



Explore-Work.com Trainer's Guide:

Work Experiences

Work-based learning, or work experience, provides structured learning experiences for students through exposure to a range of occupations. Students learn by observing and/or actually doing real work. Learning in the workplace supports learning in the classroom and promotes the development of broad transferable skills.³ Work experiences can occur at a workplace, in school, or in the community.

³ Kansas City, Kansas Public Schools, Quality Work-Based Learning Toolkit

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Learning Goals

Learning Objectives:

- Understand what work-based learning experiences are and how they can help you achieve your job goals.
- Learn how to find opportunities in your community to gain work-based learning experiences.
- Evaluate your work-based learning experiences and the skills you’ve gained
- Make connections between school experiences and workplace activities
- Understand your options for disclosing your disability

facts → feelings → behavior change

Things to Know	Things to Feel	Things to Do
<p><i>(E.g., facts, terminology, skills...)</i></p> <ul style="list-style-type: none"> • Understand the variety of opportunities for work-based learning experiences. • How specific experiences can support your job goals. • How to identify opportunities in your community. • How to use tools to evaluate your 	<p><i>(E.g., perceived credibility and relevance of the new knowledge, my appropriate role, perceived peer approval for taking action, self-efficacy...)</i></p> <ul style="list-style-type: none"> • Empowered to move forward in exploring work • I can work! • People/organizations value the skills I already have. • I have choices. • I have skills! • I offer value to an employer and my community. 	<p><i>(E.g., intentions to change behavior, incremental changes, talking to others about new behavior, establishing habits/routines...)</i></p> <ul style="list-style-type: none"> • Find a work-based experience in my community that I’m interested in. • Describe how my school experiences are connected to work experiences.

Things to Know	Things to Feel	Things to Do
<p>experience and skills gained.</p> <ul style="list-style-type: none">• How school and work experiences are connected.• Where and how to find a job.		<ul style="list-style-type: none">• Identify community resources to gain work-related experiences.• Use tool to evaluate experiences and skills.

Course Lessons and Activities

Course Introduction for Students: Work-based learning, or work experiences, are ways you can try working, learn new skills and get some experience. Having a variety of work experiences while you are in high school can help you:

- learn what you are good at
- find out more about yourself and what jobs or careers are a good fit for you and your talents
- get work experience and learn new skills

Work experiences can occur at a workplace, in school, or in the community.

In the training course, we will explore different types of work experiences including:

- Apprenticeships
- Job Shadowing
- Career Mentorship
- Informational Interviews
- Internships – Paid or Unpaid
- Part-Time Jobs
- Service Learning
- Student-led Enterprises
- Simulated Workplace Experience
- Volunteering

Let's get started!

A Note about Time Estimates: The time estimates are just that. Lesson time expectations should be adapted to best meet the need of the learner.

Lesson 1: Work Experiences Introduction

Lesson activities | Time Estimate: 15 minutes or more

- My Journal: Work Experiences Self-Reflection Activity
- Video: Work Experiences – Top 5 Reasons

Lesson 2: Take Action

Lesson activities | Time Estimate: 1 hour or more

- Whiz Quiz: Are you a Work Experience Whiz
- Discover Different Types of Work Experiences Activity
- Work Experiences: Finding a Fit for You!
- Video: Apprenticeships
- Video: Service Learning
- Video: Job Shadowing

Lesson 3: Work Experiences Adventure

Lesson activities | Time Estimate: Less than 15 minutes

- Action Plan

Lesson 4: Checking-In: Work Experiences

Lesson activities | Time Estimate: Less than 15 minutes

- Self-Reflection Activity

Lesson 1: Work Experiences Introduction

Lesson Introduction

Why is it important to get work experiences while you are still in high school? We are so glad you asked! By the time you finish the activities in this lesson, you will see why!

Activity: My Journal: Work Experiences Self-Reflection Activity | [Link to My Journal Activity](#)

This training is all about things you can do right now to explore work and prepare for your future. This journal activity will capture what you're thinking at the beginning of this journey. We will also ask you the same questions at the end to see if your thoughts have changed.

