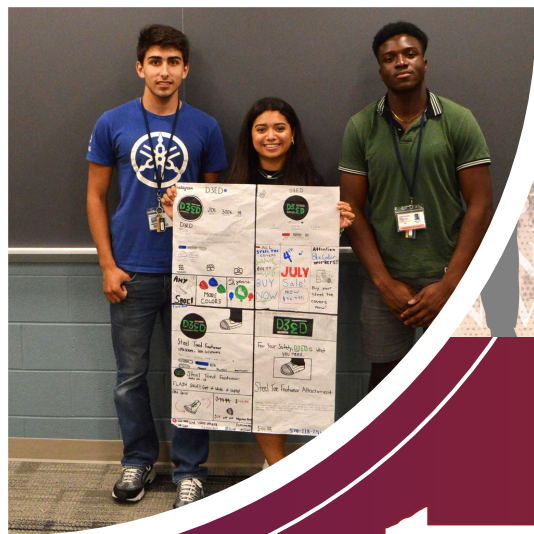


TEACHER EDITION: CAREER EXPLORATION WORKBOOK



Presented By...

**FOUNDATION FOR
FREE
ENTERPRISE
EDUCATION**

excellence in learning

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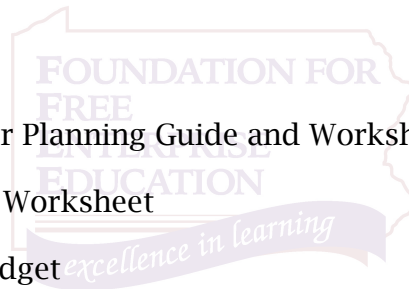
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How to Use the Teacher Guidance Resource for the FFEE Career Exploration Workbook

The Teacher Guidance Resource for the FFEE Career Exploration Workbook is a comprehensive tool designed to help educators deliver impactful career readiness lessons that meet Pennsylvania Career Education and Work (CEW) Standards and/or Personal Finance Standards. Whether you are using the workbook as a complete curriculum or selecting sections to supplement your teaching, this guide empowers you to foster meaningful student engagement and prepare them for success in their academic and professional lives.

Key Features of the Teacher Guidance Resource:

- **Clear Objectives:** Each lesson outlines specific learning goals, ensuring alignment with PA CEW and Personal Finance Standards. These objectives help educators understand what students will gain from the activity and how it ties into their overall career readiness journey.
- **Standards Alignment:** Every activity is aligned with the PA CEW and/or Personal Finance Standards, allowing educators to meet state-mandated requirements efficiently while delivering relevant and engaging content.
- **Speaker Series Organization:** The Speaker Series videos are categorized using the National Career Clusters® Framework, providing a structured approach to career exploration and helping students connect industry insights to their personal interests: <https://www.pfew.org/speaker-series>.
- **Flexible Format Options:** Activities can be presented in digital or physical formats, providing flexibility to accommodate different teaching environments and learning preferences.
- **Optional Extension Activities:** For students who wish to go deeper, each lesson includes optional activities that expand on the core objectives. These extensions provide opportunities for enrichment and additional skill-building.
- **Practical Usage Tips:** Each lesson includes strategies for implementation, classroom management suggestions, and ideas for facilitating discussions or reflections.

Steps for Using the Resource

Familiarize Yourself with the Workbook:

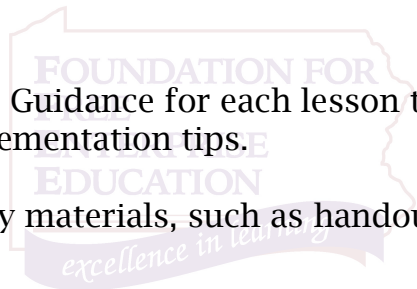
- Review the chapters and lessons in the Workbook to understand the structure and content.
- Note how the activities progress from foundational skills (e.g., self-assessment) to advanced career readiness (e.g., professional networking and entrepreneurship).

Plan Your Approach:

- Decide whether to use the Workbook as a standalone curriculum or as a supplementary resource.
- Choose activities that align with your students' needs, grade level, and career readiness goals.

Prepare for Lessons:

- Refer to the Teacher Guidance for each lesson to review objectives, standards, and implementation tips.
- Gather any necessary materials, such as handouts, digital tools, or presentation slides.
- Familiarize yourself with extension activities for students who may benefit from additional challenges.



Facilitate Lessons Effectively:

- Introduce each lesson by sharing the objective and its real-world relevance.
- Encourage students to connect the material to their personal goals and interests.
- Use the tips provided to guide discussions, support collaboration, and foster engagement.

Assess and Reflect:

- Evaluate student progress through discussions, completed activities, or reflections.
- Use the alignment section to document how lessons fulfill CEW and Personal Finance requirements.
- Reflect on what worked well and adapt future lessons based on student feedback and outcomes.

Maximizing the Resource's Impact

Integrate Career Readiness Across Subjects: Use the Workbook to infuse career readiness into other disciplines, such as English, social studies, or business classes.

Support Individual Learning: Encourage students to work independently on certain sections if they need extra time or prefer a self-paced approach.

Continue Promoting Career Growth: Guide students to the Regional Programs page to learn more about the opportunities in their chosen career path at: <https://www.pfew.org/speaker-series/regional-programs>.

Why This Resource Matters

The FFEE Career Exploration Workbook and Teacher Guidance Resource provide a robust framework to equip students with the skills, knowledge, and confidence to succeed in their future careers. By following this guide, educators can deliver engaging, standard-aligned lessons that empower students to explore career paths, develop essential workplace skills, and make informed decisions about their futures.

This resource is more than just a curriculum—it's a gateway to helping students achieve their dreams.

FFEE Career Exploration Workbook PA Standards Overview

PA CEW Standards Grade 9-12 (September 2024)

1. Career Awareness and Exploration

Educational requirements and opportunities

13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

Entrepreneurship

13.1.9-12.B. (Analyze entrepreneurship and other self-employment opportunities as they relate to personal career goals and corporate opportunities) Evaluate successful entrepreneurs in both non-profit and for-profit organizations and how the 4 P's play a role in branding.

Factors in career decisions

13.1.9-12.C. Analyze external factors that impact employment opportunities, such as, but not limited to:

- Competition
- Global influences
- Job growth
- Job openings
- Labor supply
- Potential advancement
- Potential earnings

Local, national, and global labor market

13.1.9-12.D. Describe employment outlook, organized by in demand occupations, clusters, pathways, or other methods.

Resources in school and community

13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

Rights of workers

13.1.9-12.F. Examine basic labor laws to determine the rights and responsibilities of both employers and employees



2. Employability Skills

Critical thinking and problem solving

13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.

Oral and written communication

13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

Teamwork and collaboration

13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.

Technology

13.2.9-12.D. Use job-specific technologies to accomplish work responsibilities in a productive manner

Time and project management

13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

Entrepreneurial mindset

13.2.9-12.F. Apply Entrepreneurial Mindset characteristics and skills to school, work, and extracurricular environments.

3. Growth and Advancement

Career growth

13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.

