

# CAREER GUIDANCE

*Where to start?*





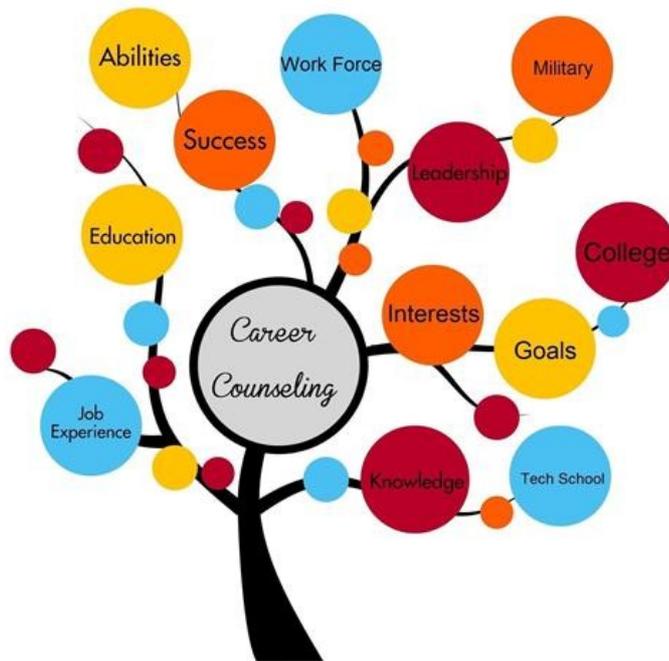
*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

<b>Chapter</b>	
<b>1.</b>	<b>What is career guidance?</b>
<b>2.</b>	<b>What are your interests?</b>
<b>3.</b>	<b>Who are you?</b>
<b>4.</b>	<b>Motivational skills</b>
<b>5.</b>	<b>Your abilities</b>
<b>6.</b>	<b>What are your options out there?</b>
<b>7.</b>	<b>What are your goals in life?</b>



The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.

## Chapter 1 What is career guidance?



### What is career guidance?

**Career guidance** is exactly what the name says:

It is the guiding/steering of someone to help them grow as an individual, so that they can obtain the correct skills to eventually find a job.

During the guidance process, individuals acquire suitable knowledge and information to identify possible career options, and then narrow these options down to make a final decision.

During the guidance process students learn to understand their strengths and weaknesses. They will also learn to figure out their own goals and make that fit in with their interests and their skills.



**CYBER SCHOOL  
GROUP®**

The Future of Education, Today!

*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

## **What are the advantages of career guidance?**

Any person who participate in this activity will have a better idea of where they belong in the world.

Instead of just floating around with no goal, career guidance will help you to determine what you are good at, and what not.

***\*Remember not everyone can be good at everything. Just because you enjoy doing something doesn't mean that you should do it for a living.***

Students will also learn how to set goals and to achieve certain goals they would not have achieved otherwise.

Students will find the necessary support and motivation that they need to make decisions. Often students have no idea what goes on in the world out there, except for what they learn in school.

Career guidance will open doors for you and make you see the bigger picture. It will steer you in the right direction to start a successful work life and give you the necessary tools to deal with changes in the work environment.

Career guidance will teach you what you are capable of and guide you to make the correct decisions/ narrow down some choices which you can then choose from.

Career guidance will not only help you steer in the right direction, but it will also teach you how to sell yourself for a better job according to your capabilities.

## **Why is career guidance so important?**

Career guidance is important for many reasons. Many students do not have the necessary guidance throughout their school career to know exactly what they want to do when they finish school.

They might have a faint/vague idea in which direction to go but they are not aware of all the options out there. This can be a very challenging task and if you have no idea where you fit in, you do not really have a specific direction you can go in or set proper goals.

Career guidance not only points you in the right direction, but you also learn more about yourself in the process.

*Warning! This information is protected by copyright laws and may not be copied or reproduced. Report violations c/o [www.cyberschoolgroup.com](http://www.cyberschoolgroup.com)*



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

You might have some hidden talents that you never knew about and career guidance is all about exploring options.