There are no right or wrong answers. These are just your thoughts and feelings.

Who are you as you start this journey?

Trainers Note: Email Addresses

An email address is required throughout this training to enable feedback to the learner. Emails may contain custom messages, additional resources, or next steps based on the student's response. The student can choose to share emails received with teacher, counselor, or training facilitator to offer opportunities for further conversation and exploration.

Name [first] *

Email *

1. I have a job goal.

Not even close!

- I haven't thought about it much.
- I'm getting closer.
- Yes! I have a job goal!

2. I know what I need to do to reach my job goal.

- Not even close!
- I haven't thought about it much.
- I'm getting closer.
- Yes! I know what I need to do!

3. I know resources in my community that can help me get work experience.

- Not even close.
- I haven't thought about it much.
- I'm starting to.
- Yes! I know my community resources well.

4. I've talked to my school counselor or a trusted adult about my future.

- Nope, never.
- I haven't thought about it much.
- I've talked about it a little bit.
- Yes! I have had some good conversations about my future.

5. I am excited about my future!

- No, it's scary.
- I haven't thought about it much.
- I'm starting to get excited.
- Yes! I'm ready to get started on my future!

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

- Yes – Enter Email Below.
- No thanks.

Learner Email Response:

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Work Experiences Self-Reflection Pre-Activity Results

Dear [learner's name],

Great job completing this activity! Your responses are below. Let's check back at the end of this course to see if anything changed.

[all responses are included here]

Activity: Video: Work Experiences – Top 5 Reasons | [Link to Video Activity](#)

Watch this video to find out the top 5 reasons for getting some work experiences while still in high school!

Video Transcript:

Experience is the best teacher! Nothing can prepare you for a job or the future like getting out and trying some things. It's important to test your abilities, get experience, build connections, and learn about yourself as you plan for life after high school.

Why should YOU get work experience?

FIVE...

You'll get skills! It may even help you decide what you want to do after high school.

FOUR...

Getting work experience shows you're motivated and interested. Employers will be impressed that you've done your homework.

THREE...

It's the best way to get a real sense of what a job is like. You'll get to speak to employees and ask them questions. You won't know what a job is like until you get closer to the action.

TWO...

Work experiences are a perfect way to try out different jobs without actually committing to anything. You can dip your toe in the water without taking the full plunge.

ONE...

In at number one: you're more likely to get a job you want if you have some good work experience.

So dive in to find out what fits best with your interests and goals.

Lesson 2: Take Action

Lesson Introduction

Getting some work experience is a great step forward for your future and helping you prepare for life after high school.

Let's start by learning about different ways to get work experience, and the people and resources who can help you on your journey.

Activity: Whiz Quiz: Are You a Work Experience Whiz? | [Link to Whiz Quiz Activity](#)

How did you like learning about the different work experiences that are out in the world? Let's see if you are a whiz at remembering what you have learned!

Test your knowledge of Work Experiences. Read each statement and select one answer per question.

What is your first name? *

Email *

1. What type of work experience lets you get on-the-job training while getting paid?
 - A. Volunteering
 - B. Apprenticeship
 - C. Service learning

2. When you spend time with a person at their job and see what it's like each day, what is this called?
 - A. Job shadowing
 - B. Internship
 - C. Student-led enterprise

3. A person who guides you, listens to you, and offers help solving problems is:
 - A. A volunteer
 - B. An apprentice
 - C. A mentor

4. In this type of experience, you get to use your creative ideas and learn business skills while making money.
 - A. Simulated work experience
 - B. Service learning
 - C. Student-led enterprise

5. Getting hands-on experience working part or full time is:
 - A. Job shadowing
 - B. An internship
 - C. A mentor

6. If you want to get out and help in your community, you probably want to:
 - A. Volunteer

- B. Do a simulated work experience
- C. Do an apprenticeship

7. Working in a work-like environment where you develop skills while still in school is:

- A. A mentor
- B. Service learning
- C. A simulated work experience

8. When you take what you're learning in school and use it to make a difference in your community, you are doing:

- A. Service learning
- B. An internship
- C. A student-led enterprise

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

- Yes – Enter Email Below.
- No thanks.

