the things you are confident you can handle – you don't have to do everything!
Job/Course Themes
 Natural leaders, managing people or resources (business, technical, hospitality, retail, travel/tourism) manufacturing, self employment.

leader, decisive, analytical



Barn Owl **intj**
Strengths
 • organised
 • private and independent
 • enjoy developing their own ideas
 • creative
 • clear and concise
 • enjoy understanding complex theories and ideas
Preferred Roles
 • inventor • strategist • manager
To Reduce Stress
 Forgive yourself for not always reaching your really high standards.
Job/Course Themes
 Managers of people or resources, engineering, design, science, finance, surveying, photography, computing/IT

original, driven, achiever



Dolphin **enfj**
Strengths
 • good leaders
 • charismatic
 • concern for people without being critical
 • initiative
 • good communicators
 • organised
 • popular
 • innovative
 • trustworthy
 • compassionate
 • friendly and happy
Preferred Roles
 • mentor • catalyst • counsellor
To Reduce Stress
 Take some time out for yourself. Don't spend all of your time solving other people's problems.
Job/Course Themes
 Organise people or events advice, counselling, advocacy, sales, marketing, P.R., Training/teaching, law, media/journalism, tourism.

catalyst, sociable, responsible



Seahorse **infj**
Strengths
 • visionary
 • intense
 • focused on possibilities and the welfare of others
 • enjoy helping others
 • can deal with complex issues
 • usually make good students
 • creative
 • good with words
 • sensitive and gentle
 • idealistic
Preferred Roles
 • healer • adviser • writer
To Reduce Stress
 Don't just live inside your head – talk to others, share your ideas.
Job/Course Themes
 Advising individuals, (speech/occupational therapy, counselling, psychology, tutor), languages, market or social research, journalism, personnel/human resources.

conscientious, insightful, organised



Tawny Owl **intp**
Strengths
 • quiet, calm observers
 • logical and objective
 • ingenious and curious
 • enjoy working on their own ideas with little routine
 • curious about what makes things work
 • independent
 • can adapt and change plans
Preferred Roles
 • inventor • architect • creator
To Reduce Stress
 If you're not sure what people are thinking – ask!
Job/Course Themes
 Natural inventors! Computing/IT, Webdesign, Research, Engineering, Science, Manufacturing, Surveying, Electronics, Photography.

theoretical, curious, analytical



Falcon **entp**
Strengths
 • assertive
 • confident innovators
 • creative
 • lively and energetic
 • analytical
 • like to work on imaginative projects using their own initiative
 • don't like routine
 • usually fun to be with
 • enterprising and curious
Preferred Roles
 • advocate • inventor • negotiator
To Reduce Stress
 Learn ways to relax. Don't judge yourself too harshly; you can be your own worst critic.
Job/Course Themes
 Imaginative work, IT, Design, law, media, engineering, construction, advertising/campaigning, science.

ingenious, outspoken, strategic



Koala Bear **isfj**
Strengths
 • co-operative and caring
 • can work at a steady pace until the job is done
 • work toward practical outcomes
 • dependable and quiet
 • practical and realistic
 • friendly, but usually won't express their views until asked
 • loyalty to family, employer and friends
Preferred Roles
 • protector • provider • carer
To Reduce Stress
 Can you be too nice? Stick up for yourself sometimes.
Job/Course Themes
 Health service (Nursing/Therapies), Customer services, Primary Teacher, Personnel, Business Administration, Library/Information work.

thorough, considerate, loyal



Polar Bear **istj**
Strengths
 • trustworthy and focused
 • sensible and realistic
 • calm and serious
 • can work at a steady pace until the work is completed
 • work toward practical solutions
 • loyal to family, employer and friends
 • able to work alone
 • logical and analytical
 • consistent and orderly
Preferred Roles
 • inspector • supervisor • organiser
To Reduce Stress
 Take a break sometimes and praise people around you.
Job/Course Themes
 Natural task finishers! Accountancy, Law, Uniformed services, Surveying, RSPCA Inspector, Business administration.