You don't want to make a mistake when you choose a career, because there is nothing more devastating than to sit in a job that you hate!

## Chapter 2 What are your interests?



While you work through the process of finding a career, it is important to focus on your interests.

You basic interests might lead you towards a job, and who is to say that a hobby cannot become a career?

Thousands of successful entrepreneurs has done just that. They turned what they love to do into something that brings in money.

Life in fact has changed so much in recent years, that many people now work online, and they have jobs where they earn actual money without leaving the comfort of their own homes.

This seems amazing right! Twenty years ago people would have laughed when you said you work online, but today it is a very common occurrence.



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

## What interests you?

If you are being asked now what are your interests, what would you say?

There would probably be a million things that you can name.

A good idea is to narrow down a few interests and write them down. You don't have to hurry to get this done, you should take your time.

Once you have narrowed it down to a few possibilities you can start doing some research about each one and see what the possibilities are to change this into a job opportunity.

Just remember, not all interests should be turned into a job. Just because you enjoy practising tennis, doesn't make you a professional tennis player but if you are an avid reader you might want to become a book editor so that you can still enjoy reading all the time.

There is nothing worse than to be stuck in a job from nine to five and you hate every single second of it. The main goal to work is to make money, and what does it actually matter what you do to make money, as long as it is legal right?

## What if you are stuck in a dead-end job now?

By no means am I saying that you should quit your job and follow your dreams. Especially if you have a family and you need the income, **but you can slow down.**

If you have leave available, take it. Take this time to rest and relax. You might just be overworked.

During this off time, take some time to reflect over your life, and do things that make you happy.

Once you started to pay attention to yourself and your own interests, see which ones makes you the happiest. Try new things and see if there aren't any online short courses available that you can do.

You will be surprised to see how many free online courses there are available. Choose a few and see what sparks your interests the most. Anything draining your energy should be dropped. This should narrow down your choices once again.



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

It is all about narrowing down your passions in life! The more you explore, the more your choices will be narrowed down.

This should be a journey of self-exploration.

While you are on this journey don't forget to connect with people. Find people who is in the type of job you are interested in and ask them questions. You now have to make a hundred percent sure that you are making the right choice. You don't want to make the same mistake twice.

## Chapter 3 Who are you?



Have you ever been in a situation where you start doubting yourself? Most of us get to a point where we start to question ourselves and wonder what exactly we are doing with our lives.

Before we start working, we had hopes and dreams and then often enough life turns out differently. Work, family, kids etc gets in the way, and even if life is not bad, we might be bored with our lives.

It is then when we start questioning our end goal. In fact, sometimes we question our whole lives.

Did we really achieve what we wanted in life?

Did we follow our dreams, and did we reach certain goals?



**CYBER SCHOOL  
GROUP®**

The Future of Education, Today!

*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

If you answered yes to the above questions you are very lucky because very few people achieve their goals and dreams.

Just because you did not achieve your hopes and dreams, doesn't make you a failure. You might have achieved other wonderful things like being a good wife or husband and you might have raised beautiful strong independent kids.

You might be going through a stage in your life, where you have more time to focus on yourself, and you want to use this time to explore new opportunities and get back to the things that are really important to you.

The reason why you want to do this differ for everyone. You might want to do some soul searching and take some time off to explore the things that you feel are missing from your life.

Going on a self-exploring journey can be very intimidating, but like previously said, even though you did not achieve your specific goals, doesn't mean that you have not achieved other great things in life.

Life has a funny way to make up for things that you might have lost in your life, but now that you have more time on your hands, you might feel that something is missing.

*(Your kids might be grown, or you might have gone through a divorce and worst-case scenario, your spouse is no longer with you.)*

You might be trying to fill a void and the first step is to do some visualizing!

Ask yourself these questions and take some time to think it over. This is not a quick exercise and can take a few days.

**Question 1:**

What do you really want from life? Think towards an end goal.

**Question 2:**

Where do you see yourself in the future?