Lifelong learning

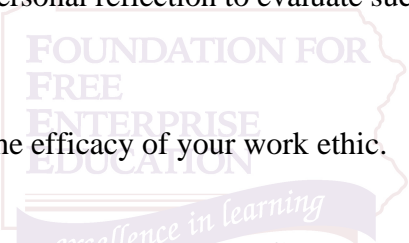
13.3.9-12.B. Identify sources of lifelong learning to strengthen existing skills, develop new skills, and maximize career growth.

Strategic goals

13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.

Work ethic

13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.



4. Personal Interests and Career Planning

Develop a personal brand

13.4.9-12.A. Strategically market yourself as a job candidate.

Identify personal interests

13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Research careers

13.4.9-12.C. Use a variety of methods to research careers that align with personal interests, values, strengths, and career goals.

Understand a career path

13.4.9-12.D. Evolve career plan to enact additional action steps that may include, but not be limited to:

- Electives
- Extracurricular activities
- Coursework
- Career interests
- Strengths and abilities
- Educational and training opportunities
- Work-based learning
- Industry-recognized credentials

PA Personal Finance Standards Grades 9-12

1. Personal Finance Fundamentals

Financial goal setting and decision making

17.1.9-12.A Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).

17.1.9-12.B Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

Financial mindset and behaviors

17.1.9-12.C Analyze the impact of various factors on a person's financial mindset and decisions.

17.1.9-12.D Evaluate strategies for dealing with behavioral biases (e.g., loss aversion, experiential bias, mental accounting) and other obstacles to managing personal finances.

17.1.9-12.E Assess the value of sharing financial goals and information with others.

Financial services

17.1.9-12.F Compare various financial service providers (e.g., banks, credit unions, check cashers, brokerage firms) and the types of accounts and services each provides.

17.1.9-12.G Communicate the process of opening financial accounts and the factors to consider when selecting financial institutions and professionals.

17.1.9-12.H Evaluate the use of financial technology to access financial services and make financial decisions.

2. Income

Sources of income

17.2.9-12.A Explain various types of income (e.g., earned, unearned, passive, active) and their sources (e.g., work, rentals, investments, government programs).

17.2.9-12.B Describe sources of retirement income and how they relate to individual investment choices, employer-sponsored retirement plans, and government programs.

Factors influencing income

17.2.9-12.C Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.

17.2.9-12.D Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.

17.2.9-12.E Evaluate the impacts of technology, labor markets, and economic conditions and trends on a person's employment potential.

17.2.9-12.F Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.

Self-employment and supplemental income

17.2.9-12.G Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

Income and payroll taxes

17.2.9-12.H Calculate the impact of taxes and payroll deductions on income.

3. Spending

Developing a budget

17.3.9-12.C Develop a personal approach to keeping track of income and spending.

17.3.9-12.D Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).

17.3.9-12.E Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.3.9-12.F Identify methods for adjusting a budget for unexpected expenses or loss of income.

Payment methods

17.3.9-12.G Compare the effects of using various payment methods when making purchases.

17.3.9-12.I Describe the impact of technology on payment methods and how it influences spending.

17.3.9-12.L Analyze the impact of paying sales, excise, and property taxes on financial decisions.

Major life purchases

17.3.9-12.K Justify the purchase or lease of a vehicle and the alternatives considered (e.g., new versus used, total cost of ownership or use).

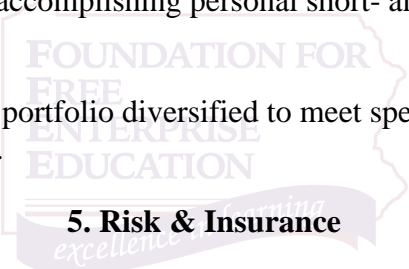
4. Saving and Investing

Saving

17.4.9-12.B Develop a savings plan for accomplishing personal short- and long-term financial goals.

Investing

17.4.9-12.H Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.



5. Risk & Insurance

Risk identification & management

17.5.9-12.A Evaluate a person's potential for financial risk (e.g., loss of personal property, reduction in income, liability).

Financial fraud and identity theft

17.5.9-12.H Analyze trends in financial fraud and strategies to avoid becoming a victim.

6. Credit

Credit use & benefits

17.6.9-12.A Evaluate pathways to obtaining credit and what lenders look for in a borrower (e.g., character, capacity, capital, collateral).

Credit rights & responsibilities

17.6.9-12.G Evaluate various rights and laws related to credit and their impact on consumers.



