# Activities/ Resources for Outcomes

Outcome #2

What Is Important to Me?

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What is most important to you? There is no right or wrong answer. Knowing more about what is important to you will help you know yourself better.

Directions: With a partner, read the following list of words. Be sure that each of you understands each word. Look up the words with which you are unfamiliar. It is not necessary to write the definitions, just understand them.

Select the five important items that you think would make the world a better place if everyone on earth had these five important items. Mark them with an "M" for "me," then tell your partner why you chose these. Listen very closely as your partner tells you his/her choices. Mark his/her choices with a "P" for "partner." When you have both discussed your choices, introduce your partner to the class and explain his/her choices and why they are important to him/her.

religion	safety	family stability	education
a home	physical appearance	<u> </u>	admiration
honesty	health	tradition	justice
change	love	loyalty	fitting in
money	free time	good grades	maturity
nature	sticking up	equality	freedom for others
dignity/worth	wisdom	children	true friends
the elderly	saving for future	rules/laws	marriage
initiative	clubs	clothing	skill/talent
career	good values	responsibility	power
knowledge	achievement	respecting others	attitude

## Myers Briggs Personality Type Indictor

#### What is Psychological Type?

Psychological type is a theory developed by Carl Jung, a Swiss psychiatrist (1875-1961), to explain some of the apparently random differences in people's behavior. According to Jung's theory, predictable differences in individuals are caused by differences in the way people prefer to use their minds.

#### What is the MBTI?

The Myers-Briggs Type Indicator<sup>®</sup> (MBTI) is an instrument designed to make Jung's theory understandable and useful in everyday life. MBTI results describe valuable differences between normal, healthy people – differences that can be the source of much misunderstanding and miscommunication. The authors, Katherine Cook Briggs (1875-1968) and her daughter, Isabel Briggs Myers (1897-1980), were keen observers of human personality differences. They studied and elaborated the ideas of Carl Jung and applied them to human interaction. Prompted by the waste of human potential in World War II, Myers began developing the Indicator to give a wide range of individuals access to the benefits of knowing their psychological type. After more than 50 years of research and development, the current MBTI is the most widely used Instrument for understanding normal personality differences.

#### What is the benefit of the MBTI?

The MBTI functions as a tool that helps people in organizations to:

- Understand themselves and their behaviors
- Appreciate others so as to make constructive use of individual differences

Specifically, organizations use the MBTI for:

- Communicating more effectively with supervisors, peers, and employees.
- Solving organizational problems.
- Making the most of organizational human resources
- Improving teamwork
- Understanding and adapting to differences in management style
- Conflict resolution
- Understanding contributions to the organization

#### Why the MBTI?

- The MBTI<sup>®</sup> is a self-report instrument. You are the decision maker.
- The MBTI is non-judgmental. Some instruments leave you feeling that there is something wrong with you--that there is a right and a wrong way to be. The MBTI and each of its 8 preferences and 16 personality types allow you to understand you particular strengths and contributions to society.
- The MBTI is an indicator of preferences. There are no correct or incorrect answers. You cast your votes for the way you prefer to direct your energy, take in information, make decisions, and orient your life.
- The MBTI does not measure; it sorts. You sort yourself into one of two equally attractive options. High preference scores only indicate that you were very clear in your choice.
- The MBTI is well researched. It has been subjected to rigorous research tests.

#### What are "PREFERENCES"?

The MBTI reports your preferences on four scales, each opposite poles. The following exercise will most easily convey what is meant by "preferences."

First, sign your name on the line below as you normally do.

Now, sign your name again on the line below, but this time use your other hand.

How would you describe the experience of writing your name with your preferred hand? With your non-preferred hand?

#### Preferred hand

Feels natural Did not think about it Effortless & easy Looks neat

#### Non-preferred hand

Feels unnatural Had to think and concentrate Requires energy Awkward and clumsy

You can use either hand when you have to and use both hands regularly, but for writing one is natural, while the other requires effort. You can develop your ability to write with your non-preferred hand, but imagine how difficult it would be if you were required to write with your non-preferred hand throughout your work or school day.