responsible, loyal, organised



Lion **esfp**
Strengths
 • gregarious
 • good at predicting how others will react to situations
 • thrive on variety and socialising, keeping everyone involved and happy
 • generous with time and money
 • persuasive, tactful and sympathetic
 • resourceful and supportive
 • like to 'live for the moment' (party animals!)
Preferred Roles
 • performer • promoter • carer
To Reduce Stress
 Don't play all of the time – recharge your batteries.
Job/Course Themes
 Practical service to people (social care, advice, counselling, medical therapies, retail, estate agency), hospitality, tourism, performing.

exuberant, friendly, flexible



Panther **estp**
Strengths
 • adventurous
 • energetic and busy
 • observant
 • assertive
 • analytical problem solvers
 • think out loud
 • work towards useful products and results
 • adaptable, inventive and resourceful
 • often 'fearless'
 • enjoy 'activities' because they 'live for the moment'
Preferred Roles
 • explorer • crafter • performer
To Reduce Stress
 Plan more and your projects can be even more successful.
Job/Course Themes
 Natural problem solvers; engineering, law, construction, driving, environmental work, protecting people and property, paramedic.

spontaneous, flexible, pragmatic



Black Bear **estj**
Strengths
 • outspoken, assertive and self-confident
 • analytical and objective
 • good at achieving goals
 • work toward useful products and results
 • bold and direct
 • gets things done
 • not prone to sentimentality
 • stand up for what they believe in
 • practical
 • more 'managers' are this type than any other!
Preferred Roles
 • leader • organiser • supervisor
To Reduce Stress
 You don't need to take charge all of the time – let others discover solutions.
Job/Course Themes
 Natural organisers! Business/financial, managers, law, uniformed services engineering, construction, call centre supervisors

decisive, organiser, logical



Teddy Bear **esfj**
Strengths
 • warm and friendly
 • practical and realistic
 • decisive and consistent
 • enthusiastic
 • helpful and sociable
 • thrive on socialising and keeping others involved and happy whilst staying focused on clear practical outcomes
 • want to be appreciated by others
 • loyal and respect tradition
Preferred Roles
 • provider • organiser • host/hostess
To Reduce Stress
 Don't try and be perfect all of the time – chill!
Job/Course Themes
 Organise services for people – health service work, conferences, hospitality, catering, tourism, marketing, hairdressing, advice, primary teaching.

co-operative, warmhearted, determined



Tiger **istp**
Strengths
 • detached and objective
 • realistic
 • thrive on variety and solving a new problem
 • work toward practical outcomes
 • adaptable, action orientated risk takers
 • confident and independent
 • pragmatic
 • can make decisions without being sentimental
Preferred Roles
 • operator • fire-fighter • explorer
To Reduce Stress
 Share your good ideas and humour around.
Job/Course Themes
 Environmental work, agriculture, horticulture, forestry, chef, engineering, construction, crafts, paramedic, driving/transport, uniformed services.

flexible, logical, tolerant



Cat **isfp**
Strengths
 • observant
 • trusting, kind and considerate
 • work in a step by step approach
 • work toward practical solutions
 • sensitive and gentle
 • spontaneous and tolerant
 • quite private – can be hard to get to know
 • realistic
 • like to follow their own course
 • usually calm things down well
 • fun to be with
Preferred Roles
 • improviser • carer • performer
To Reduce Stress
 Try finishing nearly as many things as you start!
Job/Course Themes
 Practical service to people (caring, advice, retail, hospitality) or animals, horticulture, leisure/ tourism, driving/transport, administration, music, crafts.

loyal, friendly, practical

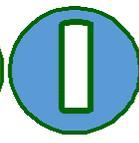




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Co-operation

What do we mean by co-operation?

Why is it important to co-operate in the workplace?

What are the consequences of not co-operating in the workplace?

