



CAREER COUNSELLING

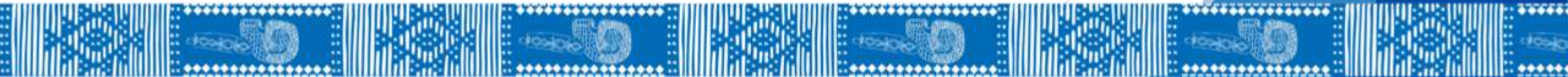
MODULE 2

EXPLORING CAREER OPTIONS

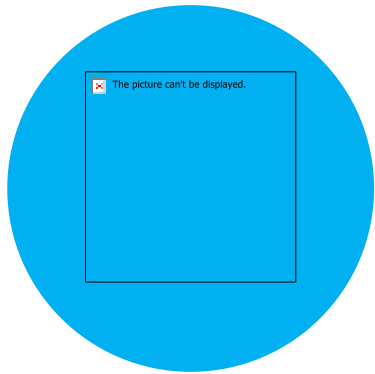
YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SKILLS (YEES) PROJECT

UNDP Timor-Leste

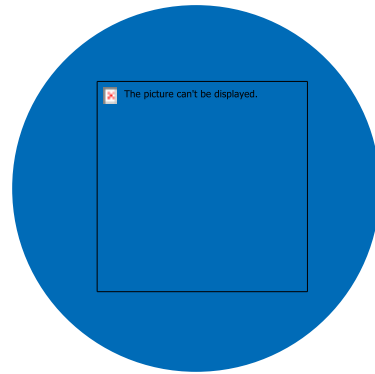
2023



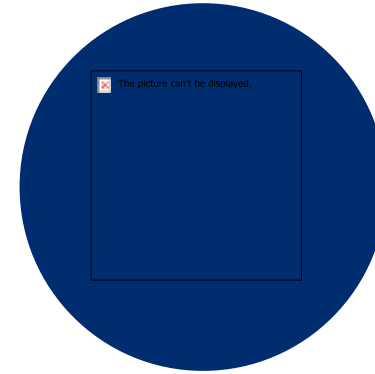
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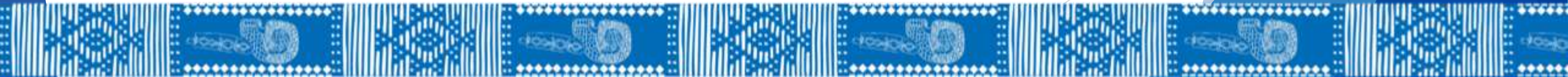
INTRODUCTION



IMPORTANCE OF
CAREER
EXPLORATION



CAREER
EXPLORATION
PROCESS



INTRODUCTION

Do you know what your skills, interests and work values are? Then you are ready to explore occupations.

You should know which occupations match your goals before you apply for jobs.

Career exploration can provide you with clarity about your next steps, whether you're a new graduate and unsure where to work or you're in a career but you are thinking of a new path.

Career exploration can also build confidence that will appeal to a hiring manager and form connections with those in other industries.

IMPORTANCE OF EXPLORING CAREERS



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You'll find accurate information about your work options and places to work.



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You'll learn how and where to apply for jobs.



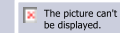
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You'll learn about trends in the job market that can affect your career planning.



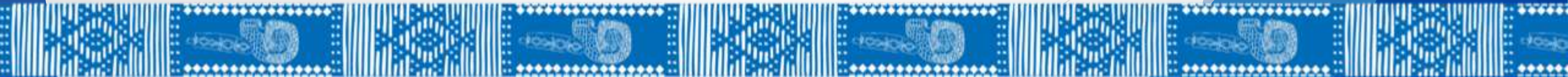
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You'll know what type of education or training you need/ is needed.



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You'll make contacts with people who can help you when you're ready to look for job.



CAREER EXPLORATION

Career exploration is what you do after you have a better idea of your personality, values, skills and interests.

It involves purposefully looking through a list of careers that match you well and performing some research to see exactly what that career path entails.

By continually evaluating where you are in your career, if you're happy or not and how to find a more fulfilling career, you are learning more about yourself—as well as new concepts and skills.

