

12-1-1996

News from MOICC, December 1996

Maine Occupational Information Coordinating Committee

Follow this and additional works at: https://digitalmaine.com/bes_docs

Recommended Citation

Maine Occupational Information Coordinating Committee, "News from MOICC, December 1996" (1996). *Employment Services Documents*. 120.

https://digitalmaine.com/bes_docs/120

This Text is brought to you for free and open access by the Labor at Digital Maine. It has been accepted for inclusion in Employment Services Documents by an authorized administrator of Digital Maine. For more information, please contact statedocs@maine.gov.

2 12/4.24: 996/12

**Maine Department of Labor
Bureau of Employment Services**

MAINE STATE LIBRARY

**Maine Occupational Information
Coordinating Committee**

NEWSLETTER

LIBRARY USE ONLY

December 1996

TRAINING 1997

Improved Career Decision Making (ICDM) in a Changing World is designed to help career development facilitators and their clients find answers to career-related questions through the use of labor market information. The curriculum enhances skills and competencies in career development in general and specifically in the use of career and labor market information for career decision making.

MOICC offers ICDM-Basic and ICDM-Advanced in a two-day format. BASIC covers general information on career development theory, labor market concepts and labor market information and their use in the career decision making process.

ADVANCED was developed in response to Basic participants' requests for more in-depth information on career development theories, scanning for future trends, and the use and interpretation of career assessments.

The target audience is any person who delivers career development, career planning and placement services. ICDM-Basic and Advanced will be offered in March and April of 1997. The cost per participant is \$60.00 for each session.

Life Work Portfolio is a career development tool for use with adults. The Portfolio provides both an outline of the career decision making process and a format for individuals to gather the information and documents needed for a successful career change.

The MOICC offers one-day Life Work Portfolio training sessions to people working in the career development field. The content follows the outline of the portfolio. The training includes demonstrations of activities and

hands-on experiences to assist participants in developing information to be inserted in the portfolio. The trainers are particularly interested in providing this workshop to any agency staff members who are using or interested in using the Portfolio with their client group.

Cost of the workshop is \$25.00 per participant. Training sessions will be scheduled for spring 1997.

Career Development Facilitator (CDF) Training is a 120-hour course for anyone working with people on career development issues. It was specifically designed to fill the needs of those individuals who do not have a Master's level or equivalent in Career Counseling. Individuals completing the training are eligible to obtain certification as a Career Development Facilitator under the auspices of the NOICC's Career Development Training Institute located at Oakland University in Michigan. Approval of national certification through the National Career Development Association is pending.

The CDT training will be offered in Maine through the Professional Development Center of the University of Southern Maine beginning in January 1997. The course cost is \$900.00 and participants will earn CEU credit. Academic credit is available at additional cost and additional assignments are required.

CAREER DEVELOPMENT CONFERENCE

June 30 and July 1, 1997, are the dates for the 19th Career Development Conference sponsored by the MOICC and held at Central Maine Technical

College. The planning committee is currently working on themes, keynotes, and presentation. Contact Denis Fortier with ideas for agenda topics.

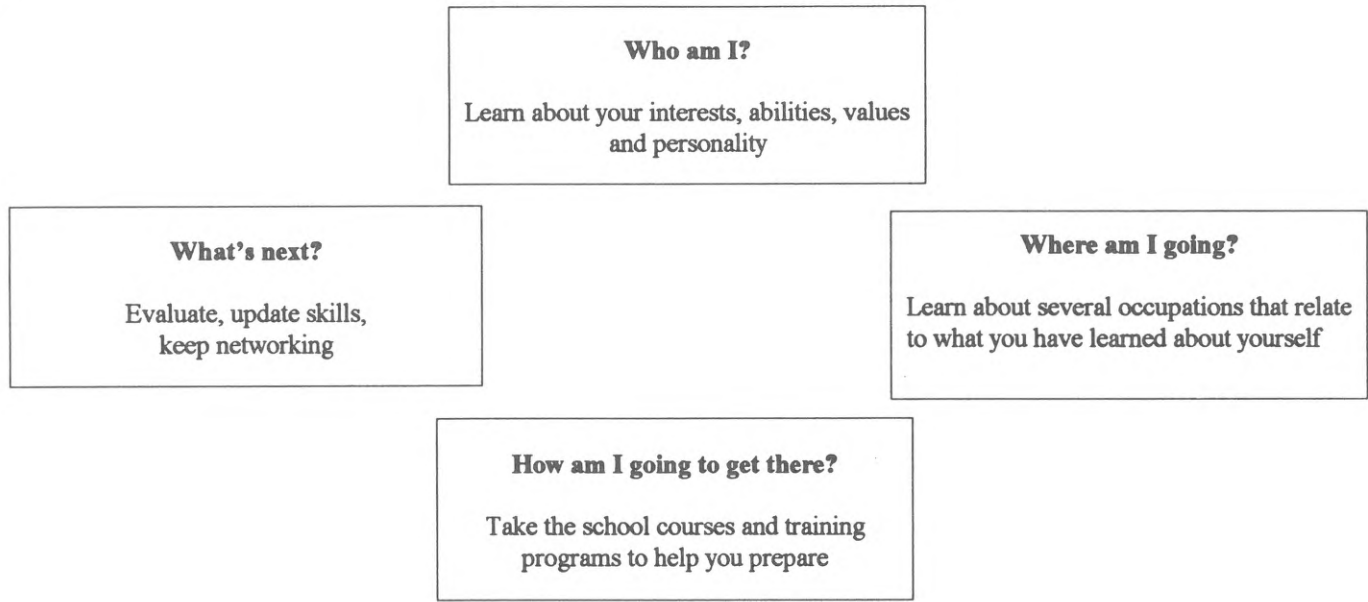
71 State House Station
Augusta, Maine 04333-0071
207/624-6200
Fax 207/624-6206
TDD 1-955-3323, VOICE 1-955-377

JAN 16 1997

Career Planning

Start Planning Your Career

Choosing a career can be exciting, rewarding and fun if you can untangle the web of possibilities, choices and decisions into a systemic format. The step by step approach shown here can assist you now and into the future. Career planning is a lifelong project of becoming more aware of yourself and more aware of the changes in the work world. These are changing times. The career planning process will always work when you take it step by step.