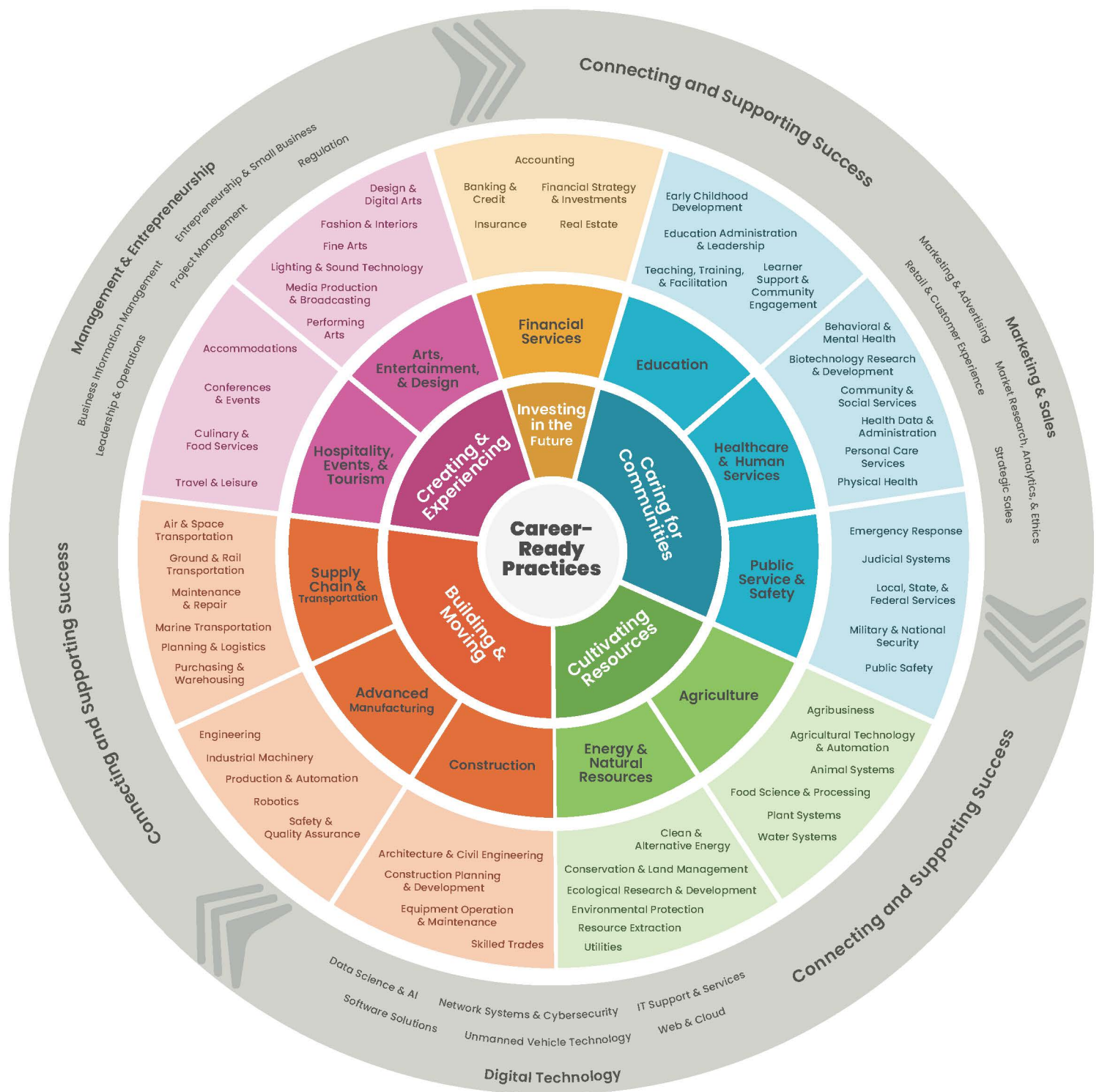
SECTION: 1

CAREER

EXPLORATION

AND

PREPARATION



KEY

Cross-Cutting Clusters

Sub-Clusters

Clusters

Cluster Groupings



Career Clusters

Pathways to College & Career Readiness

Caring for Communities

Education

Early Childhood Development
Education Administration & Leadership
Learner Support & Community Engagement
Teaching, Training, & Facilitation

Healthcare & Human Services

Behavioral & Mental Health
Biotechnology Research & Development
Community & Social Services
Health Data & Administration
Personal Care Services
Physical Health

Public Service & Safety

Emergency Response
Judicial Systems
Local, State, & Federal Services
Military & National Security
Public Safety

Building & Moving

Advanced Manufacturing

Engineering
Industrial Machinery
Production & Automation
Robotics
Safety & Quality Assurance

Construction

Architecture & Civil Engineering
Construction Planning & Development
Equipment Operation & Maintenance
Skilled Trades

Supply Chain & Transportation

Air & Space Transportation
Ground & Rail Transportation
Maintenance & Repair
Marine Transportation
Planning & Logistics
Purchasing & Warehousing

Connecting & Supporting Success**

Digital Technology**

Data Science & AI
IT Support & Services
Network Systems & Cybersecurity
Software Solutions
Unmanned Vehicle Technology
Web & Cloud

Management & Entrepreneurship**

Business Information Management
Entrepreneurship & Small Business
Leadership & Operations
Project Management
Regulation

Marketing & Sales**

Market Research, Analytics, & Ethics
Marketing & Advertising
Retail & Customer Experience
Strategic Sales

Creating & Experiencing

Arts, Entertainment, & Design

Design & Digital Arts
Fashion & Interiors
Fine Arts
Lighting & Sound Technology
Media Production & Broadcasting
Performing Arts

Hospitality, Events, & Tourism

Accommodations
Conferences & Events
Culinary & Food Services
Travel & Leisure

Cultivating Resources

Agriculture

Agribusiness
Agricultural Technology & Automation
Animal Systems
Food Science & Processing
Plant Systems
Water Systems

Energy & Natural Resources

Clean & Alternative Energy
Conservation & Land Management
Ecological Research & Development
Environmental Protection
Resource Extraction
Utilities

Investing in the Future

Financial Services

Accounting
Banking & Credit
Financial Strategy & Investments
Insurance
Real Estate

**Cross-Cutting Clusters

Denote careers that overlap in **all** industries, highlighting the versatile and interconnected nature of today's workforce. These careers can stand on their own or be contextualized in each Cluster and emphasize the need for adaptability in navigating the modern economy.

Notes:

Clusters are listed in alphabetical order. Clusters and Sub-Clusters represent the entire world of work (see definitions).

Teacher Guidance: Exploring Careers with the Speaker Series

Objective: Students will engage in active listening and reflection by analyzing insights from a speaker's presentation, exploring key career details such as skills, education, and salary, and connecting the information to their personal career goals and financial planning.

Optional Extension Activity:

Students create a visual presentation or write a short report based on the information they gathered during the session. Include:

- A summary of the speaker's key points
- Career salary details and how they align with their financial goals
- Skills or education required for this career
- How they would prepare for a similar role in the future

Format Options:

- PowerPoint or Google Slides
- Poster or infographic/written report

Standards Alignment:

This worksheet aligns with the following PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

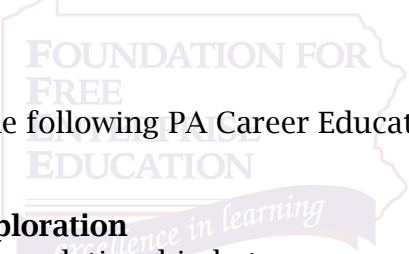
- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.
- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.
- 13.4.9-12.C. Use a variety of methods to research careers that align with personal interests, values, strengths, and career goals.



This worksheet aligns with the following PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

17.2 Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

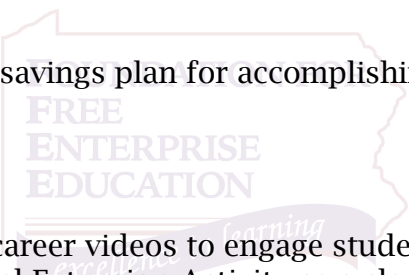
17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.

Usage Tips:

Pair this worksheet with the career videos to engage students in career research and reflection and use the Optional Extension Activity as a class project or an individual assignment to deepen engagement and understanding.

Encourage students to use online tools like the Bureau of Labor Statistics or local career resources for the salary research section.



Teacher Guidance: Overview of Career Trends

Objective: Students will explore and analyze career trends by researching key growth areas, skills in demand, and the impact of technology on a chosen industry, and reflect on how these insights align with their personal interests, strengths, and future goals.

Optional Extension Activity:

Students create a short presentation or infographic highlighting the career trends you researched.

Include:

- Growth areas
- Key skills
- Challenges
- How they plan to prepare for this career

Format Options:

- Digital (e.g., PowerPoint, Google Slides)
- Physical (e.g., scrapbook or poster board)

Standards Alignment:

This worksheet aligns with the following PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.
- 13.4.9-12.C. Use a variety of methods to research careers that align with personal interests, values, strengths, and career goals.

This worksheet aligns with the following PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.
- 17.1.9-12.F: Compare various financial service providers (e.g., banks, credit unions, check cashers, brokerage firms) and the types of accounts and services each provides.
- 17.1.9-12.G: Communicate the process of opening financial accounts and the factors to consider when selecting financial institutions and professionals.

17.2 Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.E: Evaluate the impacts of technology, labor markets, and economic conditions and trends on a person's employment potential.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.D: Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.
- 17.4.9-12.H: Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.

Usage Tips:

Pair this worksheet with a structured lesson on career trends to guide students through researching and analyzing their chosen career or industry.

Encourage students to use reliable online tools like the Bureau of Labor Statistics, O*NET Online, or local career resources for accurate data.

