



▼ SAY

Welcome to Career Development: Where Is Life Taking You?.

My name is [NAME], and I am [TITLE/ PROFESSION].

Course Introduction

This workshop is intended to be very interactive. We will be discussing a real life situation and drawing from the experience and knowledge of the people in this room.

Course Logistics

Review logistics with participants including:

- *Anticipated timing of breaks and lunch*
- *Availability of refreshments*
- *Location of rest rooms*
- *Location of phones*
- *Any other relevant logistics*

Workshop Agenda

- Welcome, introductions, learning objectives
- “What Would You Do?”
- Key ideas, tools, techniques, tips
- Discussion
- WAMM?
 - Applying what you learn to your job/life
 - Your commitment and plan





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Timing for
Module :

4 Hours

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There will be five parts to our workshop. They are:

- *My welcome, introductions of each of us, workshop learning objectives.*
- *Introduction to the scenario or story and a discussion of “What Would You Do?”*
- *Presentation of key ideas, tool, techniques and tips for career development.*
- *Discussion of your own career development challenges and possible solutions.*
- *A section entitled “What About Monday Morning?” intended to provide you with an opportunity to think through how you can apply what you learned to your job and your life, as well as a commitment and plan for what you will commit to applying after you leave the workshop.*

Introductions/Objectives

- **Who am I? Who are you?**
- **Your objectives for this workshop**
- **Career Development Objectives**
 - How to identify your interests, skills and abilities
 - Where to go to learn what jobs/careers are available
 - How to draft a personal career plan
- **Start planning now for WAMM**

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3



▼ FLIPCHART

Flipchart Instructions:

Introduce yourself and explain how you were chosen/volunteered to be the facilitator for this workshop.

Ask participants to introduce themselves.

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Please tell us the following?

- *Your name*
- *Your role in the organization*
- *Your expectation for this module/what do you hope to learn*

Be sure to document expectations for review at the end of the session.

Review the Module objectives on the slide.

Explain that WAMM means “What About Monday Morning?” It is our way of asking participants to begin thinking, at the beginning of the module and all the way through, what changes will they commit to making after the workshop ends so that the result of attending this session is some type of positive change in the way they think and behave. Explain that training without behavior change back on the job or at home is often just a fun time and an interesting way to spend several hours. This training is meant to be practiced and used back on the job and/or at home.



Ask participants to read the story about Ingrid Small, which can be found in the Facilitator Instruction document. Make sure you have printed enough copies for each participant.

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Please jot down three things that you would do if you were Ingrid

Ask one participant to read out his/her three suggestions for Ingrid; ask the group to comment upon these suggestions.

Ask another participant to read out his/her three suggestions for Ingrid and ask how similar or different the suggestions are to the first participant's answers.



▼ DISCUSSION

Discussion Instructions:

Allow the group to discuss the suggestions presented by these participants.

Ask for any other suggestions for Ingrid from anyone.

****DELETE THIS SLIDE WHEN CREATING OVERHEADS/ PROJECTION SLIDES AND PARTICIPANT GUIDE****

This learning topic has additional facilitator notes which are captured on this page in notes view. When creating the participant guide and /or projection slides please save facilitator guide as a new file called Participant guide. Then delete this slide before projecting slides and/or copying participant materials.

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Sample suggestions might be:

- Ingrid should check out local community colleges in the area.
- She should take some kind of career assessment to open up different areas she may not have considered.
- Ingrid should write down the benefits and the costs of each of the professions; pros and cons list; what would she have to give up for each of these careers?
- She needs to understand that this is her career and while she should listen to her mother, she has to make up her mind herself. She needs to think it through for herself and think through what she really wants.
- She needs to check out scholarship and grants and tuition assistance at work to see what they pay for.
- She needs to think about the time investment and cost to pursue her options; how will this affect her family? This may limit her options.
- Go talk with people in the profession; contacting a school or hospital to let her observe some classes or someone to talk to about each profession.
- She needs to look long term; even if it works out with Charles, she should prepare for the longer term. What will motivate her after her twins grow up?
- She needs to evaluate just how happy she is in her current position. Are the hours suitable for her or might she like a job with more standard 9 to 5 hours?
- She might want to do some overview courses on each career. They would give her more insight into the specifics of this career.