*(This question may be very overwhelming and a little intimidating.)*

**Question 3:**

*Warning! This information is protected by copyright laws and may not be copied or reproduced. Report violations c/o [www.cyberschoolgroup.com](http://www.cyberschoolgroup.com)*



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

What do you regret about your life?

**Question 4:**

Think back and write down why you are proud of yourself.

**Question 5:**

What have you NOT done in your life?

There might be a lot of things you have not tried, and there is no better time than now!

Remember life is about living and trying new things. You might find something new and interesting that you have never thought about and you might actually enjoy it.

The only way that you're going to know if you enjoy something is if you actually try it. You might find something that you are very good at, and you never would have known if you didn't try it in the first place.

## **Evaluation of skills**

Once you have tried a few new things that sparked your interest you will know exactly what you are good at and what not. Just because you enjoy painting doesn't make you an artist.

It is important to eliminate the things that you are not good with, but it is even more important to develop your skills and your unique abilities on things that you are good at.

## **Value yourself!**

While you are on this self-discovery journey it is extremely important to keep your values intact. Don't play around with your own feelings.

## **Identify what you value about yourself**

Your personal values, or the specific qualities you view as most important and meaningful, can tell you a lot about your nature. These values can help illustrate the life you want to live as well as the behavior you expect from others.



**CYBER SCHOOL  
GROUP®**

The Future of Education, Today!

*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

Values might include:

- honesty
- compassion
- loyalty
- creativity
- courage
- intelligence

Clarifying these values can help you make certain you're living them out. If you've never taken the time to explore what principles you find most valuable, making this part of your self-discovery process can have a lot of benefit.

## Learn something new!

Learning works best when it's treated as a lifelong process.

If you've always wanted to learn more about something in particular, take the time to study it. Books, manuals, or online tools can teach you quite a bit, especially if you'd like to develop technical skills or study historical or scientific concepts.

Apps can help you get started learning anything from [meditation](#) to foreign languages, so if you have an interest, look it up — chances are good there's an app or free website dedicated to it.

In the end, whether you choose to take a class, learn from someone in the community, or teach yourself a new skill, expanding your knowledge is always a wise move.

## Keep a journal

*Warning! This information is protected by copyright laws and may not be copied or reproduced. Report violations c/o [www.cyberschoolgroup.com](http://www.cyberschoolgroup.com)*



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

If you kept a journal in adolescence, you might remember how it helped you explore your dreams and emotions. Picking up the habit of [journaling](#) (or blogging) again can help you get back in touch with yourself and learn more about the person you've become.

A journal can help with self-reflection, but it can also serve a more practical purpose. You can use your journal to ask yourself questions and answer them or explore any of the above tips more deeply.

Journaling can also help you keep track of any patterns that keep coming up in your life. Learning more about unhelpful patterns can play an essential part in the self-discovery process. When you know what doesn't work, you can begin repairing it.

Writing isn't your strong point? That's just fine. Simply jotting down whatever comes to mind can have benefit.

If you're more artistically inclined, a sketch diary or other type of art journal can also help you explore your emotions and goals. Simply set pen to paper, envision your ideal future, and see what comes forth.

You may also want to try the "tombstone exercise," a technique used in psychotherapy. It involves writing down what's most important to you and what you stand for — and, essentially, what you want to appear on your tombstone.

## **Talk to a therapist**

When the process of self-discovery seems overwhelming and you don't know where to start, therapy can provide a safe space to get some compassionate guidance.

You don't need to experience mental health symptoms to benefit from professional support. Therapists help people sort through a range of issues, including goals clarification, career changes, and identity issues.

Wanting to learn more about yourself may not seem like a matter significant enough for therapy, but if you feel distressed or uncertain, therapy can absolutely have benefit.

## **Here's how to get started!**

The process of self-discovery looks different for everyone, but it's generally not something that happens overnight. You do have somewhat of a jump start since you





*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

Most of us have jobs, so we can earn money to survive. Apart from that, we also need work satisfaction, so we don't have to spend the whole day moping around about the type of job that we have to do.