Use the reflection and optional extension activity to foster deeper connections between the research and students' personal career goals.

Facilitate group discussions or peer reviews of students' findings to encourage collaboration and diverse perspectives.

Customize the worksheet for specific industries or career clusters to align with your classroom objectives.



Teacher Guidance: Career Interests and Strengths Assessment

Objective: Students will identify their interests, skills, and strengths through self-assessment and connect them to potential career paths by exploring qualifications, education, and opportunities for growth in a chosen field.

Optional Extension Activity:

Students create a personal career portfolio that highlights your interests, strengths, and potential career paths. They should include:

- A self-assessment summary of your skills and interests.
- A short paragraph or visual about a career that matches your strengths.
- An action plan for developing the skills or education required for this career.

Format Options:

- Digital (e.g., PowerPoint, Google Slides)
- Physical (e.g., scrapbook or poster board)

Standards Alignment:

This worksheet meets the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.C. Analyze external factors that impact employment opportunities, such as, but not limited to:
 - Competition
 - Global influences
 - Job growth
 - Job openings
 - Labor supply
 - Potential advancement
 - Potential earnings
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

4. Personal Interests and Career Planning

- 13.4.9-12.C. Use a variety of methods to research careers that align with personal interests, values, strengths, and career goals.

This worksheet meets the PA Personal Finance Standards:

1. Personal Finance Fundamentals

- 17.1.9-12.B - Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

2. Income

- 17.2.9-12.A - Explain various types of income (e.g., earned, unearned, passive, active) and their sources (e.g., work, rentals, investments, government programs).
- 17.2.9-12.B - Describe sources of retirement income and how they relate to individual investment choices, employer-sponsored retirement plans, and government programs.
- 17.2.9-12.C - Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D - Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.E - Evaluate the impacts of technology, labor markets, and economic conditions and trends on a person's employment potential.
- 17.2.9-12.F - Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.
- 17.2.9-12.G - Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

4. Saving & Investing

- 17.4.9-12.B - Develop a savings plan for accomplishing personal short- and long-term financial goals.

Usage Tips:

Use this worksheet to facilitate discussions about how personal interests and skills connect to potential career paths.

Encourage students to revisit and update their self-assessment periodically.

Consider using online career interest surveys (e.g., O*NET Interest Profiler) as a supplement to this worksheet.

Teacher Guidance: Career Paths and Educational Requirements

Objective: Students will explore the educational requirements, career pathways, and advancement opportunities for a chosen profession, while analyzing how these align with their personal goals and preparing for potential challenges in their career journey.

Optional Extension Activity:

Students create a timeline of their educational journey based on the career they researched. They should include the following:

- The necessary degrees or certifications
- Timeframes for completing each stage of education (e.g., associate's degree, bachelor's degree)
- Key milestones such as internships, part-time work, or research projects
- An estimated graduation date or completion time

Format Options:

- Digital (e.g., Google Slides, PowerPoint, [Canva](#))
- Physical (e.g., poster board, printed handouts)

Standards Alignment:

This worksheet meets the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

3. Growth and Advancement

- 13.3.9-12.B. Identify sources of lifelong learning to strengthen existing skills, develop new skills, and maximize career growth.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.C. Use a variety of methods to research careers that align with personal interests, values, strengths, and career goals.
- 13.4.9-12.D. Evolve career plan to enact additional action steps that may include, but not be limited to:
 - Electives
 - Extracurricular activities
 - Coursework
 - Career interests
 - Strengths and abilities
 - Educational and training opportunities
 - Work-based learning
 - Industry-recognized credentials

This worksheet meets the PA Personal Finance Standards:

1. Personal Finance Fundamentals

- 17.1.9-12.A - Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B - Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C - Analyze the impact of various factors on a person's financial mindset and decisions.
- 17.1.9-12.D - Evaluate strategies for dealing with behavioral biases (e.g., loss aversion, experiential bias, mental accounting) and other obstacles to managing personal finances.
- 17.1.9-12.E - Assess the value of sharing financial goals and information with others.

2. Income

- 17.2.9-12.C - Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D - Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.F - Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.

3. Spending

- 17.3.9-12.F - Identify methods for adjusting a budget for unexpected expenses or loss of income.

4. Saving and Investing

- 17.4.9-12.B - Develop a savings plan for accomplishing personal short- and long-term financial goals.

5. Risk & Insurance

- 17.5.9-12.A - Evaluate a person's potential for financial risk (e.g., loss of personal property, reduction in income, liability).

6. Credit

- 17.6.9-12.A - Evaluate pathways to obtaining credit and what lenders look for in a borrower (e.g., character, capacity, capital, collateral).

Usage Tips:

Encourage students to explore a variety of careers and pathways to understand how education impacts their career choices.

Use this worksheet to facilitate career counseling sessions or workshops.

Help students map out educational goals in connection with career aspirations, considering alternative pathways (e.g., apprenticeships or vocational training).



Teacher Guidance: Entrepreneurship

Objective: Students will cultivate entrepreneurial skills by applying critical thinking, financial planning, creativity, and risk management strategies to real-world scenarios, while developing problem-solving abilities that are transferable to various career paths.

Optional Extension Activity:

Students create a 3–5-minute presentation about a successful entrepreneur. They should include visuals (e.g., slides, posters) to highlight their achievements, challenges, and lessons. Students end the presentation with a reflection on how the story inspires them.

Format Options:

- Digital (e.g., PowerPoint, Google Slides)
- Physical (e.g., poster board, printed handouts, in person presentation)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.B. (Analyze entrepreneurship and other self-employment opportunities as they relate to personal career goals and corporate opportunities) Evaluate successful entrepreneurs in both non-profit and for-profit organizations and how the 4 P's play a role in branding.
- 13.1.9-12.C. Analyze external factors that impact employment opportunities, such as, but not limited to:
 - Competition
 - Global influences
 - Job growth
 - Job openings
 - Labor supply
 - Potential advancement
 - Potential earnings
- 13.1.9-12.D. Describe employment outlook, organized by in demand occupations, clusters, pathways, or other methods.

2. Employability Skills

- 13.2.9-12.F. Apply Entrepreneurial Mindset characteristics and skills to school, work, and extracurricular environments.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This worksheet supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

17.2 Income

- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.F: Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.
- 17.4.9-12.H: Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.

17.5 Risk & Insurance

- 17.5.9-12.A: Evaluate a person's potential for financial risk (e.g., loss of personal property, reduction in income, liability).

Usage Tips:

Guide students through brainstorming sessions, helping them identify market needs, and facilitating group discussions about potential risks and solutions.

Challenge students to think critically about their business ideas by asking them to consider real-world problems, market demands, and financial constraints while developing their business plans.

Help students analyze the risks associated with entrepreneurship and support them in developing strategies to mitigate those risks, emphasizing the importance of resilience and adaptability in business success.



Teacher Guidance: Mentorships

Objective: Students will explore the concept of mentorship, identify qualities of effective mentors, set goals for a mentorship relationship, and develop strategies to find and build successful mentoring connections to support their academic and career aspirations.