X

X

X

X

X

X

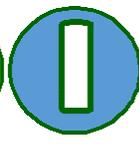
What steps could you take to ensure you co-operate with teachers and pupils at school?



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The Skills That Employers Want



COMMERCIAL AWARENESS

COMMUNICATION

PROBLEM SOLVING

SKILL

CREATIVITY

CONFIDENCE

FLEXIBILITY

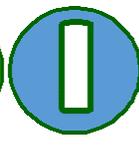
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Health Careers



Job Dingbats

SCHOOLNURSES
 BLOOD
 PHARMACISTS
 OPERATIONS
 MIFWIFE
 PHARMACIES
 PORTER
 THERAPISTS
 HCPC
 MONTHS
 ASSISTANT
 THERAPIST

FOUR
 APPRENTICESHIP
 DECONTAMINATION
 GENOMICS
 DIFFERENCE
 SIXTEEN
 HEALTH
 RADIOGRAPHER
 PSYCHOLOGY
 ACCIDENT
 PHLEBOTOMIST



Dingbats are visual word puzzles from which a well-known phrase or saying has to be identified. I have done the first one for you!



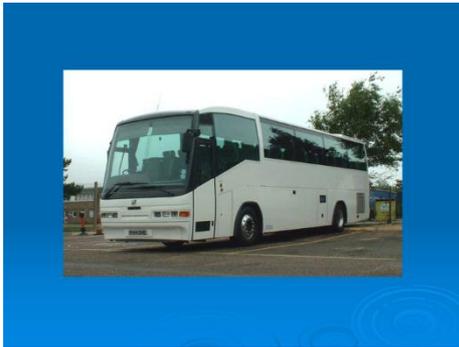
1. Teacher



2.



3.



4.



5.



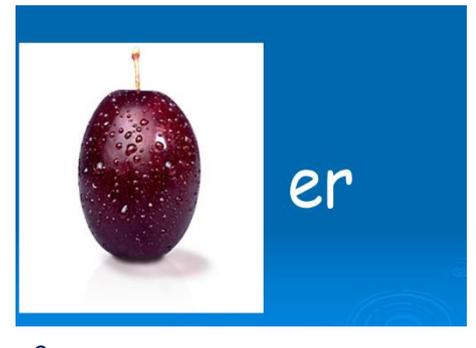
6.



7.



8.



9.



10. _____



11. _____



12. _____



13. _____



14. _____



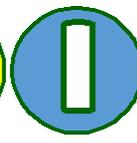
15. _____



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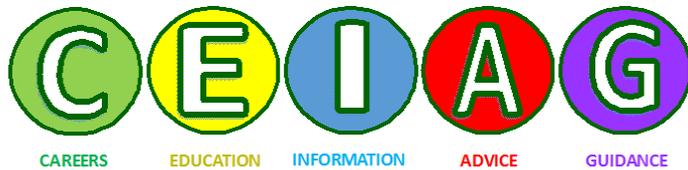


GUIDANCE

Answers

- | | |
|--------------------------|---------------------------------|
| 1. Teacher | 9. Plumber |
| 2. Firefighter | 10. Pilot |
| 3. Police Officer | 11. Soldier |
| 4. Coach | 12. Ice Cream Van Driver |
| 5. Dishwasher | 13. Caretaker |
| 6. Sales | 14. Inventor |
| 7. Farmer | 15. Roofer |
| 8. Carpenter | |

Can you come up with 2 of your own and test one of your class mates!?



