

Four Phases of Career Planning
Phase 1: Knowing Yourself
Phase 2: Exploring Your Options
Phase 3: Making Decisions
Phase 4: Moving On (Action Planning)

RESOURCES	Phase 1	Phase 2	Phase 3	Phase 4
Curriculum/Toolkits				
Coaching for College and Career: A SkillWorks Toolkit This toolkit pulls together a document by coaches and for coaches that focuses on and shares the tools they find most helpful in working with clients, particularly in the areas of career exploration, career/educational advancement and credential attainment. The contents are not exhaustive by any means—there are a great many resources out there, and it includes references and links to helpful resources in each section—but the individual tools included were chosen and vetted by coaches. http://www.skill-works.org/documents/SkillWorksCoachingToolkit_WebOnly.pdf	✓	✓	✓	✓
Empower Your Future: Career Readiness Curriculum Guide This youth focused guide is comprised of five domains: Beginning Your Journey, Know Yourself, Exploring Careers, Strategies for Success and What’s Next. Each domain includes comprehensive lesson plans that contain a variety of lessons and activities. http://www.commcorp.org/resources/documents/Empower%20Your%20Future%20-%20Career%20Readiness%20Curriculum%20Guide%202010.pdf	✓	✓	✓	✓
Integrating Career Awareness Into the ABE and ESOL Classroom Curriculum Guide http://www.collegetransition.org/docs/ICAcurriculumguide.pdf	✓	✓	✓	✓

Career Exploration Websites	Phase 1	Phase 2	Phase 3	Phase 4
RI Resource Hub http://riresourcehub.org/ RI based Resource for career exploration and local training resources in foundational education, occupational training etc. Summer 2016 Online Counseling Tool		✓	✓	
EmployRI www.employri.org Users can explore careers in this tool by signing in and selecting from the left side “How can we help you” and “Explore a new career”		✓	✓	
America’s Career InfoNet www.acinet.org This site provides extensive information on occupations. You can search by state using several criteria including wages, level of education, fastest growing, and most in demand. It includes videos of occupations. In addition, the site has many useful career exploration tools.		✓	✓	
America Student Assistance www.asa.org This site answers questions on how to plan and pay for your education. It will help you examine colleges and other career-building programs that may be of interest to you and locate sources of financial aid. Admission test information and applications for college admission and financial aid are also accessible.			✓	✓
6 Ways to Improve Your Critical Thinking Skills http://www.livespeech.org/blog/six-ways-to-improve-your-critical-thinking-skills While it doesn't have actual worksheets, it provides approaches for developing critical thinking skills for both adults and children.			✓	✓
Career One Stop http://www.careeronestop.org/ This site provides extensive information on occupations. In addition, it provides sample career pathways for eight industries: advanced manufacturing, construction, energy, financial services, hospitality, information technology, long-term healthcare, and retail.		✓	✓	

Career Ready 101 Link for use in RI	✓	✓		
MyNextMove https://www.mynextmove.org/	✓	✓	✓	✓
My Skills My Future http://www.myskillsmyfuture.org/		✓	✓	
Occupational Outlook Handbook http://www.bls.gov/ooh/ This site is a classic reference about occupations from A to Z. Compiled by the US Bureau of Labor Statistics, it includes a description of the work, training and education needed, earnings, and expected job prospects.		✓	✓	
O*Net Interest Profiler https://www.onetcenter.org/IP.html Like America’s Career InfoNet listed above, this site provides extensive information on occupations. You can search by state using several criteria skills, fastest growing, and most in demand. It also has good self-assessment tools such as the Interest Profiler.	✓	✓		
Job Search Websites	Phase 1	Phase 2	Phase 3	Phase 4
CareerBuilder www.careerbuilder.com		✓	✓	
Computer Jobs www.computerjobs.com		✓	✓	
craigslist www.craigslist.org		✓		

EmployRI www.employri.org		✓		
Glassdoor www.glassdoor.com		✓		
Idealist www.idealists.com		✓	✓	
indeed www.indeed.com A powerful job/internship/volunteer opportunity search tool that combines others such as Idealist.com, Monster.com, Craigslist.com, etc.		✓	✓	✓
Monster www.monster.com		✓	✓	
Simply Hired www.simplyhired.com		✓	✓	
Intern and Volunteer Websites	Phase 1	Phase 2	Phase 3	Phase 4
InDeed http://www.indeed.com		✓		
InternMatch http://www.internmatch.com A large database of internships. Free, no password needed.		✓		
VolunteerMatch http://www.volunteermatch.org A database of volunteer opportunities searchable by geographic location or interests.		✓		

	Phase 1	Phase 2	Phase 3	Phase 4
Interview Help Websites				
Expert Village with Katey Roney http://www.ehow.com/videos-on_5228_interview-job.html Interview vignettes on what to do.				✓
YouTube – Interview Dos and Don'ts Vault Video http://www.youtube.com/watch?v=S1ucmfPOBV8				✓
CollegeGrad #1 Entry Level Job Site https://collegegrad.com/ Has one minute job videos, of particular interest is one titled “The most important interview – non-verbal”.				✓

Additional resources for counselors or instructors:

- Executive Functioning Skills Webinar Series

<http://www.buildingbetterprograms.org/category/executive-function/06-ef-webinars/>

- Teaching Critical Thinking Skills

<http://www.wikihow.com/Teach-Critical-Thinking>

While the slides are aimed at teachers of children, the concepts are straight-forward and applicable to adults particularly when you get to Parts 6 & 7.

- 50 Activities for Developing Critical Thinking Skills

<http://www.hrtrainingsolutions.com/v/vspfiles/pdf/50%20Activities%20for%20Developing%20Critical%20Thinking%20Skills%20-%202%20Activities.pdf>

This is actually a condensed article with several activities, not 50. Some of the activities lend themselves to workshops as well as one-on-one coaching.