Optional Extension Activity:

Students conduct an informational interview with someone in a career they are interested in, asking them questions about their career path, challenges they have faced, and what advice they would give to someone entering the field. Students then summarize the conversation and reflect on how their insights can guide their own career planning.

Format Options:

- Digital (e.g., PowerPoint, Google Slides)
- Physical (e.g., written summary, 1-2-page report)

Standards Alignment:

This worksheet aligns with the following PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.
- 13.4.9-12.D. Evolve career plan to enact additional action steps that may include, but not be limited to:
 - Electives
 - Extracurricular activities
 - Coursework
 - Career interests
 - Strengths and abilities
 - Educational and training opportunities
 - Work-based learning
 - Industry-recognized credentials

This worksheet aligns with the following PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.

17.2 Income

- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.
- 17.4.9-12.H: Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.

17.5 Risk & Insurance

- 17.5.9-12.A: Evaluate a person's potential for financial risk (e.g., loss of personal property, reduction in income, liability).

Usage Tips:

Discuss how mentorship can play a significant role in professional growth and how to seek out mentors in both formal and informal settings.

Encourage students to think about mentors they currently have, or could potentially reach out to, and the benefits of these relationships.

Utilize this worksheet as part of career counseling or goal-setting activities.



Teacher Guidance: Goal Setting

Objective: Students will learn the importance of goal setting, apply the SMART framework to create actionable academic and career goals, and develop a personalized action plan to track progress, address challenges, and stay motivated.

Optional Extension Activity:

Students create a vision board to visually represent their goals. They should include images, quotes, and words that inspire them and align with their short-term and long-term goals. This can be a physical board or a digital version.

Format Options:

- Digital (e.g., on Canva, Google Slides)
- Physical (e.g., poster, collage)

Standards Alignment:

This worksheet aligns with the following PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.C. Analyze external factors that impact employment opportunities, such as, but not limited to:
 - Competition
 - Global influences
 - Job growth
 - Job openings
 - Labor supply
 - Potential advancement
 - Potential earnings
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

2. Employability Skills

- 13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.
- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.
- 13.1.9-12.F. Examine basic labor laws to determine the rights and responsibilities of both employers and employees.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

- 13.4.9-12.D. Evolve career plan to enact additional action steps that may include, but not be limited to:
 - Electives
 - Extracurricular activities
 - Coursework
 - Career interests
 - Strengths and abilities
 - Educational and training opportunities
 - Work-based learning
 - Industry-recognized credentials

This worksheet aligns with the following PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.

17.2 Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.D: Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Risk & Insurance

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.
- 17.4.9-12.H: Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.

Usage Tips:

This worksheet is ideal for goal-setting workshops or as part of a broader career exploration curriculum.

Consider using this worksheet to help students set both academic and personal development goals for the school year.

Follow up regularly with students to check on their progress and offer support.

Teacher Guidance: Common Pitfalls in Career Planning

Objective: Students will identify and avoid common pitfalls in career planning by reflecting on their own habits and creating actionable strategies for success.

Optional Extension Activity:

Students develop a visual career roadmap or timeline for their career goals. Including milestones such as education, skill-building, networking, and job search activities. They share their roadmap with peers or mentors and gather feedback.

Format Options:

- Digital (e.g., PowerPoint, Google Slides)
- Physical (e.g., scrapbook or poster board)

Standards Alignment:

This worksheet aligns with the following PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.
- 13.1.9-12.F. Examine basic labor laws to determine the rights and responsibilities of both employers and employees.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This worksheet aligns with the following PA Personal Finance Standards:

1. Personal Finance Fundamentals

- 17.1.9-12.B - Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

2. Income

- 17.2.9-12.C - Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.

- 17.2.9-12.F - Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.
- 17.2.9-12.G - Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

3. Spending

- 17.3.9-12.E - Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

4. Saving and Investing

- 17.4.9-12.B - Develop a savings plan for accomplishing personal short- and long-term financial goals.

5. Risk & Insurance

- 17.5.9-12.A - Evaluate a person's potential for financial risk (e.g., loss of personal property, reduction in income, liability).

6. Career Retention and Advancement

- 17.6.9-12.G - Evaluate various rights and laws related to credit and their impact on consumers.

Usage Tips:

Host a classroom discussion where students share their biggest takeaways from their action plans, how to create SMART goals, the importance of networking and building professional relationships, and strategies for overcoming fear of failure and embracing change in career planning.

Facilitate a networking workshop or mock informational interview session.

Have students present their career roadmaps and provide peer feedback.



Teacher Guidance: Developing a Career Plan

Objective: Students will develop a comprehensive career plan by setting short-term, medium-term, and long-term career goals, identifying necessary education and skills, and creating actionable steps to achieve these goals, while evaluating progress and adjusting their plan as needed.

Optional Extension Activity:

Create a career plan visual chart or mind map. Include key steps, goals, and milestones, and use colors, icons, or images to represent your vision for your career.

Format Options:

- Digital (e.g., [Canva](#), [Google Drawings](#), or [MindMeister](#))
- Physical (e.g., poster, collage)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.
- 13.4.9-12.D. Evolve career plan to enact additional action steps that may include, but not be limited to:
 - Electives
 - Extracurricular activities
 - Coursework
 - Career interests
 - Strengths and abilities
 - Educational and training opportunities
 - Work-based learning
 - Industry-recognized credentials

This worksheet supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.
- 17.1.9-12.D: Evaluate strategies for dealing with behavioral biases (e.g., loss aversion, experiential bias, mental accounting) and other obstacles to managing personal finances.

17.2 Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.E: Evaluate the impacts of technology, labor markets, and economic conditions and trends on a person's employment potential.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.

Usage Tips:

Use this worksheet as part of a career development unit or goal-setting workshop.

Guide students in creating both short-term and long-term career goals that are realistic and actionable.

Encourage students to revisit their career plan regularly, adapting it to changes in their goals, interests, and experiences.

Teacher Guidance: Develop a Personal Budget

Objective: Students will create a detailed personal budget based on their chosen career, including income, expenses, and savings, to better understand financial management.

Optional Extension Activity:

Students create a "wishlist" budget for a future lifestyle goal, such as purchasing a home, traveling, or saving for higher education. They should research the costs associated with this goal and include it in a long-term savings plan and explain how their career choice will support this goal.

Format Options:

- Digital (e.g., PowerPoint, Google Slides)
- Physical (e.g., scrapbook or poster board)

Standards Alignment:

This worksheet meets the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

This worksheet meets the PA Personal Finance Standards:

1. Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.
- 17.1.9-12.D: Evaluate strategies for dealing with behavioral biases (e.g., loss aversion, experiential bias, mental accounting) and other obstacles to managing personal finances.
- 17.1.9-12.E: Assess the value of sharing financial goals and information with others.

2. Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.E: Evaluate the impacts of technology, labor markets, and economic conditions and trends on a person's employment potential.
- 17.2.9-12.F: Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.
- 17.2.9-12.H: Calculate the impact of taxes and payroll deductions on income.

3. Spending

- 17.3.9-12.C: Develop a personal approach to keeping track of income and spending.
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.
- 17.3.9-12.G: Compare the effects of using various payment methods when making purchases.
- 17.3.9-12.I: Describe the impact of technology on payment methods and how it influences spending.