#### **ORIENATION OF ENERGY – EXTRAVERSION – INTROVERSION**

Direction of focus, source of energy

## **E** EXTRAVERSION

Energized by outer world Focuses on people and things Talk thoughts out Active Breadth of interest Live it, then understand it Interaction Outgoing Do-think-do

## INTROVERSION

Energized by inner world Focus on thoughts and concepts Keeps thoughts in Reflective Depth of interest Understand it before live it Concentration Inwardly directed Think-do-think

#### **PERCEIVING FUNCTION – SENSING – INTUITION**

Ways of taking in information

# **S** SENSING

Facts Data Detail Reality-based Actuality Here and now Looks at what is real

## INTUITION $\mathbf{N}$

Meanings Associations Possibilities Hunches, speculations Theoretical Future possibilities Looks at what could be

#### JUDGING FUNCTION – THINKING – FEELING

Ways of coming to a conclusion, making a decision

## **T** THINKING

Analytical Justice Objective Logical system Impersonal Critique Reason Criteria Firm but fair

## FEELING $\mathbf{F}$

Sympathetic Mercy Subjective Value system Personal Appreciate Empathy Circumstances Compassionate

#### **ORIENTATION TO OUTER LIFE – JUDGING – PERCEIVING**

Dealing with outside world

## **J** JUDGING

#### Organized Settled Planned Decisive Control one's life Set goals Systematic Regulate

## PERCEIVING P

Pending Flexible Spontaneous Tentative Lets life happen Likes surprise Open to change Flow

Extraversion	Introversion
Gregarious - drawn to large number and variety of relationships	Intimate - most comfortable in small groups and with one-on- one relationships.
Enthusiastic - being energetically with the "action" and at the center of things.	Quiet - present themselves modestly, drawn to the calm away from the center of action.
Initiator - social facilitator, assertively outgoing, build bridges among people.	Receptor - content to let others initiate social amenities - even to the point of being overlooked.
Expressive - easy to know, approachable, warm, readily show feelings	Contained - well controlled, calm exterior, often difficult for others to "read."
Auditory - learn through listening, active dialogue, and involvement with others	Visual - learn through observation, reflection, reading, and more solitary means.
Sensing	Intuition
Concrete - depend on verifiable, factual information and direct perceptions. literal, mistrust fuzzy information	Abstract - comfortable with and inferring meaning from ambiguous and non-literal information. Perceptive.
Realistic - value being practical, cost-effective, and exercising common sense.	Imaginative - enjoy being ingenious, clever and novel for its own sake.
Pragmatic - highly values the usefulness or applications of an idea - more interesting than idea itself.	Intellectual - learning, acquiring knowledge, mental challenges are valued as an end in itself
Experiential - heavily grounded by first hand, past experience. Reluctant to generalize beyond direct experience.	Theoretical - conceptual, automatically search for patterns in observed facts, comfortable with theories and inventing new ones. Resourceful.
Traditional - trust what is familiar, support established groups and methods, honors precedents.	Original - values initiative and enterprising, inventive, and novel solutions. Often mistrusts conventional wisdom.
Thinking	Feeling
Critical - comfortable making distinctions, categorizing, makes win/lose choices, being in adversarial situations.	Accepting - tolerant towards human failings, see positive side of others, instinctually seeks win/win resolutions of problems.
Tough Minded - results oriented, ends justify the means, stick on task. Firm.	Tender Hearted - use gentle persuasion to influence, reluctant to force compliance.
Questioning - intellectually independent, resistant to influence, self-confident.	Accommodating - seeks consensus, deferential, conflict avoiding, seeks harmony.
Logical - values and trusts detached objective, and logical analysis.	Affective - trusts emotions and feelings, values human considerations, in touch with feelings.
Reasonable - is clear-thinking, objective, reasoned, and logical in everyday decision-making.	Compassionate - makes decisions on overall impressions, patterns, and feelings (including emotional likes and dislikes).
Judging	Perceiving
Early Starter - focused. Structure activities to work on one thing at a time, allowing adequate time for proper completion.	Pressure Prompted - prefers variety and multi-tasking. Most effectively energized when working close to deadlines.
Systematic - prefers orderly, structured and programmed responses. Likes formal contingency planning.	Casual - comfortable making adjustments as situation requires. Prefers informal guidelines vs. structured rules. Adaptable.
Scheduled - creates and easily follows standardized and familiar routines.	Spontaneous - dislikes repeatedly following the same routines. Seeks variety and change.
Planning - likes to schedule future commitments far in advance, uses dates and deadlines to organize their energies.	Open-ended - strongly values preserving flexibility and freedom, dislikes being tied down by long range plans. Makes flexible plans.
Methodical - implements projects in a planned, organized, and step-by-step manner. Self-programming.	Emergent - ad hoc planner. Moves quickly into action without detailed plans, plans on the go. Risk taking.