HOW TO EXPLORE CAREER CHOICES



Start with yourself



Research viable careers



Eliminate careers that do not appeal you



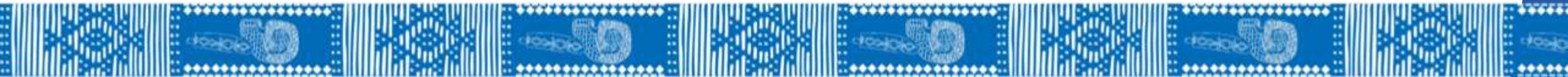
Speak to others in the field



Get involved in the workplace



Revisit your choices

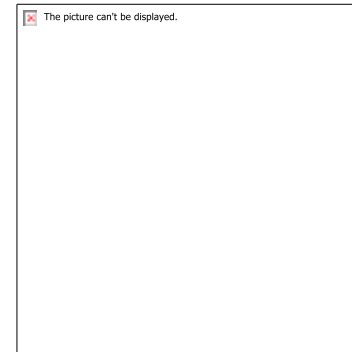


START WITH YOURSELF

Consider	Consider what interests you, what you enjoy doing and what motivates you.
Think about	If you're a recent graduate, think about responsibilities you held in school projects, clubs or a part-time job that you excelled at and/or liked doing.
Think about	If you're considering a career redirect, think about what you always wanted to do, or aspects of previous positions that you enjoyed doing and what you didn't.
Make	Make a list of what's important to you in a career, industries or causes that might motivate you and responsibilities you might enjoy having.

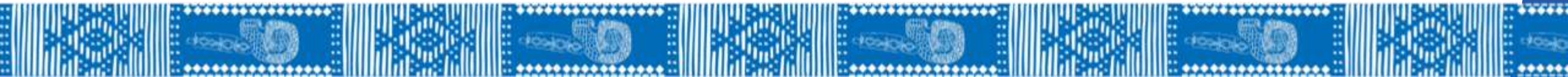
RESEARCH VIABLE CAREERS

- ☐ Once you've made a list of the areas, schedules and responsibilities that you're most interested in, start researching careers that could fulfill most if not all your criteria.
- ☐ Read up on job descriptions, average salaries, job outlook, required education and training and daily tasks.
- ☐ Make a list of your top choices.
- ☐ With this step, you're able to have more information about the jobs that seem to fit you.



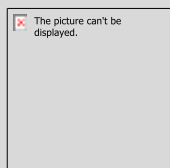
ELIMINATE CAREERS THAT ARE NOT APPEALING

- ☐ During your research, you may find that some career paths aren't in your best interest.
- ☐ For example, some may require more education than you currently have or have the desire to get, some may pay less than you want to make, and others may not have a great job outlook, which can mean job insecurity later.
- ☐ While going through this step, be as picky as you need so you end up with a handful of career options that seem like viable choices.

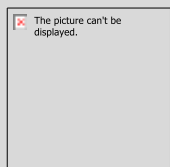




You can do a lot of research about your final career choices, but the best insight into your options will probably come from those who are already employed in the field.

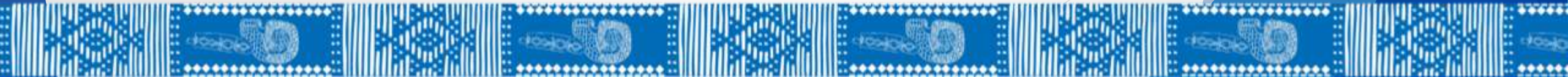


Reach out to those in your professional network—or your professors if you're in college—and ask if they know anyone you can contact who would be willing to talk to you about their experience.



Contact those who others recommended and set up informal meetings so you can ask questions, gather information and possibly make future connections.

SPEAK TO OTHERS IN THE FIELD



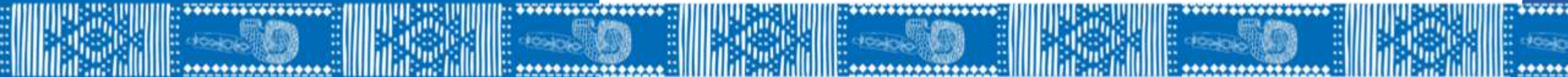
GET INVOLVED IN THE WORKPLACE

Speak to experts in the field and ask if there are any opportunities to shadow them and their team for a day.

By getting involved in the workplace, you can gain valuable insight into a career workday while also getting a potential referral for an upcoming internship.

REVISIT YOUR CHOICES

- ❑ Based upon the previous steps, you'll be better positioned to know if a career you're exploring is the right one for you and eliminate any careers you've decided won't.