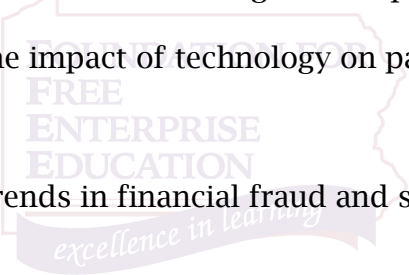
5. Risk & Insurance

- 17.5.9-12.H: Analyze trends in financial fraud and strategies to avoid becoming a victim.

Usage Tip:

Encourage students to use real-world data by researching actual costs for their region and career. Provide examples of realistic housing, transportation, and food expenses to help students make informed decisions.

Pair this activity with a class discussion on financial priorities and strategies for handling unexpected expenses.





SECTION: 2

BUILDING

PROFESSIONAL

SKILLS

Teacher Guidance: Creating a Sample Résumé

Objective: Students will create a professional résumé by identifying and organizing their personal information, education, experience, and skills, and will reflect on the importance of tailoring a résumé to specific job applications.

Optional Extension Activity:

Students create a digital résumé using tools like Google Docs, Canva, or a résumé builder website. Students then share their résumé with a classmate for peer review, focusing on content, formatting, and professionalism.

Format Options:

- Digital (e.g., Google Docs, Word, Canva, Resume Genius, Zety)
- Physical (e.g., printed, fillable template, printed copy to display)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.A. Strategically market yourself as a job candidate.
- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This worksheet supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.
- 17.1.9-12.G: Communicate the process of opening financial accounts and the factors to consider when selecting financial institutions and professionals.

17.2 Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.D: Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.
- 17.4.9-12.H: Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.

Usage Tips:

Use this worksheet as a key part of a career readiness unit.

Encourage students to regularly update their résumé, even before actively applying for jobs, as this can lead to greater confidence when opportunities arise.

Provide feedback on résumé drafts and offer personalized tips for improvement.

Teacher Guidance: Completing a Job Application

Objective: Students will understand the process of completing a professional job application by practicing how to accurately and thoroughly fill out essential information, preparing them for real-world employment opportunities.

Optional Extension Activity:

Students simulate the hiring process by combining their completed job applications with a mock interview. Activities could include:

- Peer Review Exercise: Students exchange and review each other's applications, providing constructive feedback on clarity, completeness, and professionalism.
- Digital Applications Practice: Introduce students to online application platforms to compare and contrast with physical job applications, emphasizing unique challenges like formatting and keyword optimization.

Format Options:

- Physical (paper applications)
- Digital (online application templates or tools)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

2. Employability Skills

- 13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.
- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This worksheet supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.C: Analyze the impact of various factors on a person's financial mindset and decisions.
- 17.1.9-12.G: Communicate the process of opening financial accounts and the factors to consider when selecting financial institutions and professionals.

17.2 Income

- 17.2.9-12.C: Use data to support an individual's decision to obtain or forgo post-secondary education based on the associated costs and anticipated future income.
- 17.2.9-12.D: Research options to pay for education and training, ways to reduce the total cost, and steps needed to obtain financial aid.
- 17.2.9-12.F: Explain the impact of employee benefits (e.g., health insurance, retirement savings plans, education reimbursement programs) on an individual's finances.
- 17.2.9-12.G: Analyze the financial impact of a person's decision to own a business, work as an independent contractor, or be employed.

17.3 Spending

- 17.3.9-12.D: Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.

17.4 Saving & Investing

- 17.4.9-12.B: Develop a savings plan for accomplishing personal short- and long-term financial goals.
- 17.4.9-12.H: Recommend an investment portfolio diversified to meet specific goals, including purpose, starting age, time horizon, and tolerance for risk.

Usage Tips:

Encourage students to treat the activity as a real-world scenario, focusing on accuracy and professionalism.

Use this worksheet to highlight common mistakes in job applications and provide constructive feedback.

Incorporate mock interviews or peer reviews to reinforce learning.

Teacher Guidance: Writing a Professional Email

Objective: Students will learn to structure and compose a professional email, focusing on clear communication, proper etiquette, and attention to detail, while developing skills necessary for effective workplace correspondence.

Optional Extension Activity:

Students create a professional email template that you can use for different situations in their career journey. This template should include the following sections:

- Subject Line: Make it clear and to the point.
- Salutation: Choose a formal greeting based on the recipient.
- Body: Write a polite introduction, the main content or request, and a closing sentence.
- Closing: Sign off professionally.
- Signature: Include their name and relevant contact details.

Format Options:

- Digital, (e.g., Gmail, Outlook, or Word).
- Physical (e.g., format the template by hand or using a printed worksheet)

Standards Alignment:

This worksheet supports PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.A. Strategically market yourself as a job candidate.
- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Usage Tips:

Use this worksheet to teach students the fundamentals of professional email writing by providing real-life scenarios, such as requesting an interview or making a professional inquiry.

Encourage peer review to reinforce proper email etiquette and formatting.

Follow up with a discussion or feedback session to identify strengths and areas for improvement in their practice emails.



Teacher Guidance: Writing a Business Letter

Objective: Students will understand the structure and tone of professional business letters, apply formatting and content guidelines to craft a polished letter, and develop written communication skills for career-related correspondence.

Optional Extension Activity:

Students draft a thank-you letter to a professional mentor, teacher, or coach who has positively impacted their career or academic journey. They should use the business letter format and include specific details about how their guidance has helped them.

Format Options:

- Digital (e.g., Google Docs, Word)
- Physical (e.g., handwritten letter on professional stationery)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.
- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

3. Growth and Advancement

- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Usage Tips:

This worksheet is ideal for teaching written communication skills in career readiness classes or workshops.

Pair it with lessons on résumés and email etiquette for a comprehensive career preparation module.

Encourage students to practice writing letters for real-world scenarios, such as follow-ups after job interviews or networking opportunities.

Teacher Guidance: Preparing for a Job Interview

Objective: Students will learn how to prepare effectively for a job interview by researching the company, organizing required documents, planning logistics, selecting appropriate attire, and practicing key talking points. By understanding these foundational steps, students will gain confidence and demonstrate professionalism before they ever enter the interview room.

Optional Extension Activity:

Students create a “Pre-Interview Checklist” based on the guide, then complete a mock interview preparation assignment where they must:

- Research a real company
- Print or submit digital copies of their résumé, references, and application
- Plan their travel route and arrival time
- Select an outfit and explain why it’s appropriate
- Draft sample responses to three common interview questions
- Students then exchange checklists with a partner for peer review.

Format Options:

- Digital: (e.g., online research and digital checklist submission, uploading documents (résumé, references, certificates) to Google Classroom or LMS, virtual discussion or recorded explanation of interview preparation steps)
- Physical: (e.g., printed pre-interview checklist, in-class preparation workshop with role-play, bring-in mock interview folders with printed materials)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.A. Strategically market yourself as a job candidate.