## MBTI TYPE TABLE Descriptive Words, Occupations and Special Talent

ISTJ	ISFJ	INFJ	INTJ
Descriptive Words: Practical, realistic, efficient, quiet, thorough, orderly	Descriptive Words: Conscientious, friendly, loyal, accurate, considerate	Descriptive Words: Sensitive, organized, decisive, insightful, empathetic, creative	Descriptive Words: Original, skeptical, independent, rational, detached
Occupations: Management Accounting Departments Data Processing Legal	<b>Occupations</b> : Administration Health Care Religious setting	<b>Occupations</b> : Counseling Religion Teaching Arts	Occupations: Legal department Science and technical fields
<b>Special Talent</b> : Attention to detail, use of data	Special Talent: Helping people in a behind-the-scene manner	Special Talent: Facilitate emotional, intellectual, or spiritual development	<b>Special Talent</b> : Intellectual creativity, conceptualization and analysis.
ISTP	ISFP	INFP	INTP
<u>Descriptive Words</u> : Tolerant, flexible, analytical, objective, logical	Descriptive Words: Kind, trusting, observant, factual, gentle	Descriptive Words: Curious, caring, idealistic, flexible, adaptable, accepting	<u>Descriptive Words</u> : Objective, ingenious, curious, detached, contemplative
Occupations: Technical fields Facilities management Military and law enforcement	<u>Occupations</u> : Health Care Counseling Business Team Coordination	<u>Occupations</u> : Business Coordination Writing Psychology Religion	<u>Occupations</u> : Technical fields Scientific research Organizational research
Special Talent: Hands on skills, analytical work with data and things.	Special Talent: Service-related and attention to details.	<u>Special Talent</u> : Human insight and creativity	Special Talent: Objective analysis of problems based on their technical expertise.

ESTP	ESFP	ENFP	ENTP
Descriptive Words: Spontaneous, active, assertive, tolerant, straightforward Occupations: Marketing Business	Descriptive Words: Friendly, flexible, specific, persuasive, realistic, optimistic Occupations: Health Care Teaching	scriptive Words: endly, flexible, ecific, persuasive, listic, optimisticDescriptive Words: Enthusiastic, warm, imaginative, creative, cooperative, curiouscupations: alth Care TeachingOccupations: Human Resources	
Sales Special Talent: Persuasion and action- oriented outcomes	Coaching <u>Special Talent</u> : Helping people with their practical needs.	Counseling Teaching Design Special Talent: Working to gain cooperation among people and groups.	Technology Design/arts Science Special Talent: Change and continually changing situations.
ESTJ <u>Descriptive Words</u> : Decisive, matter-of-fact, systematic, clear, forceful	<b>ESFJ</b> <u>Descriptive Words</u> : Sympathetic, helpful, personable, tactful, consistent, warm	<b>ENFJ</b> <u>Descriptive Words</u> : Compassionate, loyal, responsible, trustworthy, sociable	<b>ENTJ</b> <u>Descriptive Words</u> : Frank, logical, conceptual, assertive, innovative, direct
Occupations: Logistics Administration Management Special Talent: Use of organization to get things done.	Occupations: Teaching Corporate Trainers Sales Management Special Talent: Personal skills to achieve organizational objectives.	Occupations: Corporate Trainers Team leaders Arts Special Talent: Helping and facilitating groups.	Occupations: Systems Analyst Leadership Positions Business Executive Special Talent: Management: toughminded strategy, analysis, and organization.

#### ABCs

Working together as a group, come up with at least one skill for every letter of the alphabet. Although you are working as a group, each person should fill out their own worksheet.