TIPS FOR CAREER EXPLORATION

REGULARLY
ENGAGED IN
CAREER
EXPLORATION

KEEP YOUR
RESUME/ CV
UPDATED

BE OPEN WITH
YOUR MANAGER

MAKE A LIST OF
YOUR
TRANSFERABLE
SKILLS

WRITE DOWN
YOUR WORK
ACHIEVEMENT

REGULARLY ENGAGE IN CAREER EXPLORATION

Spend some time re-evaluating your career choice and progress regularly in relation to your career goals.

You may decide that it's time to try something new or to build your skills in one area, so you are more marketable.

Decide what you ultimately want out of your career and if you're happy on your current path.

KEEP YOUR RESUME UPDATED

Career exploration may involve speaking to others in different industries and positions with the intention of learning more and making connections.

During your career exploration process, you may end up coming across an opportunity that you want to apply for.

Having an updated resume will give you the ability to apply quickly or at least share your resume with any new connections.

BE OPEN WITH YOUR MANAGER

If you find that you want to explore other opportunities, speak to your manager about options that may already exist at your organization.

They may be able to facilitate meetings or set up job shadows so you can have a firmer idea of what the position entails.

They can support you in attending training, conferences and workshops so you can immerse yourself in the field.

Lateral moves to other departments can be fully supported by your management team, especially if they can express to the next manager how productive and motivated you are.

LIST OF TRANSFERABLE SKILLS

Problem-solving

Critical thinking

Leadership

Adaptability

Teamwork

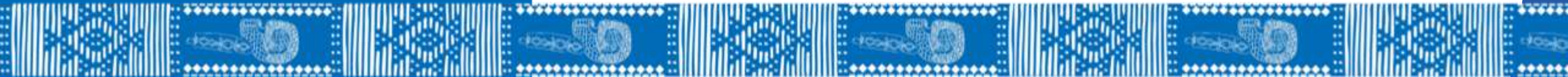
Communication

Attention to details

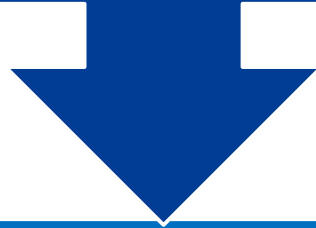
Project management

Relationship building

Computer skills

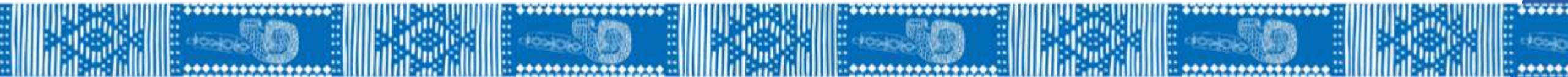


If you've exceeded the goals set forth by your management team or otherwise made an impact in the workplace, make sure to write down those details.



You can include these achievements on your resume or use them as talking points during important conversations or interviews about your next career steps.

WRITE DOWN
YOUR WORK
ACHIEVEMENT





EXAMPLES OF CAREER OPTIONS FOR DIFFERENT PROFESSIONS AND OCCUPATIONS

CAREER OPTIONS FOR FINANCE AND ACCOUNTING



- ❖ Cashier or Bookkeeper
- ❖ Accounts payables
- ❖ Accounts receivables
- ❖ Financial analyst
- ❖ Financial controller
- ❖ Internal or External auditor
- ❖ Finance manager
- ❖ CFO - Chief Finance Officer, Director of Finance/ Accounting, CEO, MD
- ❖ Consultant, business owner, entrepreneur
- ❖ Teacher, Tutor, Lecturer

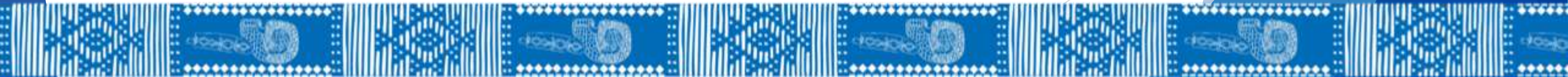


CAREER OPTIONS FOR LAW AND JUSTICE

- Advocate of the high court - private
- Public legal officer, public office, parastatals, etc.
- State attorney
- Magistrate
- Judge
- Legal consultant
- Company secretary/ Director of Corporate Affairs
- Teacher, Tutor, Lecturer
- Mediator, Arbitrator, Solicitor