If you work for a boss that makes your life difficult, work can be a very unpleasant experience, but you don't have a choice in this matter. You stay and hang on because you need the money.

It is an awful situation to be in, but you are a responsible person, and you have family responsibilities.

If you work for a boss that motivates and support you, your work experience might be totally different. You might actually enjoy your job!

Job satisfaction is something that we all want and need.

Most of your day is spent at work so if you can spend that time being mostly happy, you should be happier in your daily life.

To successfully motivate someone is a very important skill. Often if someone needs motivation, we don't know what to tell them, or we feel that what we say is inadequate. It is therefore vital to learn proper motivational skills.

## **What are motivational skills?**

Motivational skills are defined as actions or strategies that extracts good behaviour from a worker.

Whether you are trying to motivate someone, or someone is trying to motivate you, the basic factors are the same.

## **What are the steps in the motivational process?**

For motivation to be successful, you require a careful strategy to be successful.

1. Look at the characteristics of the specific person. Not everyone can be motivated in the same way.
2. Make it very clear what is expected for performance and explain to them how they can achieve the goal.



**CYBER SCHOOL  
GROUP®**

The Future of Education, Today!

*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

3. Communication is the key. Explain the consequences if the goal is not reached but also explain the advantages when the desired goal is reached.
4. Constantly check up on progress and praise the person so that they feel wanted. A person that feels good about himself will deliver better outcomes.
5. Provide some kind of reward if the desired outcome is achieved sooner. This will motivate people even more.

**Motivation done properly, can result in a very positive experience!**

If you are a good motivator, it is important that your employer know about this, as it can benefit you both. Who knows, you might get a managerial position where you have a constant use for this awesome skill.

## **What is a good manager?**

You might think no, but there are great managers out there. A good manager knows what is going on with his team, and he inspires and motivates them all the time. He involves the team when decisions need to be made and because of that, he knows exactly what is going on in his department.

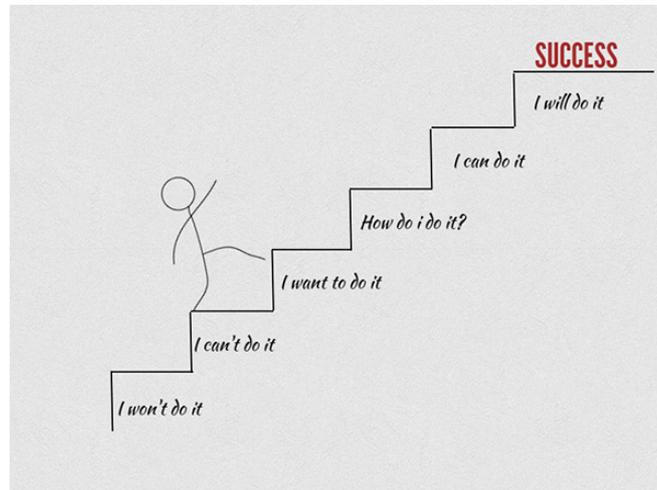
Communication is still the key, and if trust is involved you will have a great team that supports you all the way.

Because there is open communication, the team members have the opportunity to go to the manager with problems and these issues can be solved quicker.



The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.

## Chapter 5 Your abilities



Your own skills consists of the things you naturally do well.

Some people can build things while others can't.

Some people can paint pretty pictures while others can hardly draw a stick figure.

Some people have a natural talent to do certain things while others just don't.

Skills can be taught, but if you don't have a natural talent for something, chances are that you are not going to be very good at it.

We are all able to learn some new skills. Sometimes our natural capability to do something specific plays a big role in learning a new skill, but if you don't have a natural ability, extra knowledge and training can guide you into becoming a pro at certain things.

Fact is we are not all good at the same things. What a boring world it would have been if we were?

