

Career Class HUGE BUNDLE

**37 Engaging
Digital Lessons!**

**Strategic Career
Planning**

**Career Exploratory &
Research**

**Career
Readiness**

**Workplace
Expectations**



BUSINESS EDUCATION WITH *Denise Leigh*

Includes a **LESSON LIBRARY** to make the lessons easy to find.

CAREER CLASS LESSON LIBRARY BUNDLE

Unit	Activities and lessons in the order in which I recommend teaching them.
<p style="text-align: center; color: purple;">STRATEGIC CAREER PLANNING</p> <p style="text-align: center; font-size: small;">Finding one's interests, passions, and focus</p>	<p>This first day of class → Can money buy happiness? Give THIS ASSESSMENT after watching the video in class. Business Student first week of school activity--Download this activity from your purchase folder on TpT as it is a PDF Self Assessment SMART Goals Soft Skills Reflection Activity Steps in Financial Planning Wage Differences Work and Pay Reality Check-Teacher note: be sure to allow students to discuss their findings in class. Post-Secondary Degrees Discovery Activity</p>
<p style="text-align: center; color: purple;">CAREER EXPLORATORY & RESEARCH</p> <p style="text-align: center; font-size: small;">Discovering various career clusters and careers</p>	<p>Career Cluster Lesson Library-Can be used as a choice board (I have my students choose 8 of the 16 to complete throughout the semester) or you can have your students complete all of them as the semester progresses. Career Project and Room Decor Entrepreneurship Discovery Activity-Do you have what it takes to be a business owner? Entrepreneurs Research File Career Pathways DOOR Bulletin Board--Download this activity from your purchase folder on TpT as it is a PDF</p>
<p style="text-align: center; color: purple;">CAREER READINESS & WORKPLACE EXPECTATIONS</p> <p style="text-align: center; font-size: small;">Awareness and development of soft skills, employability skills, and workplace expectations.</p>	<p>Resume Writing Tips Job Interview Tips Performance And Workplace Expectations-Collaborative Bulletin Board BONUS Career Portfolio--Download this activity from your purchase folder on TpT as it is a PDF Communication Skills Leadership Qualities Teamwork Time Management--Download this activity from your purchase folder on TpT as it is a PDF Customer Service Empathy Labor Laws Worker's Right under OSHA Student copy Worker's Right under OSHA Teacher's Key</p>

A Teaching Sequence Recommendation is also included.

Each of these links attach to a resource for students to explore each of the **16 CAREER CLUSTERS** using a resource link to the *Occupational Outlook Handbook*.

Use this as a choice board or have student complete each of them.

Career Exploratory

16 CAREER CLUSTER LESSON LIBRARY

The 16 career clusters are broad groups of careers and industries created by the U.S. Department of Education to organize career and technical education programs. States have adopted them and in some cases, adapted them for their regional economy. Below are 16 digital activities - one for each Career Cluster.

<p>Agriculture, Food & Natural Resources</p>  <p>CLICK HERE</p>	<p>Architecture & Construction</p>  <p>CLICK HERE</p>	<p>Arts, Audio/Video Technology & Communications</p>  <p>CLICK HERE</p>	<p>Business, Management & Administration</p>  <p>CLICK HERE</p>
<p>Education & Training</p>  <p>CLICK HERE</p>	<p>Finance</p>  <p>CLICK HERE</p>	<p>Government & Public Administration</p>  <p>CLICK HERE</p>	<p>Health Science</p>  <p>CLICK HERE</p>
<p>Hospitality & Tourism</p>  <p>CLICK HERE</p>	<p>Human Services</p>  <p>CLICK HERE</p>	<p>Information Technology</p>  <p>CLICK HERE</p>	<p>Law, Public Safety, Corrections & Security</p>  <p>CLICK HERE</p>
<p>Manufacturing & Production</p>  <p>CLICK HERE</p>	<p>Marketing, Sales & Service</p>  <p>CLICK HERE</p>	<p>Science, Technology, Engineering & Mathematics</p>  <p>CLICK HERE</p>	<p>Transportation, Distribution & Logistics</p>  <p>CLICK HERE</p>

Several Soft Skills Lessons for Career Readiness...

Leadership

Communication Skills

Leadership Qualities



Good managers have leadership qualities. Below are 15 leadership qualities that make-up a great manager.

1. Humility and Integrity
2. Confidence
3. Strategic Thinking
4. Communication and Problem Solving
5. Financial Literacy
6. Decision Making Capabilities
7. Accountability
8. Motivation and Engagement
9. Innovation
10. Empathy
11. Resilience
12. Networking
13. Time Management
14. Adaptability
15. Leadership

As above, list 5 qualities that YOU think are important to YOU being a good leader and great manager!