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This worksheet supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).
- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.G: Communicate the process of opening financial accounts and the factors to consider when selecting financial institutions and professionals.
- 17.1.9-12.H: Evaluate the use of financial technology to access financial services and make financial decisions.

17.2 Income

- 17.2.9-12.H: Calculate the impact of taxes and payroll deductions on income.

17.3 Spending

- 17.3.9-12.D: Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.
- 17.3.9-12.G: Compare the effects of using various payment methods when making purchases.
- 17.3.9-12.L: Analyze the impact of paying sales, excise, and property taxes on financial decisions.
- 17.3.9-12.K: Justify the purchase or lease of a vehicle and the alternatives considered (e.g., new versus used, total cost of ownership or use).

Usage Tips:

This guide is ideal for work readiness lessons, mock interview prep, or pre-internship units. Encourage students to:

- Treat interview preparation like a real-world project requiring time management and attention to detail.
- Pair up or work in small groups to practice explaining their preparation process.
- Reflect afterward on what went well and what they would improve before a real interview.

Teacher Guidance: Interviewing Dos and Don'ts

Objective: Students will learn key professional behaviors that make a positive impression in an interview. They will identify and practice “dos” that demonstrate professionalism and confidence, while avoiding “don'ts” that create a negative impression. By reflecting on these guidelines, students will be better prepared to present themselves as strong candidates in future interviews.

Optional Extension Activity:

Students create two short role-play skits: one demonstrating “interview dos” and another showing “interview don'ts.” After performing, peers will provide feedback on how the behaviors impacted the interviewer's perception.

Format Options:

- Digital (e.g., recorded video examples)
- Physical (e.g., group discussion and critique, in-class role-play skits)

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This guide also supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.B. Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.

17.2 Income

- 17.2.9-12.H: Calculate the impact of taxes and payroll deductions on income.

17.3 Spending

- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.
- 17.3.9-12.G: Compare the effects of using various payment methods when making purchases.

Usage Tips:

This guide works best when paired with a mock interview or classroom discussion.

Encourage students to reflect on how body language, communication, and attitude shape an interviewer's impression.

Teachers can also reinforce that professionalism and preparation extend beyond the interview—into workplace success and financial decision-making.



Teacher Guidance: Interview Questions and Answers

Objective: Students will prepare for professional interviews by practicing common interview questions, formulating thoughtful questions to ask interviewers, and developing confidence in answering clearly and professionally during mock interviews.

Optional Extension Activity:

Students record a mock interview video; practicing answering at least five common interview questions and include a segment where they ask three questions of the interviewer. Students then peer review the video to assess their tone, body language, and clarity.

Format Options:

- Digital (e.g., video recording via phone or computer)
- Physical (e.g., in-person presentation to the class)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

3. Growth and Advancement

- 13.3.9-12.B. Identify sources of lifelong learning to strengthen existing skills, develop new skills, and maximize career growth.
- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.A. Strategically market yourself as a job candidate.
- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

This worksheet supports the PA Personal Finance Standards:

17.1 Personal Finance Fundamentals

- 17.1.9-12.A: Determine the financial impact of various long-term goals (e.g., lifestyle, family, education).

- 17.1.9-12.B: Apply a systematic decision-making process, including opportunity costs, to setting and achieving financial goals.
- 17.1.9-12.G: Communicate the process of opening financial accounts and the factors to consider when selecting financial institutions and professionals.
- 17.1.9-12.H: Evaluate the use of financial technology to access financial services and make financial decisions.

17.2 Income

- 17.2.9-12.H: Calculate the impact of taxes and payroll deductions on income.

17.3 Spending

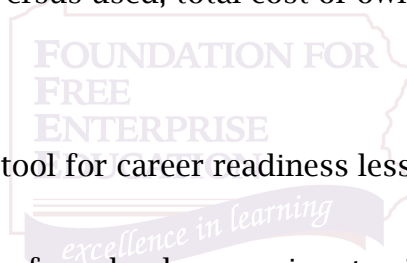
- 17.3.9-12.D: Evaluate various budgeting approaches (e.g., 50-30-20, zero-based) and methods (e.g., envelope system, spreadsheets, online tools).
- 17.3.9-12.E: Create a personal budget to allocate current or future income, including estimates for fixed and variable expenses.
- 17.3.9-12.G: Compare the effects of using various payment methods when making purchases.
- 17.3.9-12.L: Analyze the impact of paying sales, excise, and property taxes on financial decisions.
- 17.3.9-12.K: Justify the purchase or lease of a vehicle and the alternatives considered (e.g., new versus used, total cost of ownership or use).

Usage Tips:

This worksheet is a valuable tool for career readiness lessons or mock interview workshops.

Encourage students to pair up for role-play exercises to simulate real interview scenarios.

Follow up by providing constructive feedback to improve their communication and confidence.





SECTION: 3

WORKPLACE

READINESS

Teacher Guidance: Staying Positive During Your Job Search

Objective: Students will learn strategies to maintain a positive mindset during their job search, including networking, research, time management, and stress management, to enhance their chances of success and foster resilience in the process.

Optional Extension Activity:

Students create a “Positivity Plan” to support their job search mindset. They should include:

- Three strategies they’ll use to stay motivated (e.g., exercising, connecting with a mentor, celebrating small wins).
- A daily or weekly schedule for job search activities.
- A list of affirmations or motivational quotes to encourage themselves.

Format Options:

- Digital format (e.g., Google Docs or Canva).
- Physical format (e.g., a journal or poster).

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.E. Utilize school- and community-based opportunities for career awareness/preparation.

2. Employability Skills

- 13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.
- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Teacher Guidance: Developing a Strong Work Ethic

Objective: Students will learn the importance of developing a strong work ethic, including key strategies such as punctuality, initiative, accountability, and consistency, and how these qualities contribute to career success and personal growth.

Optional Extension Activity:

Students create a personal action plan to strengthen their work ethic. They should include:

- Specific areas they want to improve (e.g., punctuality, organization, taking initiative).
- Actionable steps for each area (e.g., setting reminders, prioritizing tasks).
- A timeline to track progress and goals for improvement.

Format Options

- Digital format (e.g., Google Docs or PowerPoint).
- Physical format (e.g., a written journal or poster).

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.
- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.B. Identify sources of lifelong learning to strengthen existing skills, develop new skills, and maximize career growth.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Usage Tips:

This guide can be used in classroom discussions or workshops about professionalism, work habits, and career development.

Review the strategies regularly to help students stay focused on their goals and career success.

Teacher Guidance: Digital Presence

Objective: Students will evaluate their current digital presence, identify areas for improvement, and create actionable steps to establish a professional online image aligned with their career goals.

Optional Extension Activity:

Students create or update a LinkedIn profile that reflects their career goals, skills, and accomplishments. They should include:

- A professional profile photo
- A headline summarizing their career aspirations
- At least three skills relevant to their desired career
- A brief summary or “About” section that highlights their interests and achievements

Format Options:

- Digital (e.g., link to their LinkedIn profile, screenshot of updated profile)
- Physical (e.g., poster or printed flyer with their profile)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.A. Identify solutions to existing conditions or problems using critical thinking skills.
- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.