Skills can be divided into three different categories:

1. Natural skills/ Skills you were born with – like woodwork/painting
2. Transferable skills/ Those that you can learn – How to work a computer



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

3. Knowledge based skills/ Those that you can train yourself to be good at.

### **How do you develop a new skill set?**

1. When you want to learn a new set of skills it is important to set goals for yourself. Make a point to put in as much effort as possible to reach your goal. If you are determined to do something, then you will most probably be successful.
2. If you struggle, for goodness sake, find help. Find someone that can teach you how to do something properly. Google and YouTube might be available but there is nothing like a real-life person to explain and show you're the finer detail.
3. Don't give up if you cannot do it perfectly in one try. Failing is the only way to success. Try and try again. Try until you get it right. Just don't give up until you are a 100 % sure that you would rather give up that keep on trying. Quitting doesn't make you a bad person, but a realistic one.
4. If you get your new skill under control, enrol in a more advanced course online, or even go and do a higher certificate to get yourself a better qualification.
5. Use your new skill by going job shadowing for a few weeks. This gives you great insight and will motivate you to continue or to quit. Sometimes a specific skill can help you a lot to land a new job, but you might learn that it is not so much what you expected.

### **Why we want to improve our skill sets?**

We should always want to better ourselves. Not having a specific skill can make you lose out on plenty of job opportunities.

Everything you learn can go on your CV and this can help you tremendously in finding a job.

Each and every person has a different set of skills they can bring to the table. If you improve on the skills that you lack this will give you a greater range of jobs to chose from.



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

Your own personal skillset depends on your interests, natural abilities, and your technical and personal qualities.

## Different types of skill sets

The different type of skill sets include the following:

**Soft skills:** These include personality traits and allows you to work in certain type of jobs. A person who doesn't like people obviously doesn't want to work in a place where they are in constant contact with people. You soft skills, allows you to work in any type of job as they are transferable, and your personality goes with you at all times.

Some examples are leadership, decision-making skills, creativity, adaptability etc. These are natural born skills and cannot be learned in any way.

**Hard skills:** These are more technical skills, like building things with wood. These skills can be taught, and you can increase your hard skills by training or watching tutorial. Practice is the keyword here, and the more you practice, the better you become.

Some examples are designing, carpentry, IT, accounting, copywriting, event planning and marketing skills.

## How do you determine your skills?

When you are looking for a new job, it is important to display your basic and relevant skills on your CV. Employers need to know why you are fit to do the job.

Before you create your CV, it is necessary to answer a few questions to determine the right set of skills to display on your CV.

### 1. Where do you receive the most compliments?

Do people praise you on your friendliness or perhaps the way you handle certain situations?

### 2. What do you enjoy in a workplace?



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

Do you enjoy talking to people or are you more of a quiet person? Can you solve problems, and can you communicate with others effectively?

### **3. Do you have any previous accomplishments that you can add to your CV?**

Perhaps you have received awards or something similar in a previous job.

In all, make sure that the most important skills are displayed on your CV. Forget about writing paragraphs to impress someone. If you have the correct skill set, you will most probably be invited to that interview.

## **Chapter 6 What are your options out there?**



Years ago, people found a job right out of school and stuck with the same job until they retired. Those days do not exist anymore and more than often you will have quite a few jobs before you retire one day.

Finding a job might however not be the easiest thing to do on earth. There is such a vast majority of options out there, that you might get lost during your search, and, in the end, you might feel totally overwhelmed because you have no idea where to start.

You might use google to search for job opportunities and find that there are jobs out there, that you have never even heard of!

It is quite amazing the amount of jobs available these days, and I promise that if you look intense enough there will be an opportunity for you.



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

When you start your search, make sure that you know exactly what you are searching for.

You can't only type in job opportunities because it is going to get you nowhere. All it will give you is a very long list of jobs that you might not be interested in.

Your best bet is to search for jobs according to your specific skillset. A person who can't talk in front of others, won't make a good lawyer or a teacher for example.

You might still be overwhelmed but after choosing a few specific types of jobs it might help you to narrow down your choices. If you don't know what the type of job is, you might want to explore and do more research, as it might be something that you are actually interested in.

## What other options are there for you to explore?

### **Networking:**

These jobs are usually not advertised. You can hear about these opportunities from friends, or even ex-colleagues. Even if you can only take a part-time job temporarily, it might even turn into a full-time job. Join social networks like LinkedIn as this will allow friends and people connected to your specific field to easily connect with you.