Think of a teacher, coach, boss, or instructor that you have had that was a good leader. What made them a good leader? Answer in a complete sentence...



CLICK ON THIS LINK to access a video of Simon Sinek's approach on EMPATHY: [Empathy...Management...Leadership!](#)
List 42 key takeaways from viewing the video.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

List 5 ways of how a sports coach can show empathy.

Focusing on communication skills

The MOST important soft skill in business!!!

Readers: Be sure to read all relevant information on each page. Respond to the highlighted text. Feel free to change the font size to view them for your screen.

Teacher: When using Google Classroom, be sure to highlight the options "Make a copy for each student"

Let's get down to business

There are essential skills that make individuals more marketable in the work force. They are skills that, if practiced and utilized, can help one stand out from the crowd. These skills are: Communication Skills, Problem Solving, Creativity, Work Ethic, Interpersonal Skills, Time Management, Leadership, Attention to Detail.

Teacher put name of course here...

Teacher name here...

Communication Skills Components

Communication skills can be oral or written and are very important skills to be successful in the workplace. Components of good communication skills include...

Clearly stating your point clearly & succinctly
 Careful listening to understand and respect
 Respectful messages communicated with respect
 Empathy: the ability to understand another viewpoint
 Listening: the ability to listen and process information
 Verbal communication: Clearing words clearly and being understood
 Non-Verbal: Communication Making good eye contact and not fidgeting
 Written Communication: Writing with proper grammar and organization
 Constructive Feedback: Giving constructive feedback in a helpful manner
 Feedback: Giving constructive feedback in a helpful manner

Have you been working for the best person for the job?

Have you been working for the best person for the job? The person that they are hiring is the perfect candidate and has the skills that they need to succeed. The person that they are hiring is the perfect candidate and has the skills that they need to succeed. The person that they are hiring is the perfect candidate and has the skills that they need to succeed.

Discover Listening Skills

Active Listening: Active listening is a technique that is used to understand and respond to the speaker's message. It involves listening to the speaker's words and trying to understand what they are saying.

Reflective Listening: Reflective listening is a technique that is used to understand and respond to the speaker's message. It involves listening to the speaker's words and trying to understand what they are saying.

Listening

Listening is a very important component of good communication skills. It is the process of receiving and understanding the message that is being sent. There are 3 types of listening: active, passive, and reflective.

There are many ways to show empathy

1. Listen to the other person's point of view.
 2. Show interest in the other person's life.
 3. Offer help when needed.
 4. Be a good listener.
 5. Be a good communicator.

Review the list of communication skills components on the previous page. Of that list, what skills do you feel that you do well?

Self Assessment

Using that same list, what components do you feel that you could work on to be your personal best?

Time Management

37 Resources in all!

Student are writing on the 'wrong side' as these plates are printed on the other side 😊
I use what plates I have. Paper works better than Styrofoam plates.

Business Ed With Denise Leigh © 2019

Great Resources for Career Readiness and Workplace Expectations!



PERFORMANCE EXPECTATIONS

A performance expectation is an action, standard, or

Performance Expectations

CLICK HERE to access a list of PERFORMANCE EXPECTATIONS and complete the table below.

Performance Expectation	Explain this Expectation in your own words.
1	



Resume Tips

INDEED.com is a website used for searching for jobs and it also offers job hunting advice. Use [THIS LINK](#) to complete the chart below.

This resource link offers 10 tips for writing a resume. List the 10 tips and offer one important fact about each resume writing tip.

Resume Writing Tip	Fact
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Resumé Tips



SELF ASSESSMENT

Resource Link: [Link to character traits](#)

List 3 personal characteristics about yourself pertaining to skills, talents, and interests.

List 3 things that you like to do as a hobby. Use [THIS LINK](#) for some ideas.

Teamwork...Makes the Dream Work!



Good teamwork is what it takes to make an organization successful! Whether it is a band, football team, or Fortune 500 Company, chemistry is the heart of what makes an organization successful. Some leaders call this SYNERGY. Synergy is when there is a combined effect greater than the sum of separate effects-making a combined effort more successful than individual efforts. There are 10 characteristics for successful teamwork.

- Clear direction
- Open and honest communication
- Support risk taking and change
- Defined roles
- Mutually accountable
- Communicate freely
- Common goals
- Encourage differences in opinion
- Collaboration
- Team trust

The Washington County Fair is a county fair that has been providing family entertainment and agricultural education to Washington County and neighboring counties for over 100 years! This time-honored tradition is organized each year by a group of talented, smart men and women who all bring various opinions and talents to the table. On the following pages, you will read of some struggles and celebrations of the fair. Read, assess and evaluate their teamwork efforts.

