Chapter 1-Section 1-Personal Skills and the Job Market



- The job openings that are available when you are ready to go to work
- Important to have right skills and be able to learn new ones as needed.
- Change is inevitable and you must plan ahead to meet it.

Skill Set

Unique skills and abilities that you bring to the job market

Hard Skills

- Measurable physical and mental abilities
 - Examples: installing a faucet, preparing a spreadsheet, operating a machine, driving a vehicle

Soft Skills

- Nontechnical skills needed by most workers for success on the job
 - Examples: leadership, communication, teamwork, problem-solving, time-management skills



- Published by the <u>U.S. Department of Labor</u>
- Contains information about the latest jobs in 11 career areas
 - Education required
 - Job outlook (how many jobs will there be)
 - Starting pay



- Experience, education and training-the more you are required to have—the higher your income.
- The number of jobs available in a career area can affect an income level
- Location-where your job is located
- Skill Set-the type of skills you need to complete a job

Job Information

- Job title-a name given to a particular job
- Job description-describes what a job would be like, including...
 - Education requirements
 - Hours worked
 - Details about worksite or location
 - Work environment

Jobs

- If the pay for a job is high compared to the education....
 - There could be high personal risks
 - There could be a short career span
 - There could be tasks that are part of the job that others may not be willing to do.
 - Example: contractors working in Iraq during the war.

Values

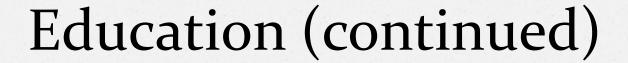
- A principle that reflects the worth you place on an idea or action
 - Example: honesty
- Values define who you are
- Influence choices and decisions you make and can impact your earning potential
 - Example: If you believe making a difference in other people's lives is important, you may choose to be a teacher or counselor over a salesperson or accountant
 - What values influence your decisions?

Goals

- A desired outcome based on one's values for which a plan of action is carried out.
- Example: If you value good health...your goal may include eating properly and exercising regularly
 - What goals do you have?



- Formal-attending classes and often earning a degree
- Informal-education that is part of working
- On-the-job training-learning as you do work
- Self-training-learning new skills from reading and practicing on your own
 - What self-training have you done?



- Consider education as an investment in your future
- Consider the type of education you want and how well it will prepare you for what you want later in life
- The jobs you choose and the education you receive will affect the amount of money you are able to earn.