CAREER OPTIONS FOR ECONOMICS AND STATISTICS

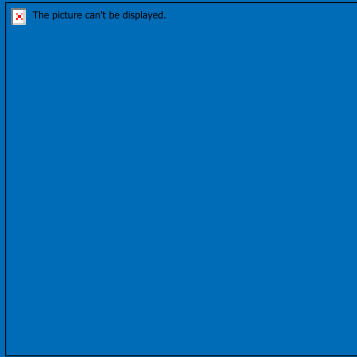
- ☐ Researchers
- ☐ Statisticians
- ☐ Economists
- ☐ Analysts
- ☐ Teachers, Tutor, Lecturers
- ☐ Media and journalism - subject matter experts
- ☐ Political leaders
- ☐ Advisors and Consultants
- ☐ Economics books, journals and articles writers



CAREER OPTIONS FOR EDUCATION STUDIES

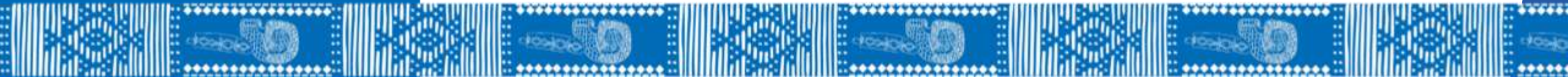
- Education administrators/ management
- Teachers, Tutors, Lecturers
- Books writers
- Schools' owners/ entrepreneurs
- Researchers
- Linguists/ translators
- Consultants and Advisors
- Political leaders





CAREER OPTIONS FOR HEALTH AND MEDICAL STUDIES

- ☐ Medical doctors
- ☐ Clinical officers
- ☐ Nurses and midwives
- ☐ Pharmacists
- ☐ Laboratory chemists/ technicians
- ☐ General practitioner
- ☐ Specialists
- ☐ Teacher, Tutors, Lecturers
- ☐ Consultants and Advisors



CAREER OPTIONS FOR MANAGEMENT AND ADMINISTRATION STUDIES

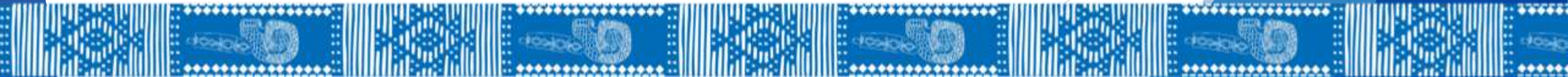
- Managers or Leaders or Administrators
- Human resources
- Procurement and supplies
- Logistics
- Business owners/ entrepreneurs
- Consultants
- Operations - general
- Business management, business administration - finance, accounting, commerce, etc.
- Politician, political leaders



CAREER OPTIONS FOR AGRICULTURE AND FARMING



- ❖ Farmers
- ❖ Agribusiness - business owner/ entrepreneur - buying and selling of crops
- ❖ Teacher
- ❖ Consultant and Advisor
- ❖ Researcher
- ❖ Books writer
- ❖ Media and journalism - subject matter expert
- ❖ Politician, political leaders





CAREER OPTIONS FOR POULTRY AND ANIMAL KEEPING

Veterinarians

Teachers, Tutors

Business owner, entrepreneur

Meat processing/ selling meat

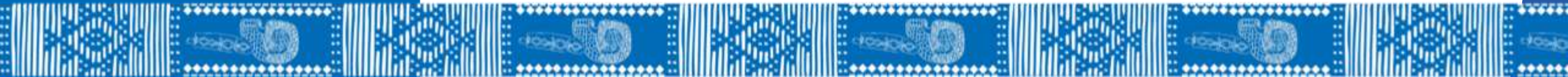
Diary farming/ selling milk and milk products

Selling eggs

Researchers

Consultants and Advisors

Media and journalism - subject matter expert



CRITERIA FOR SHORTLISTING CAREER OPTIONS

- ☐ Market pay level - low or high paying jobs
- ☐ Opportunities for career development and growth
- ☐ Preparing you to become an entrepreneur/ business owner
- ☐ Working abroad/ international jobs
- ☐ Jobs with great impact to the community - touching people's lives
- ☐ Career with network and connections, support, sponsors, e.g. family business
- ☐ Global trends - new jobs, new careers, e.g. software development, IT, Digitalization
- ☐ Public sector jobs, working for the government

GROUP CLASS ACTIVITY

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Make a group of 4 to 5 members

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Go through the process and steps of identifying your career

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Make a longlist and shortlist of your profession career choices

THE END

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