Learner Email Response:

The learner will get an email response upon submission of this activity. The email will be customized based on learner results and have the following information:

Subject: Explore Work: Whiz Quiz Lesson 1 - Score

Dear [learner's name],

[Score: 0 – 1 Email Response]

Thank you for taking the Whiz Quiz. You are a Work Wannabe.

Your quiz score: [quiz score]

Like all of us, you are a work in progress. Taking the time to learn more about yourself will help you with your future goals. Stick with us to find a career path that works for you!

[Score: 2 – 3 Email Response]

Thank you for taking the Whiz Quiz. You are a Work Watcher!

Your quiz score: [quiz score]

You are on your way to learning more about yourself to help you find the career that is a good fit for you! Keep learning more about yourself.

[Score: 4 – 5 Email Response]

Thank you for taking the Whiz Quiz. Congratulations! You are a Work Warrior!

Your quiz score: [quiz score]

You are well on your way to achieving your goals for the future. Keep up the great work!

[all form responses are included here]

Activity: Discover Different Types of Work Experiences | [Link to Activity](#)

Complete the following activity to find out a little more about each type of work experience. Remember any of these are great options to help you learn new skills and find out what kind of jobs you may like to do in the future.

Yes, let's go!

Work Experiences Overview

Choose a card to find out about the different ways you can get some work experience right now! These are all great things to try while you are still in high school.

- **Card 1: Part-Time Job** – Who doesn't like a little extra cash!
 - **Flip to Side 2:** Get paid for a job after school or during the summer. Try out different jobs to learn new skills and reach future job goals.
- **Card 2: Job Shadowing** – Sounds Interesting... tell me more
 - **Flip to Side 2:** Hang out with someone at their job. See what it's like to do that job. Is this appealing to you? What do you need to know to do that job?
[Watch the Job Shadowing Video!](#)
- **Card 3: Internships** – Dream big and great things can happen!
 - **Flip to Side 2:** Get real world work experience while learning the ropes from people with more experience. Learn about working in a field you're interested in to see if it's really for you.
- **Card 4: Volunteering** – You can make a difference!
 - **Flip to Side 2:** Give your time and use your skills to serve your community. Find something to help you learn new things or is helpful to your community!
- **Card 5: Apprenticeship** – Walk the walk and talk the talk.
 - **Flip to Side 2:** Get on the job training while getting paid. Get training and hands-on experience in a job.
[Watch the Apprenticeship Videos!](#)
- **Card 6: Career Mentor** – Think of them as a work BFF...
 - **Flip to Side 2:** Someone who gives you guidance and support to help you be your best at school and work. Learn from your mentor's experience and knowledge.
- **Card 7: Simulated Work Experiences** – It's like I'm really there!
 - **Flip to Side 2:** Practice and learn in a realistic work environment. Learn to make decisions, solve problems, and try new things.
- **Card 8: Student Led Enterprises** – Sounds interesting... tell me more!
 - **Flip to Side 2:** Take your idea for a product or service you want to sell and turn it into a business. Use your talents and learn how to make decisions.
- **Card 9: Service Learning** – Giving back to my community feels good.
 - **Flip to Side 2:** Put what you're learning in school to use in your community. Help solve problems in your community. Learn about what you value while connecting with

others.

[Watch the Service Learning Video!](#)

Activity: Work Experiences: Finding a Fit for You! | [Link to Activity](#)

Now that you know about the different types of work experiences, which of these might be a good fit for you? As you get closer to being an adult, you may try a few different work experiences. That's Great!

Any work experience you get will help you get closer to future goals!

Let's do some exploring to find out which type of work experience might be a good fit for you right now!