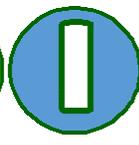
Careers in Racing



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C H L T D F N J R X C M Z S C
P A L K W I E O E G N S I A M
G A R V V L D U C A I L L G B
C O D E W L I R I P K L G C N
J U I D E Y A N F S E X N A J
P F B N O R M A F R U D T S O
Y U N T G C S L O J A I E G C
Z X R G K E K I L G O L T M K
R E T R A T S S N N D T X E E
H B Q V I N E T A R E Z L U Y
E G D U J T M L U L A C H O B
T N I R P S S H D J K C S V C
T R A I N E R I M D C I I U J
G R O O M S R K O B A X I N S
P C L Q K B F Z C T D S D B G

Careers at Sea

STARTER

JOCKEY

CALLER

SPRINT

SADDLE

GOING

COLT

NATIONAL

STIRRUP

FILLY

CAREERSINRACING(.COM)

MAIDEN

SILKS

BRIDLE

GROOMS

OFFICER

JOURNALIST

HURDLES

JUDGE

TRAINER

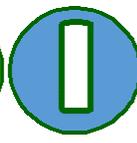
PADDOCK



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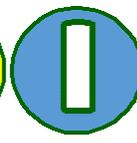
GUIDANCE

D O S N F P T E L V C N C W C
R R F U O I O A G A H C E A S
A O C F D I C R P D V H R B E
O H I E S I T T T E I E W U A
B C C Y T H A A N D E R D O F
R N H U N I O I G E E V B Y A
A A A B N D R R R I A V X I R
T N Q Q T A G S E J V W Z B E
S U J K M H A Y E L L A G A R
I T U G U T C A R G O G N V M
G R K O S M A R I T I M E T F
V L Z E C M R V E Z H W S N P
Q R A G N I R E E N I G N E H
Q N Z N R M G L V O S P H V D
L J W O G F U O B M H M C G N

STARBOARD
GALLEY
BRIDGE
NAVIGATION
PORT

CARGO
CAREERSATSEA
BUOY
CAPTAIN
MARINEENGINEERING

MARITIME
ANCHOR
OFFSHORE
SEAFARER
TIDE



Being Assertive

How assertive are you? Take this quiz and find out. Put a tick by the one you are most likely to do.

1. Someone has just said that your jacket looks good. It's a new one and you like it.

You say:

- a) "Thank you."
- b) "Oh this, it's OK I suppose."
- c) "Why did you say that?"

2. One of your teachers has just told you off. You think they are being unfair. You say:

- a) "I guess you're right."
- b) "That's just typical – you always pick on me!"
- c) "I'm not sure you're being fair. Can we talk about it?"

3. Your school is having an enterprise day and you are working in groups in the hall. You don't know the others in your group. What do you do?

- a) Watch them and frown at them if they don't talk to you.
- b) Smile at them when they look at you.
- c) Introduce yourself and ask their names.

4. When you're in an argument, you:

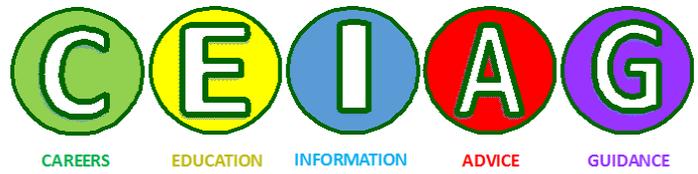
- a) Just end the argument quickly by telling the other person what they want to hear.
- b) Listen properly, as well as talking – you might both have reasonable points.
- c) Make sure you are heard – your point of view is the right one.

5. Someone pushes in front of you in a queue. Do you:

- a) Tell them politely that it is a queue.
- b) Do nothing (but feel annoyed inside).
- c) Push them back.

6. Two of your friends are trying to persuade you to bunk off school but you don't want to. You say:

- a) "You must be mad! What makes you think I'm stupid enough to follow you?"
- b) "No, I don't want to – and you shouldn't either."
- c) "All right."



Scoring					
1a. 3	2a. 1	3a. 2	4a. 1	5a. 3	6a. 2
1b. 1	2b. 2	3b. 1	4b. 3	5b. 1	6b. 3
1c. 2	2c. 3	3c. 3	4c. 2	5c. 2	6c. 1

Total Score _____

If you scored 6-9 – you can be too **passive** sometimes. Don't let people walk all over you!

