**Career Mapping Workshop Summary**

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| **Participant Name:** | **Career Coach Name:** |

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| Strengths (I am …) | Gifts (I like, enjoy…) | Capacities (I can, I am able to…) |
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| What Works and What Doesn’t | |
| What Works | What Does Not Work |
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| Possible Jobs | | | |
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**Career Plan**

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| **Name, JS ID:** | **Career Coach Name:** | **WS Liaison:** |

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| [Employment Goals](#_top" \o "clear and focused; list a specific occupation; align with customer’s Strengths, Gifts, Capacities, and work preferences; short- term and long-term career goals are compatible, have timelines; if general, next steps reflect career exploration)  **(Example: Production Worker Manufacturing 03/2017)** | | | |
| *Transitional (Survival) Employment Goal* | **Position/ Occupation:** | **Industry:** Choose an item. | **To be completed by (month & year):** |
| *Short-term Career Track Goal* | **Position/ Occupation:** | **Industry:** Choose an item. | **To be completed by (month & year):** |
| *Long-Term Career Track Goal* | **Position/ Occupation:** | **Industry:** Choose an item. | **To be completed by (month & year):** |

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| [Training Goals](#_top)  Mark all you will be working on | | **Training provider/ School** | **Course name** | **To be completed by (month & year)** | **Supports which employment goal?** | |
|  | **GED/HS Diploma** |  |  |  |  | **Short-term** |
|  | **Long-term** |
|  | **English language skills** |  |  |  |  | **Short-term** |
|  |  | **Long-term** |
|  | **Occupational Skills training** |  |  |  |  | **Short-term** |
|  | **Long-term** |
|  | **Work Experience/ Internship** |  |  |  |  | **Short-term** |
|  | **Long-term** |
|  | **Other (computer classes, etc.)** |  |  |  |  | **Short-term** |
|  | **Long-term** |
|  | **Volunteer activities** |  |  |  |  | **Short-term** |
|  | **Long-term** |

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| [Essential Workplace Skills](C:\\Users\\ernes\\Desktop\\Hook's Revenge set 3.xlsx" \o "Check skills that will be developed; add next steps that reflect activities for skill development)  Mark all that will be developed | | |
| Verbal communication  Non-verbal communication  Communication with co-workers  Communication with management  Collaboration  Taking ownership  Planning ahead | Following instructions  Understanding of expectations  Attendance & punctuality  Effective task management  Meeting work quality standards  Integrity  Identifying & overcoming challenges | Understanding personal strengths & limitations  Setting & managing goals  Managing personal emotions in the workplace  Adaptability  Exercising sound reasoning  Leadership |

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| [Resources](#_top) | | | |
| **Resource from…** | **Services Provided**  **(E.g. rent assistance, transportation, resume workshop, childcare, expungement, utility, counseling, etc.)** | **Status**  (select one from dropdown) | **Contact Information** |
| **APN Agency:** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **WorkSource** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Department of Human Services (DHS)** |  | Choose an item. |  |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| **Vocational Rehabilitation (VR)** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Other:** |  | Choose an item. |  |
|  | Choose an item. |  |
| **Other** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Other:** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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|  | [Next Steps](#_top)**:** | Target deadline | Completed? |
|  | Example: Register with WorkSource. No appointment needed. Go Mon-Fri 8-3. Bring referral form, ID & SSN card. |  |  |
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| **Accomplishments** | | | |
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| [**Plan**](#_top) **Updates:** |  |  |  |  |  |
| Initial Plan date: |  | Update 4 date : |  | Update 8 date: |  |
| Update 1 date: |  | Update 5 date: |  | Update 9 date: |  |
| Update 2 date: |  | Update 6 date: |  | Update 10 date: |  |
| Update 3 date: |  | Update 7 date: |  | Update 11 date: |  |