3. Growth and Advancement

- 13.3.9-12.C. Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.A. Strategically market yourself as a job candidate.
- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Teacher Guidance: Time Management

Objective: Students will evaluate their current time management habits, identify challenges, and develop strategies to prioritize tasks, improve productivity, and reduce stress through effective time management practices.

Optional Extension Activity:

Students create a personalized weekly schedule that includes:

- Fixed commitments (e.g., classes, work, or appointments)
- Study or project work time
- Breaks and personal activities
- Goals for each day or week

Format Options:

- Digital (e.g., Google Calendar, or an app of your choice)
- Physical (e.g., a printed or hand-drawn planner)

Standards Alignment:

This worksheet supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Usage Tips:

This worksheet is ideal for helping students recognize the importance of managing their time effectively in academic, personal, and professional settings.

Encourage students to share their time audit insights in small groups or class discussions.

Offer feedback on their schedules to help them strike a balance between productivity and self-care.

Teacher Guidance: Professional Etiquette and Communication in the Workplace

Objective: Students will understand the importance of professional etiquette and effective workplace communication, learning strategies for fostering respect, collaboration, and clarity in professional interactions.

Optional Extension Activity 1:

Students create a workplace communication and etiquette checklist. They should:

- Include key behaviors for professional interactions, digital communication, and collaboration.
- Personalize the checklist to reflect their own strengths and areas for growth.

Optional Extension Activity 2:

Role-Play Scenario: Students create a scenario where they practice giving constructive feedback to a coworker in a respectful manner.

Format Options:

- Digital (e.g., checklist using tools like Google Docs or Canva)
- Physical (e.g., poster or infographic to share with classmates)

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.
- 13.1.9-12.F. Examine basic labor laws to determine the rights and responsibilities of both employers and employees.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Teacher Guidance: Diversity, Equity, and Inclusion in the Workplace

Objective: Students will understand the principles of diversity, equity, and inclusion (DEI) in the workplace, the importance of fostering a supportive and fair environment, and actionable steps to create and maintain inclusive workspaces.

Optional Extension Activity:

Students create a DEI Action Plan by identifying three specific strategies a company can implement to enhance diversity, equity, and inclusion. Include goals, actions, and measurable outcomes for each strategy.

Format Options:

- Digital format (e.g., Google Slides or PowerPoint).
- Physical format (e.g., a flyer or poster).

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Usage Tips:

Use this guide to discuss the role of DEI in creating equitable opportunities and improving organizational culture.

Pair the guide with real-world case studies of companies that have implemented successful DEI initiatives.

Facilitate group discussions or debates on the challenges and benefits of fostering DEI in various industries and encourage students to reflect on their own values and biases and how they can contribute to inclusive environments.

Teacher Guidance: Conflict Resolution

Objective: Students will understand the importance of conflict resolution in the workplace, identify common types of workplace conflicts, and develop strategies to resolve disagreements in a constructive and professional manner.

Optional Extension Activity 1:

Divide students into small groups and assign each group a workplace conflict scenario. Ask groups to role-play the conflict and work collaboratively to resolve it using techniques such as active listening, collaboration, and negotiation.

Optional Extension Activity 2:

Have students complete an assessment to identify their conflict resolution style (e.g., collaborative, competitive, avoidant). Lead a discussion about how their style influences their approach to resolving conflicts and how they can adapt in workplace scenarios.

Format Options:

- Digital format (e.g., video or PowerPoint).
- Physical format (e.g., public presentation, written or printed online style survey).

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
- 13.2.9-12.C. Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.
- 13.2.9-12.E. Evaluate time and project management strategies and their application to both personal and work situations.

3. Growth and Advancement

- 13.3.9-12.A. Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
- 13.3.9-12.D. Analyze and reflect upon the efficacy of your work ethic.

4. Personal Interests and Career Planning

- 13.4.9-12.B. Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.

Teacher Guidance: Networking and Cultivating Relationships in the Workplace

Objective: Students will understand the value of networking and building professional relationships in the workplace, learn strategies for effective networking, and explore how cultivating strong relationships can enhance career growth and job satisfaction.

Optional Extension Activity 1: Networking Simulation

Students participate in a mock networking event with their classmates. They should introduce themselves, share their professional goals, and engage in conversations. After the simulation, students should discuss how to continue those relationships and how to maintain professional connections going forward. They should consider what strategies they can use to keep in touch and follow up.

Optional Extension Activity 2: Networking Action Plan:

Students create a personal networking plan that outlines their goals. These could include attending industry events, reaching out to professionals on LinkedIn, or scheduling informational interviews with potential mentors.

Track their progress and have students adjust their plan as they build and maintain new connections.

Optional Extension Activity 3: Social Media Professional Branding:

Students can update or create a LinkedIn profile, ensuring it reflects a professional image. They should include their career goals, experiences, and relevant skills.

To extend their network, students should take part in LinkedIn groups or share industry-related content to engage with professionals and grow their network.

Format Options:

- Digital (e.g., Google Docs or PowerPoint, screenshot or link to social media).
- Physical (e.g., a classroom presentation or poster).

Standards Alignment:

This guide supports the PA Career Education and Work (CEW) Standards:

1. Career Awareness and Exploration

- 13.1.9-12.A. Analyze the relationship between career choices and career preparation opportunities to choose a path.

2. Employability Skills

- 13.2.9-12.B. Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.



SECTION: 4

OTHER RESOURCES

Other Programs Offered by The Foundation

Pennsylvania Free Enterprise Week (PFEW)

PFEW is an award-winning week-long summer economics education program offered to all current high school sophomores and juniors throughout Pennsylvania. It is an exciting, team-based program that teaches students to understand and celebrate the American free enterprise system by introducing them to the inner workings of modern 21st century business. PFEW helps students develop critical skills in communication, leadership, time management, problem solving and team building all while improving their self-esteem and confidence. The PFEW program provides students with opportunities to assess interests, build skills, and identify and explore careers in an interactive, hands-on setting. Interested students can pick up an application at the high school or apply online at www.pfew.org.



For more information, visit www.pfew.org.

Stock Market Game™ (SMG)

SMG is an exciting program that allows students to experience the thrill of investing without all the risk of losing real money. Students get \$100,000 of virtual cash that they can use to invest in stocks, bonds, etc. They are in control of their fortune and compete with other teams from their region and across the state. They learn what it means to work as a team as they, together, rejoice in their successes and learn from their mistakes. Through the Stock Market Game, they gain a fundamental understanding of investing and how you can make your money work for you!



For more information, visit <https://pfew.org/SMG.php>.

Follow Us On Social Media:

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- www.facebook.com/PFEW1
- www.twitter.com/pfew_org
- www.instagram.com/pfew_org
- www.youtube.com/user/PATFreeEnterpriseWeek



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- LinkedIn. (n.d.). LinkedIn: Log in or sign up. LinkedIn. <https://www.linkedin.com>
- Meta Platforms, Inc. (n.d.). Facebook: Log in or sign up. Facebook. <https://www.facebook.com>
- Meta Platforms, Inc. (n.d.). Instagram: Photos and videos. Instagram. <https://www.instagram.com>
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