### **Career websites:**

There are plenty of sites online where you can upload your CV and you can apply via the website for certain advertised jobs. Even Facebook now gives you the opportunity to apply directly on the uploaded link. Make sure that you have your CV ready for any posts available so that you can submit it on time.

### **Career fairs:**

Career fairs are often targeted for specific industries. Go and do some research at these job fairs as it might create some opportunities for you. Collect business cards and consider having conversations with the people working at the fair. There are always recruiters at these fairs, and it might just be your chance.

### **Company Websites:**

Often people know exactly who they want to work for. Keep on checking the career section of the website. This keeps you up to date and as soon as there is a job available you can immediately submit your CV. Make a list of companies you might



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

want to work for and keep on checking. You might just get lucky and find the perfect job.

## **Recruiters and head-hunters**

Recruiters and head-hunters might be the next option. These agencies take your CV and do the job hunting for you. They are professional but they come at a fee. It might be worth paying a fee monthly until they find the correct job for you. Many companies make use of recruiters to hire them the best man for the job.

If you cannot find your dream job immediately, don't stop searching. If this means that you have to take a temporary job in the meantime, then so be it.

Half a bread is better than no bread. In the end you still have to follow your dream, and it is worth waiting for.

## **Chapter 7 What are your goals in life?**



Goals in life are extremely important. Without them, you can just as well not live. This may seem like an awkward statement, but if you don't have a specific goal to work towards, you might as well just float around and see where you end up.

### **Why are goals important?**

Goals are important because it gives us a drive force. When you have a specific goal in mind, you will do everything in your power to achieve that goal.

Even if you have to overcome obstacles, it will not stop you. Even if you fail, you will continue trying.



*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

Goals are crucial for success in all areas of your life. When you are a small child you start to develop some personal skills, like the skill of creating your own goals. This include learning to walk, talk, eat on your own etc. Later on when you are a learner in school, you set specific goals, so that you can get good marks to achieve something later on in life.

You learn to plan and organise, and you also learn how to manage your time effectively. If you are disciplined, you will learn how to work on a schedule for every project you work on.

A very responsible learner will see their shortcomings and will try to improve those skills. They will set certain goals for themselves and learn to communicate better which will improve their confidence.

## Different types of goals

All goals are not the same and can be divided into three different sets:

**Process goals** - For specific progress

**Performance goals** - For continuous progress

**Outcome goals** - The end result for your hard work.

When you set a goal it is important to set specific goals with clear definitions. These goals must be measurable, relevant, and attainable. If possible, set a specific timeline to reach these goals. The timeline is important so that you can measure your progress. More important is to be able to adjust the timeline constantly to fit in with your schedule.

Often, we set goals, and if we don't reach the goal in the specified time, we feel like complete failures.

The good thing is you don't have to feel like a failure!

You can just adjust your timeline to fit your needs.

We know life is full of surprises and if you can stay focused it doesn't matter WHEN you reach your goal, it is just important to reach it.

## Make sure your goals motivate you!

Goals should be important to you and fit into your lifestyle. We set certain goals for ourselves when we are young, and as we grow older our end goals might change.



**CYBER SCHOOL  
GROUP®**

The Future of Education, Today!

*The contents of this textbook may not be copied or printed in whole or in part, nor may any form of access be granted to any other person other than the registered student. Once you cease being a student or complete this course, this book will be disabled. Thank you.*

Even goals are adaptable. Things that were important when you were young, might not seem important now that you are older, so you need to constantly change your goals. There is absolutely no value in achieving something that is not important to you.

If you don't really care about the end result, then why do it in the first place?

Goals should stay current and relate to the high priorities in your life. You need to want to focus on the goal so it should be something that is important to you. You need to WANT to do something to make it a reality. Important goals should be written down as well as the motivation behind it. If you lose hope, or when you feel discouraged, all you have to do is to pick up that paper and read why you have been trying so hard. This should motivate you enough to continue.