**A-**B-C-D-E-F-G-H-**|-**J-K-L-М-N-**O-**P-Q-R-S-Т-U-V-W-Х-Y-Z-

## **My Skills**

Using the list of the skills that your group came up with, pick out four skills you think you have from that list and give an example of how that skill is useful.

Skill 1	 	 
Skill 2	 	 
Skill 3		
Skill 4	 	 

#### How Do I Become A...?

Use the Internet to research what kind of education requirements there are for a career you are interested in. Also, try to find out what kind of skills you might need for that career.

Example:	I want to be a(n) <u>teacher</u>			
Education Requirements: <u>Bachelor degree in the area I want to teach</u>				
	Teaching certification			
	Master degree to increase income and teach at a college			
Skills I Need:	math skills to keep track of students' grades			
	public speaking so I can talk in front of class of students			
	creativity so I can come up with activities for students			

I want to be a(n) \_\_\_\_\_\_

Education Requirements: \_\_\_\_\_

Skills I Need:

## **Planning for My Career**

It's never too early to start preparing for a career that interests you. Although it might seem like a long time before you will be able to start your career, there are things you can do right now to prepare yourself. You can do research and find out what your different options are for your career, or even volunteer somewhere to find out if you would really enjoy a particular career. Use the space below and write a few sentences explaining what you can start doing now to explore a career that interests you.

Outcome #	Outcome #7 Career Cluster Descriptions				
Career Cluster Name	Description	Career Cluster Name	Description		
Agriculture, Food & Natural Resources	The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fuel, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.	Hospitality & Tourism	Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.		
Architecture & Construction	Careers in designing, planning, managing, building and maintaining the built environment.	Human Services	Preparing individuals for employment in career pathways that relate to families and human needs.		
Arts, A/V Technology & Communications	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.	nformation Technology	Building linkages in IT occupations framework: for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.		
Business Management & Administration	Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.	Law, Public Safety, Corrections & Security	Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.		

Career Cluster Name	Description	Career Cluster Name	Description
Education & Training	Planning, managing and providing education and training services, and related learning support services.	Manufacturing	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
Finance	Planning, services for financial and investment planning, banking, insurance, and business financial management.	Marketing	Planning, managing, and performing marketing activities to reach organizational objectives.
Government & Public Administration	Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.	Science, Technology, Engineering & Mathematics	Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.
Health Science	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.	Transportation	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

Forestry worker	Roofer
Printing press operator	Data Entry Keyers
Teacher Assistant	Teller

Surveying and	Pharmacy
Mapping Tech	Tech
Customer	Social Service
Service Rep	Assistant
Computer	Correctional
Operator	Officer

Expediting	Merchandise
Clerk	Displayer
Electrical	Cargo/Freight
Drafter	Agent

Γ

Outcome #9

## Activity Sheet: Who I Am ......

Name:							
A career	I am considering:		C	areer path:			
	Step 1 Directions: Place an X in front of the statements that reflect your interests, abilities, and talents.						
	High salary (over \$50,000)		Working in a wet place		Working in a safe place		
	Middle income (\$20,000 to \$50,000)		Working in some hazardous surroundings		Working at the same location all day		
	Low income (under \$20,000)		Pleasant working conditions		Working inside		
	Staying clean		Working outside		Getting dirty		
	Working in a factory		Working in a rural setting		Working in many areas		
	Working in a store		Working in an office		Traveling as part of the job		
	Working in a noisy place		Working with other people		Working in a quiet place		
	Working in heat		Planning your own work		Working alone		
	Working in cold		Doing work that provides a chance to be creative		Working in air conditioning		
	Working in a dry place		Doing the same task each day		Having a high level of responsibility		
	Following orders		Spending lots of time with your family		Doing different tasks every day		
	Working a seasonal job		Being your own boss		Having vacation time		
	Working for someone else		Working short hours		Having flexible hours		
	Performing mental, rather than physical, tasks		Working a regular 40-hour week		Having respect in the community		
	Working with details		Working with tools		Performing physical, rather than mental, tasks		