Steps in The Career Planning Process

1. Who am I?

Start with yourself. What do you like to do, what hobbies do you have, what school subjects have you enjoyed and done well in, how do you spend your free time?

What do the answers to these questions tell you about yourself? Do you see yourself working with people, data, things or ideas?

For example, if you like to take charge of a group, persuade others and be around lots of people all the time, you may want to explore careers that provide you with leadership, communication and management opportunities.

2. Where am I going?

Exploring careers that relate to you can be like a computer game. Search for occupations that sound exciting to you. When you select some interesting possibilities ask yourself, "Would I like to be doing this all day?"

Find someone in your community that has a similar job and talk to them. Do you share any similar interests? Search for occupations in books, videos and on the Internet.

Now you should have information about several occupations. It is time to narrow it down to a few realistic choices.

3. How am I going to get there?

Learn about the education and training requirements necessary to obtain the occupations you have discovered.

What are you going to have to do to get there? You may need to obtain a two or four year college degree, and/or get some work or volunteer experience.

Your school courses, extra curricular activities and career programs in your school or community can give you a jump start in preparing for your career goals.

All this becomes a reality when you can define your "G.P.A." - goals, plan, and action steps.

4. What's next?

Search for jobs which are the best fit for you. Landing that job, however, is only the beginning of your career path.

To stay employed, marketable and excited about your career it will be necessary to keep your skills up-to-date, evaluate your career decisions and always keep in contact with a network of people that can guide and direct you through the career planning process again.

Career Choices in North Carolina

Job Search

Use all your career resources. There are many ways to pursue a new career direction. Your first step may be to start a job search. Below are listed some tasks that will help you find a job. You may not need to do all of them. Check off each task as you complete it.

Job Seeking Checklist

I will do the following to help me look for a job.

____ Define my objective-know what kind of work I enjoy and can perform the best.

____ Ask employers, colleagues and other people who know about my skills for letters of introduction and/or recommendations, and to serve as references for me.

____ Talk with contacts in business and industry, friends and family, and others to discuss potential employment contacts (network).

____ Prepare or update a resume.

____ Register at the Job Service office.

____ Plan how to get to the employment interviews and job sites.

____ Develop a telephone script for making initial inquiries.

____ Call or send letters and resumes to potential employers.

____ Prepare for interviews by finding out as much as possible about the employer.

____ Practice interviewing with friends, family and other contacts.

____ Maintain an active file on employment inquiry contacts.

____ Follow-up all employment contacts with thank you letters, telephone contacts, and/or more information about myself.

Adapted from Life Work Portfolio, NOICC

Skills and Qualities that Employers Want

Basic Skills

- ✓ Read an instruction manual.
- ✓ Use math to determine how long it will take to finish a project.
- ✓ Share your ideas at a team meeting.
- ✓ Write a project summary.

Thinking Skills

- ✓ Learn a new job.
- ✓ Create a better way to do a job properly.
- ✓ Solve problems by looking at options and choosing one.
- ✓ Decide which project to do first and how to begin it.

Personal Qualities

- ✓ Take responsibility for your actions.
- ✓ Have confidence in yourself.
- ✓ Complete a job without supervision.
- ✓ Get along with co-workers.
- ✓ Be dependable.

Connecticut Career Paths, 1996-97

Preparing for the Job Interview

Preparation:

- Learn about the organization
- Have a specific job or jobs in mind
- Review your qualifications for the job
- Prepare answers to broad questions about yourself
- Review your resume
- Practice an interview with a friend or relative
- Arrive before the scheduled time of your interview

Personal Appearance:

- Be clean and well groomed
- Dress appropriately. Clothing should be suitable for the type of work environment you are entering
- Do not chew gum or smoke

The Interview:

- Answer each question concisely
- Respond promptly
- Use good manners. Learn the name of your interviewer and shake hands as you meet
- Use proper English and avoid slang
- Be cooperative and enthusiastic
- Ask questions about the position and the organization
- Thank the interviewer and follow-up with a letter.

From Careers and Education in Nebraska, 1997

Address Correction Requested

Maine Occupational Information Coordinating Committee
71 State House Station
Augusta, Maine 04333-0071

Salaries in Transportation

Position	Salary
Taxi drivers and chauffeurs	\$9,720 to \$31,400
Copilot, regional airline	\$10,080 to \$25,000
Public bus drivers	\$16,600 to \$42,900
Pilot, regional airline	\$22,680 to \$76,420
Amtrak conductor	\$26,00 to \$40,000
Pilot, major airline	\$26,800 to \$194,120
Subway operator	\$27,340 to \$53,930
Public train operators	\$27,340 to \$53,930
Freight train engineers	\$47,440 to \$63,490

Source: *US News and World Report*, June 26, 1995