BranchTrack.com Project Intro Screens:

- “Let’s get started in helping you decide which work experiences might be a good fit for you right now!”
 - “Continue”
- “I work best when someone can show me what to do.”
 - Yes >
 - No >

Trainers Note: Situations

In each situation, the learner is asked to make a series of choices. Depending on what they choose, they are taken down a different path. These [paths \(or “branches”\) can be followed along using a downloadable PDF](#) as an extension to this guide.

As an apprentice, you can get on the job training while getting paid. Get training and hands-on experience in a job. Find out more by watching the video.

Video Transcript:

Have you ever thought about doing an apprenticeship?

What is an apprenticeship?

An apprenticeship is a mix of work experience and learning.

Many types of industries may offer apprenticeship opportunities. Including fields like carpentry, plumbing, engineering, green energy, electrical work, health care and much more!

As an apprentice, you get

money + education + qualifications

A nationally recognized qualification is one that is respected by employers in the industry.

Most apprentices get paid and the pay may even increase as you get more experience

You can keep learning while you develop new skills.

Lots of apprentices stay at the company after finishing their apprenticeship.

It might be just what you're looking for!

How to Get Started:

- Talk to your school counselor or vocational rehabilitation counselor about apprenticeship options.
- Use a local Community College or Technical College as a resource to help you find one.
- Explore online!

You might want to consider a pre-apprenticeship program while you're in high school.

Put what you're learning in school to use in your community. Service learning can help you get involved in solving problems or meeting a need in your community. Learn about what you value while connecting with others.

Video Transcript:

Service learning lets you learn while using interests and skills you already have to tackle real-life problems in your community. You can make a difference!

Think about your interests and the community you live in. How can you apply your interests to make your community a better place for yourself and others?

Here are some ideas:

- Work on a Habitat for Humanity building site
- Pack up food bags for the homeless
- Adopt-a-Highway
- Set up a tutoring system or reading buddies with younger students
- Clean up a local park or beach
- Launch a drought and water awareness campaign

What other ideas do you have?

Service learning is different from volunteering because it is directly related to classroom instruction. Think about what you're learning in school and how that might apply to something you can do to help your community.

To get started, talk with a teacher, your school counselor, or a trusted adult about how you can use your skills and interests to make your community a better place.

Job Shadowing is a way to find out more about a job. You can hang out with someone at their job and see what it's like to do that job. Find out more by watching the video.

Video Transcript:

Job shadowing is a great way to learn what to expect from a day in the life of your possible career.

By following a professional in your field of interest, you can learn about skills required for the job and see if the organization, or industry, is a good match for you.

And, you'll pick up some inside info that might come in handy in the future.

The first step is to start by finding someone to interview. Ask your family, friends, and counselors if they know anyone working in the career field you want to learn more about. You can also contact people from your social network and/or organizations to request a shadow experience.

Once you've decided on a person to shadow, contact them! Ask if they have a few minutes to talk to you. Introduce yourself and let them know that you're exploring career options, not looking for a job. Ask for just a few hours of their time, or a full work day, depending on their schedule and yours. Together, decide on a date, time, and place for the job shadow, and be sure to thank them for agreeing to meet with you.

Here are some Tips:

- Create a list of questions. Look over your questions and practice the interview.
- Dress professionally, as if you were going to a real interview, and make sure you allow enough time to arrive at least 10 minutes early.
- Once you arrive, pay attention to the work environment. Ask about the person's work schedule. Are there a lot of meetings or most work done alone? Is it busy or laid back? Does it seem interesting to you?
- Afterward, think about the whole experience. Were you comfortable in that environment?

- What do you need to know to be successful in this career? You might realize that you want to explore other jobs, fields, or companies.
- Be sure to write or email a thank-you note within two days of the job shadow. Include a few things you found particularly helpful or interesting.

If you're interested in working in this field, keep in contact with the person. Whether you continue on this path, or decide to change directions, it's good to build up your network.

Lesson 3: Work Experiences Adventure

Activity: Action Plan | [Link to Action Plan Activity](#)

Answer some questions below to get a custom Action Plan emailed to you! This email will have all of the steps you need to start your work experience adventure!

Name [first] *

Email *

I want to know more about...