Having good fringe benefits		Manufacturing a product	Performing a service
Working while standing		Working while sitting	Helping people
Doing work that requires a great deal of reading and writing		Competing with others	Working in an expanding career area
Motivating others		Influencing others	Working in a city
Working in the suburbs		Supervising others	Making decisions on the job
Working in a declining career area		No high school diploma or GED required	Social skills required
Listening skills required		Following directions carefully	Trade or technical school required
Working with a chance for advancement		Advanced college degree required	Using writing skills
Using speaking skills		Using reading skills	On-the-job training required
Apprenticeship offered		License required	Memory skills required
Working as a member of a team		Good grooming required	Using science skills
Advanced math skills required	d	Basic math skills required	Union membership required
Typing skills required		Special skills required	College degree required
Social studies skills required		Good manners required	Working by myself

Step 2 Directions: Place an O in front of the statements that are true for the career you researched.

Look closely at your responses. If there are both X's and O's in front of each of the statements, the career you are considering should appeal to you. If many of the X's (true for <u>you</u>) and O's (true for the career you researched) are not beside the same statements, you may need to rethink your reasons for considering this career as a potential career choice.

## **Career Autobiography**

The career autobiography is a written interview that asks you to tell YOUR story. Please answer each question in as much detail as possible before moving to the next question. Please feel free to allow your creative juices to flow.

1. Tell your life's story. Talk about who you are, where you've come from, experiences you've had, and what has brought you to where you are today.

2. If you have not done so, add to your autobiography by going back to begin with your earliest recollections.

3. Talk about your working life. What kinds of work experiences have you had? (These can be paid experiences, volunteer work, student activities, or any leadership positions that have taken a lot of time.) What did you like or dislike about these experiences?

4. What have been the major turning points and transitions in your work life?

5. Who have been your influencers (e.g. parents, teachers, role models) in your school and work lives? Why were they so influential? What did your parents do for work? In what ways did their work and work experiences formulate or influence your thinking about work and careers?

6. What have been some of your most enjoyable work experiences? Why? What have been some roles that you have not enjoyed? Why?

7. Have there been a few peak experiences you have had in your life or work life? What about the experience, the environment, the team or the situation made these particularly memorable?

Harrington, B. & Hall, T.D. (2007). Career Management & Work-Life Integration: Using Self-Assessment to Navigate Contemporary Careers. Thousand Oaks, CA: Sage Publications Inc.

# "PICK 5"

# Using the STRONG INTEREST INVENTORY & MBTI PREFERENCES

Student name\_\_\_\_\_

## How would you describe yourself?

Using the Strong Interest Inventory (Holland Code), refer to the Theme Descriptions on page 2 of your Profile, and list words or phrases that most accurately describe you.

Your Strong Theme Code \_\_\_\_\_ \_\_\_

Descriptions that fit you:

Using the MBTI Type Table, list the Descriptive Words that most accurately describe you.

Your MBTI Preference \_\_\_\_\_ \_\_\_\_

Descriptions that fit you:

1.	
2.	
3.	
4	
5	
0.	

## Narrowing Down Career Choices using Strong Interest Inventory (SII)

Using your SII results, choose 10 occupations on pages 5-7 in your Profile with similar results (40) and above.



#### Narrowing Down Career Choices using Myers-Briggs Type Indicator (MBTI)

Using the MBTI Type Table or the suggested careers handouts which can be found in the Manufacturing Career Awareness Resource File (flash drive), list at least three jobs popular with people who have your same type.

1.	
2.	
3.	

## Categorizing the occupations on your list

Excellent Possibilities: Occupations suggested by both assessments.

Good-Fair Possibilities: Occupations suggested by one or the other assessments.

Unlikely Possibilities: Occupations suggested by neither assessment.

## Creating your Top 5 List

Review all the occupations and list the occupations that you want to continue to explore.

1	

You will now move on and complete the research activity using these five occupations.

### **Career Awareness Plan**

#### Self-assessment

What did you learn about your interests from the SII?

What did you learn about your personality from the MBTI?

#### **Explore**

Careers you researched?

Colleges you researched?

#### **Information Interview**

Career?

#### **Decide**

Which career looks more favorable after completing the Pros and Cons Activity?

After your self-assessment and exploration, what degree program and/or major have you decided on?

Career and/or College Major Choice: