

Module 100 – Lesson Two: INTRODUCTION TO CAREERS & CAREER PLANNING

Lesson Description:

An overview of metalforming job opportunities, positions and career paths for economic security. Practice developing a resume, filling out an employment application and taking employment interviews and pre-employment assessments. Tips for taking tests and techniques for developing appropriate study habits and job searches. *Prerequisite:* None. **Notes:** Program pre-test included in this lesson.

Learning Objectives:

At the completion of this lesson, the student will be able to:

- ◆ State and describe entry-level jobs (or positions) and career paths in metalforming.
- ◆ Compare typical earnings and benefit packages of selected metalworking positions to other jobs outside of the industry.
- ◆ Use job fairs, work site/industry tours, classified ads, the internet, career talks and employment agencies to gain meaningful employment in the metalforming industry.
- ◆ Write a draft resume* and fill out an employment application.
- ◆ Prepare for a pre-employment interview and job skills assessment.

Methods of Instruction:

Lecture, video, tour/speaker, role-play exercises and real-world examples and applications.

Methods of Evaluation:

Group presentations, individual written/oral projects and written program pre-test.

Lesson Materials Provided by PMA:

- ◆ *NIMS Metalforming Skill Standards and Level 1 CARs* (provided in Module 100, Lesson One)
 - ◆ *PMAEF Video: “A Part of Your Life”*
 - ◆ *Choices – “Careers in Metalforming & Manufacturing”* (one for each student)
 - ◆ *PMAEF/JARC Metalworking Skills Assessment/Pre-Test* (Version A - one for each student)
 - ◆ *Teacher’s Guide for Careers in Metalforming*
 - ◆ Student Handouts and Transparencies
 - ◆ *The Interview Game*
 - ◆ *PMA Study Guide – Tests and Study Practices* (one for each student)
 - ◆ *PMA Instructor Guide with SMART Lesson Plan and PMAEF ToolKits*
 - ⇒ *Career Paths for Economic Security* ⇒ *School-to-Work Glossary for Employers*
 - ⇒ *High School Career Fairs* ⇒ *VICA and Business*
 - ◆ Lists of recommend reading and self-study materials (articles, newsletters, books, etc.)
- ☞ Note: Guidebooks, handouts, transparencies/slides, handouts and item bank provided on CD or disk.

* Final resume and post test completed in Module 901

Lesson Topics & Content Outline:

◆ **Career Planning & Management**

- History of Metalforming (“The hidden industry”).
- Setting Career Goals.
- Getting a NIMS Level 1 Credential.
- Personnel Selection.
- Preparing and Taking Job Interviews.
- Writing a Resume. *
- Seeking Employment Opportunities.
- Filling Out an Employment Application.
- Obtaining References.
- Take PMA/JARC – *Metalworking Skills Assessment* (Pre-test).*
- Taking Tests.
- Developing Good Study Habits.

◆ **Introduction to Metalforming Careers**

- What is Manufacturing?
- Career Areas and Careers in Metalforming.
- Entry Level Metalforming Jobs.
- Requirements for Entry-Level Employment (Guest Speaker).
- Career Paths and Opportunities.
- Earning Potential and Economic Security.
- Employment Rights and Responsibilities.

❖ **Review Results of PMA/JARC Pre-Test**

- ☞ Note: See individual *SMART* Lesson Plans contained in the Instructor Guide for detailed topic content, flow of lesson, and in-training assessments (*PRO*iciency Practices and *Skill Checks*). An employment office/agency tour (state employment security office or a metalworking personnel office) or HR/Career Counselor speaker is suggested for this topic.

* Final resume and post test completed in Module 901