If you scored 10-14 – you are sometimes too **aggressive**. Calm down.

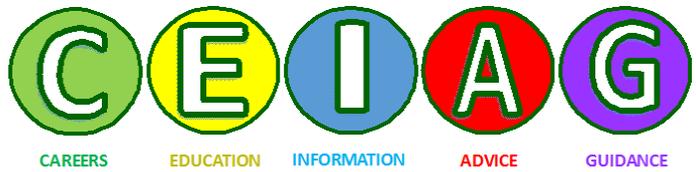
If you scored 15-18 – you are very **assertive**. Well done!

Passive Means: Not standing up for yourself at all; being very concerned about what others think about you.

Aggressive Means: Standing up for yourself but putting other people down; keen to 'win' even at others' expense.

Assertive Means: Saying what you feel; believing in yourself but respecting others, staying calm and confident.

Why is being assertive the best way to behave?



Choosing Options That Interest You and Motivate You

What interests you? What makes you work hard? Tick or highlight anything you enjoy doing or that you would enjoy doing.

A:

- Building things
- Being active and working outdoors
- Making and fixing things
- Using tools and machines
- Solving problems

B:

- Designing and displaying things
- Being on television
- Writing a book
- Playing in a band
- Doing a makeover

C:

- Helping people
- Sorting out arguments
- Showing people what to do
- Looking after people
- Doing voluntary work

D:

- Finding out how things work
- Doing experiments
- Researching and testing ideas
- Designing a new computer game
- Doing calculations

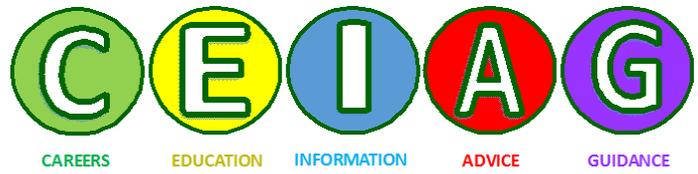
E:

- Organising parties and other social events
- Buying and selling things
- Running a business
- Entering competitions
- Campaigning for change

F:

- Making plans
- Using a computer and calculator
- Arranging things over the phone
- Putting CDs/DVDs into the right order
- Organising your money

Letter	Number of ticks
--------	-----------------



A	
B	
C	
D	
E	
F	

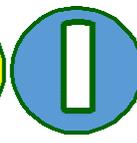
<p><u>Mostly As:</u> You seem to like practical work. Look for options where you can use practical skills, do something active and work on different types of projects</p>	<p><u>Subject ideas:</u> <i>Construction, Design and technology, Engineering, Food technology, PE and Sport</i></p>
<p><u>Mostly Bs:</u> You sound creative. Look for options where you can express yourself and work on new ideas</p>	<p><u>Subject Ideas:</u> <i>Art, Media, Drama, Music, Textiles</i></p>
<p><u>Mostly Cs:</u> You seem to be a social person. Look for options where you can find out more about people and how society works</p>	<p><u>Subject Ideas:</u> <i>Geography, Health, Social and Child care, History, Languages, REP</i></p>
<p><u>Mostly Ds:</u> It seems you like to investigate it things. Look for options where you can use your number and thinking skills to find out more about why things are the way they are</p>	<p><u>Subject Ideas:</u> <i>Biology, Chemistry, Geography, History, Maths, Physics,</i></p>
<p><u>Mostly Es:</u> You sound like an enterprising person. Looks for options where you can use your energy, communication, number and thinking skills to test your ideas about how to improve the world</p>	<p><u>Subject Ideas:</u> <i>Business studies, ICT, Languages,</i></p>
<p><u>Mostly Fs:</u> Being well organised seems important to you. Look for options where you can use your planning, communication and computing skills to find out more about the systems and structures that keep the world working properly</p>	<p><u>Subject Ideas:</u> <i>Business, History, ICT, Computer Studies</i></p>