Check the boxes of the work experiences you would like to know more about. [Choose at least 1]

- Part-Time Jobs
- Job Shadowing
- Internships
- Volunteering
- Apprenticeship
- Career Mentor
- Simulated Work Experiences
- Student Led Enterprises
- Service Learning

[After one is selected]

Great! When you click the submit button, we will send you some information about the work experiences you chose above. Remember, “Doing your best means never stop trying.” – Benjamin Franklin

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

- Yes – Enter Email Below.
- No thanks.

Learner Email Response:

Upon submission, the learner will get an email response about the work experiences they chose above. The emails will have the following information:

Subject: Explore Work - My First Work Experiences - Part-Time Job

When you’re in school, there are things you can do to help yourself get hired for a part time job. You can earn a paycheck and learn skills along the way.

How to get started:

- Tell everyone you know you’re looking for a job.
- Try working for friends or neighbors doing jobs like babysitting, yard work, or pet sitting.
- Check websites that list local job openings.
- Apply for lots of jobs and follow up on your application with a call or email.
- Write a resume.

Tips:

- Your High School Guidance Office or vocational rehabilitation counselor should be able to help you with job listings and job search advice.
- Talk to your vocation rehabilitation counselor about options for part time work.
- Remember that you have to be at least 14 to apply for a job, and in many cases, 16.
- Try to be flexible about when you can work.
- Dress appropriately for any interview you go to.

Resources:

- Connect with your local job center.
- Use internet job boards to find a job:
- Search for part time job or summer job.
- Indeed.com
- Snag-a-Job
- Care.com
- Cool Works!
- Monster.com

Most Important! Don't forget to use your friends and family to help get the word out that you're looking for a part time job.

Subject: Explore Work - My First Work Experiences - Job Shadowing

Job shadowing is a great way to learn what to expect from a day in the life of your possible career.

By following a professional in your field of interest, you can learn about skills required for the job and see if the organization, or industry, is a good match for you.

And, you'll pick up some inside info that might come in handy in the future.

How to Get Started:

The first step is to start by finding someone to interview. Ask your family, friends, and counselors if they know anyone working in the career field you want to learn more about. You can also contact people from your social network and/or organizations to request a shadow experience.

Once you've decided on a person to shadow, contact them! Ask if they have a few minutes to talk to you. Introduce yourself and let them know that you're exploring career options, not looking for a job. Ask for just a few hours of their time, or a full work day, depending on their schedule and yours. Together, decide on a date, time, and place for the job shadow, and be sure to thank them for agreeing to meet with you.

Tips:

Create a list of questions. Look over your questions and practice the interview.

- Dress professionally, as if you were going to a real interview, and make sure you allow enough time to arrive at least 10 minutes early.
- Once you arrive, pay attention to the work environment. Ask about the person's work schedule. Are there a lot of meetings or most work done alone? Is it busy or laid back? Does it seem interesting to you?
- Afterward, think about the whole experience. Where you comfortable in that environment?
- What do you need to know to be successful in this career? You might realize that you want to explore other jobs, fields, or companies.
- Be sure to write or email a thank-you note within two days of the job shadow. Include a few things you found particularly helpful or interesting.

If you're interested in working in this field, keep in contact with the person. Whether you continue on this path, or decide to change directions, it's good to build up your network.

Resources:

Check out the Informational Interviewing Toolkit for additional information.

[Informational Interview Toolkit](#)

Subject: Explore Work - My First Work Experiences - Internships

High School internships are a great way to bridge the gap between going to school and landing a great job. They give you the chance to get real world work experience while learning the ropes from people with more experience. Some internships pay you, and others are unpaid. An internship can:

- Give you experience in a real working world
- Teach you important skills, like time management and computer skills
- Help you choose a major if you plan to go to college
- Inspire a career choice
- Connect you with experienced people who can mentor you

How to Get Started:

To find the right internship for you, think about job fields you want to explore or skills you want to learn. Do you love photography? Do you want to know what scientific research is like or what a plumber does all day? Do you want to learn how to build a website?

