

Introduction

Chapter 1: Personal Development

- 1.1 Career Development
- 1.2 Motivation, Aspirations & Success
- 1.3 Attitudes toward Career Development
- 1.4 Approaches to Career Development
- 1.5 Personal Wellness
- 1.6 Stress Management
- 1.7 A Changing You
- 1.8 Effective Communication
- 1.9 Interpersonal Skills
- Assignment: Personal Profile**
- 1.10 Factors Affecting Educational & Career Opportunities

Chapter 2: Work Environment

- 2.1 Value of Work
- 2.2 Employability Skills
- 2.3 Business Operations
- 2.4 Workplace Trends- Technology & Economy
- 2.5 Workplace Trends- Social & Political
- 2.6 Workplace Trends- Globalization
- 2.7 Biases & Discrimination at Work
- 2.8 Workplace Health & Safety Regulation
- 2.9 Injury & Risk at Work
- 2.10 Employee Rights & Responsibilities
- Assignment: Employability Preparedness**
- 2.11 Supply and Demand for Labour

Chapter 3: Post-Secondary Pathways

- 3.1 Graduating High School
- 3.2 Apprenticeship
- 3.3 College
- 3.4 Employment & Entrepreneurship
- 3.5 Gap Year
- 3.6 University
- 3.7 Other Options
- Assignment- Pathways**
- 3.8 Supports Available
- Assignment- Post-Secondary Plan**

Table of Contents

Chapter 4: Career/Life Exploration

- 4.1 Work & Life Roles
- 4.2 Impacts of Work on Lifestyle & Leisure
Assignment: Life Roles & Transitions
- 4.3 Comparing Occupations
- 4.4 Labour Market Information
Assignment: Researching Career Pathways

Chapter 5: Planning and Goal Setting

- 5.1 Importance of Goals
- 5.2 Decision-Making Strategies
- 5.3 Reality of Goal Setting
Assignment: Your 'Preferred Future'
- 5.4 Types of Goals
- 5.5 Influences: Culture & Community
- 5.6 Influences: Family & Responsibilities
- 5.7 Influences: Personal Attributes
Assignment: S.M.A.R.T. Goal Setting
- 5.8 Goals Lead to Action

Chapter 6: Finance Management

- 6.1 Financial Literacy
- 6.2 Financial Identification Security
- 6.3 Getting Paid
- 6.4 Taxes
- 6.5 Financial Responsibilities
- 6.6 Credit: Risks & Benefits
- 6.7 Influences on Financial Decisions
- 6.8 Financial Decision-Making Strategies
- 6.9 Personal Budget
Assignment: Post-Secondary Education & Personal Financing
- 6.10 Cost of Starting Employment

Chapter 7: Job Search

- 7.1 Employment Opportunities
- 7.2 Networking
- 7.3 Targeted Resume
- 7.4 Cover Letters
Assignment: Resume & Cover Letter
- 7.5 Applications & References
- 7.6 Preparing for Job Interviews
- 7.7 Interview Skills
Assignment: Mock Interview
- 7.8 Innovative Employment Tools