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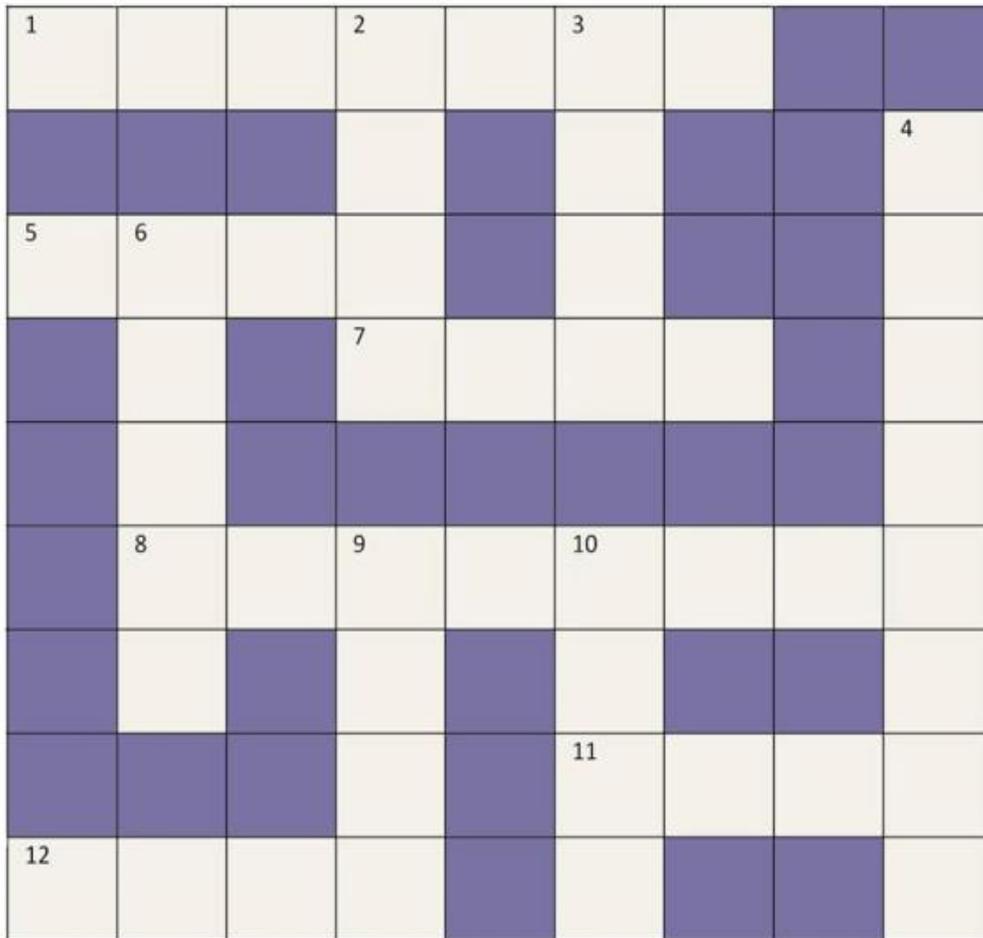
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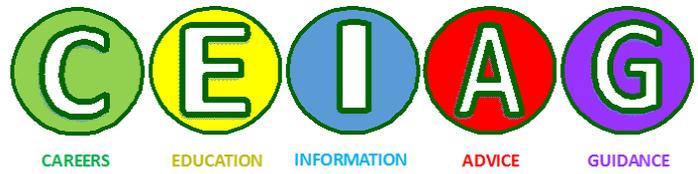
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Careers Crossword



ANSWERS

ACROSS

- 1 Website (7)
- 5 Self (4)
- 7 Time (4)
- 8 Interact (8)
- 11 Lead (4)
- 12 Hire (4)

DOWN

- 2 Soft (4)
- 3 Team (4)
- 4 Attitude (8)
- 6 Ethic (5)
- 9 Type (4)
- 10 Role (4)

1 Across - Website. If you are looking for a job there are online agencies which deal with different job categories e.g. IT jobs, catering jobs. Some companies such as retail stores advertise jobs on their own websites. How else can you find a job?