Tip: Having clear goals in mind makes it more likely that you'll find an internship you'll be excited about.

Resources:

Once you have a goal, tap your resources!

- Ask your school guidance counselor or vocational rehabilitation counselor for internship leads in your community
- Ask friends and adults if they know of any internship opportunities
- Don't forget to check with your local [Career One Stop Center](#)
- Check out these online resources:
 - [Internship Programs](#) lets you search by employer, field, date and location.
 - [GoAbroad](#) shows internship opportunities in different countries.
 - [Idealist](#) allows you to search for internships at nonprofits.

Subject: Explore Work - My First Work Experiences - Volunteering

Volunteering is a great way to get work experience, which can help you score a job. It also looks great on a resume and college application. Better yet, you'll be doing something to serve your community.

How to Get Started:

You might be surprised at how easy it is to find a volunteer position that fits your interests. Look online to find a lot of opportunities to choose from or ask around in your community.

Tips:

Don't forget to talk with people in you know - a teacher, school counselor, or a trusted adult about how you can use your skills and interests to make your community a better place.

Resources:

These are just some of the sites you might find helpful.

- [VolunteerMatch](#)
- [American Red Cross Youth](#)
- [Volunteen Nation](#)
- [Youth Volunteer Corps](#)

Subject: Explore Work - My First Work Experiences - Apprenticeship

An apprenticeship is a mix of work experience and learning.

Many types of industries may offer apprenticeship opportunities. Including fields like carpentry, plumbing, engineering, green energy, electrical work, health care and much more!

As an apprentice, you get

money + education + qualifications

A nationally recognized qualification is one that is recognized by employers in the industry.

Most apprentices get paid and the pay may even increase as you get more experience

You can keep learning while you develop new skills.

Lots of apprentices stay at the company after finishing their apprenticeship.

It might be just what you're looking for!

How to Get Started:

- Talk to your school counselor or vocational rehabilitation counselor about apprenticeship options.
- Use a local Community College or Technical College as a resource to help you find one.
- Explore online!

You might want to consider a pre-apprenticeship program while you're in high school.

Resources:

Go to [One-Stop Career Center](#) or visit the [Office of Apprenticeships](#) website to find out how to find an apprenticeship.

Check out this [video](#) for more tips.

Subject: Explore Work - My First Work Experiences - Career Mentor

Would you like someone to turn to for advice and support as you make decisions in high school that will affect your future? Do you want to hold a leadership position in a school group, volunteer in your community, or participate more in your school's sports or extracurricular activities, but aren't sure how to go about it? If so, a mentor might be just the thing for you.

A mentor can be a great resource for you as you make decisions in high school, explore the world of work, and grow into a career you choose.

How to Get Started:

Ask Someone You Know

Is there someone you know who you admire both professionally and personally, and who you want to be like someday? Someone who has already done, or is doing, the things you hope to do? Ask this person if they'd be willing to mentor you.

Ask an Adult for Help

Ask your school guidance counselor, adult friends, or family members if they know someone who could be a mentor to you.

Use Online Resources

[MENTOR, the National Mentoring Partnership](#), lets you enter your zip code to learn about mentoring programs in or near your community.

However you find your mentor, it's important that you choose someone who you like and respect, and who likes and respects you!

Develop a Good Relationship with Your Mentor

Every person and relationship is different, but here are some tips and general guidelines to help you develop a good relationship with your mentor:

- Be professional and respectful of your mentor's time:
 - Prepare for meetings – think about what you'd like to accomplish by meeting.
 - Be on time
 - Keep your word

- Be polite
- Ask questions so you can learn from your mentor’s experience and get information you need to develop professionally. For example:
 - Have you ever felt like you “failed” at something on a job? How did you get over it?
 - What are the pros and cons of my plan to reach my work goal?
 - What do you see as my strengths? How could I improve?
 - What skills do you think I need to develop to move ahead?
- Listen to your mentor and be willing to share your experiences, thoughts, and feelings.
- If you’re unsure of what your mentor expects of you – ask!

Resources:

There are some great resources online to help you learn more about mentoring and make connections in your community. Check these out:

- [Great People Have Great Mentors](#)
- [Boys & Girls Clubs of America](#)

Subject: Explore Work - My First Work Experiences - Simulated Work Experiences

A simulated workplace is set up like it’s a real work environment, but it’s not. It’s a place where you can demonstrate what you’ve learned, practice your skills and work behavior, and handle situations that could come up in a real workplace.

How to Get Started:

Your high school or local technical college may offer simulated work experiences. Some examples of simulated work experience environments are:

- engineering labs with real-world equipment
- hospital wards or clinics
- radio, TV, design and art studios
- auto shops
- science and chemistry laboratories

To get started, talk with a teacher or your high school counselor. Or, contact your local technical college.

Tips:

Simulated work experiences may not be available through your school or in your area. You may need to look online to find examples or programs.

Subject: Explore Work - My First Work Experiences - Student Led Enterprises

Would you like to be your own boss? If you have an idea of something to sell or a skill others would hire you for, you might think about starting your own business.

How to Get Started:

It may seem impossible, but many youth do it, and do it well! Here are a few examples:

- [Man Cans](#)
- [Biz Kids](#)

Tips:

Starting your own business takes planning and perseverance. Here are a few tips to help you get started:

- Talk to a teacher, trusted adult, or business owner in your community about the skills and characteristics you need to start your own business.
- Get involved in school clubs like [DECA](#) and [Future Business Leaders of America](#) to help you develop the skills and gain the knowledge you need.
- Talk to your school or rehabilitation counselor about how vocational rehabilitation services might support your goal to start your own business.

Resources:

Check out these sites for more helpful information:

- [Teaching Kids Business](#)
- [Biz Kids Resources](#)

Subject: Explore Work - My First Work Experiences - Service Learning

Service learning lets you learn while using interests and skills you already have to tackle real-life problems in your community. You can make a difference! Check out this video to learn more.

Service Learning

How to Get Started:

Think about your interests and the community you live in. How can you apply your interests to make your community a better place for yourself and others?

Here are some ideas:

- Work on a Habitat for Humanity building site
- Pack up food bags for the homeless
- Adopt-a-Highway
- Set up a tutoring system or reading buddies with younger students
- Clean up a local park or beach
- Launch a drought and water awareness campaign

What other ideas do you have?

Tips:

Service learning is different from volunteering because it is directly related to classroom instruction. Think about what you're learning in school and how that might apply to something you can do to help your community.

Resources:

To get started, talk with a teacher, your school counselor, or a trusted adult about how you can use your skills and interests to make your community a better place.

Lesson 4: Checking-In: Work Experiences

Activity: Self-Reflection Activity | [Link to Self-Reflection Activity](#)

Hopefully you've learned a lot about yourself during this training. Did you try some new work experiences?

Did some of your ideas about yourself change? This last activity will ask you to think about the same questions you answered in the first activity.

Name [first] *

Email *

1. I have a job goal.

- Not even close!
- I haven't thought about it much.
- I'm getting closer.
- Yes! I have a job goal!

2. I know what I need to do to reach my job goal.

- Not even close!
- I haven't thought about it much.
- I'm getting closer.
- Yes! I know what I need to do!

3. I know resources in my community that can help me get work experience.

- Not even close.
- I haven't thought about it much.
- I'm starting to.
- Yes! I know my community resources well.

4. I've talked to my school counselor or a trusted adult about my future.

- Nope, never.
- I haven't thought about it much.
- I've talked about it a little bit.
- Yes! I have had some good conversations about my future.

5. I am excited about my future!

- No, it's scary.
- I haven't thought about it much.
- I'm starting to get excited.
- Yes! I'm ready to get started on my future!

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

- Yes – Enter Email Below.
- No thanks.

Learner Email Response:

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Work Experiences Self-Reflection Post-Activity Results

Dear [learner's name],

Great job completing this activity! Your responses are below. Did anything change since you first started this lesson?

[all responses are included here]