Word of mouth, family, newspaper ads, ads in shop or cafe windows.

2 Down - Soft. What are examples of hard skills?

Computer skills. Being able to use different software programmes. Typing on a keyboard. Being able to speak a foreign language or ride a bicycle if the job requires it. Any skill which can be quantified is known as a hard skill.

What are examples of soft skills?

Listening. Being well organised. Being honest, reliable, loyal, motivated. Having problem solving abilities. Showing initiative. Being able to communicate well with other people.

3 Down - Team. What are examples of good team work?

Working well with others. You may be working with people you have never met before, people from different backgrounds to your own or people you don't like.

Fitting in well, having respect for and enjoy working with others. Recognising that the goals of the team are more important than your personal goals.

4 Down - Attitude. Why is a positive attitude important at work?

If you have negative thoughts and/or feelings about where you work or whom you are working with, this will surface in the form of a negative attitude. It may be your tone of voice or facial expression, body language or hand gestures that give your attitude away and others will pick up on it.

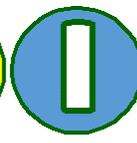
A positive attitude is equally noticed. Smiling, being cheerful and polite when talking to others at work indicate positivity which is expected by employers.



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5 Across - Self. What is self-confidence?

Confidence in your own abilities and in who you are.

What happens when you don't have self-confidence in a job interview?

You may start to sweat before the interview or need to visit the toilet a lot. When asked a basic question e.g. have you ever had a job before? You may forget the answer. You may find yourself stuttering or knock over the chair that you are supposed to be sitting on for your interview.

What happens when you don't have self-confidence at work?

It is hard to make eye contact or talk to people. To ask questions if you don't know how to do things, e.g. switch your computer or the coffee machine on. To walk into a room full of people that you work with.

6 Down - Ethic. Having a strong work ethic is what employers are looking for and willing to pay for.

7 Across - Time. What do you need for good time management?

A reliable time telling device. Good organisation skills and estimation skills. E.g. record how long your journey to work takes so you can always be punctual. How long is the queue at the coffee machine first thing in the morning?

8 Across - Interact. What do you need to be good at interacting with people?

Self-confidence. Communication skills. An interest in other people.

If you work in a boutique and a customer is looking at a pair of jeans. You can either ignore the customer until he/she goes away or approach them and say, 'would you like to try the jeans on?' This indicates good customer interaction.

9 Down - Type.

10 Down - Role. What your job description is and what you will need to do in your job.

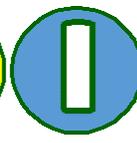
11 Across - Lead. What do you need to be a good team leader?

Self-confidence. Communication skills. The ability to see what the goals and the big picture are for the team. The ability to build good relationships and motivate your team.

If you have been made the team leader of a school charity event, what decisions might you have to make?

Pick the tasks each team member will be performing at the event, e.g. selling raffle tickets or giving information to those attending. You will need to judge who will be good at talking to people and who will be good at convincing people to buy tickets.

12 Across - Hire. You will get written confirmation that you have been hired for a job. And if you have been fired from your job.



Desert Island Debate

There are 20 people in a boat, there is an island up ahead but only 10 people will be able to live there. Who do you take with you? Which careers would be most important to have on the island and why? Highlight your answers and discuss your reasons why with a partner.

1. Teacher
2. Doctor
3. Nurse
4. Cleaner
5. Childminder
6. Police Officer
7. Priest
8. Midwife
9. Builder
10. Lawyer
11. Judge
12. Prison officer
13. Bricklayer
14. Tree surgeon
15. Fisherman
16. Boat maker
17. Librarian
18. Surgeon
19. Botanist
20. IT technician