Teamwork

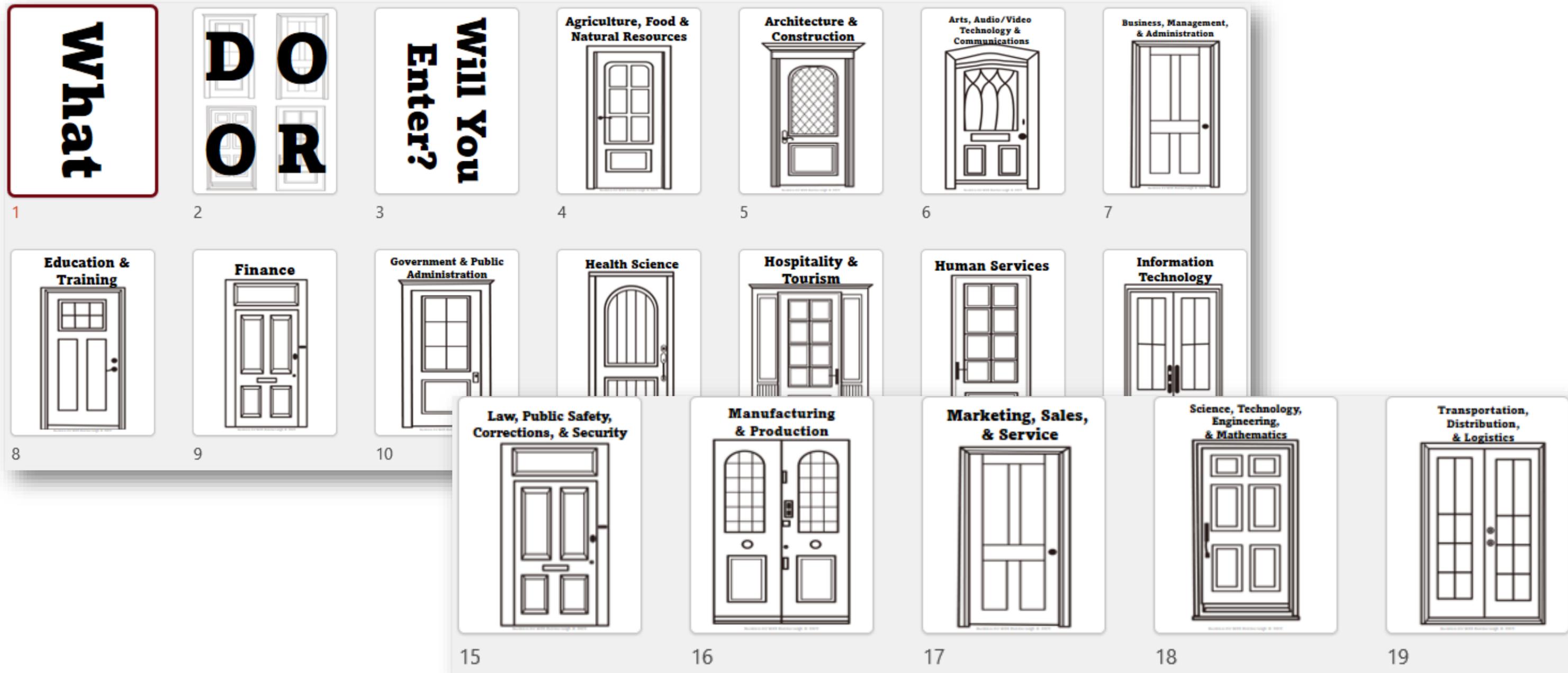
Testing Teamwork Tactics

List the names of the board members who are exercising the following characteristics of TEAMWORK.

Who is collaborating to come to a conclusion?	Your text here
Which board members are expresses trust ?	
Who is respecting differing opinions ?	
Which board members have a clear direction ?	
Who has a differing opinion from the others?	

Includes an **Interactive Bulletin Board** that can be completed as a collaborative project with your class!

Each of the **16 Career Clusters** are listed on the top of each door. Students work together to open each of the doors and reveal the pathways of each of the Career Clusters!



Teacher Testimonials



Love the snip notes - students use these to collect data as we research careers and then create a portfolio with the info when done. Engaging and visually appealing!



Great resource that I will be incorporating into my curriculum throughout the year.



love all of your resources I have purchased so far.



I just purchased the bundle but have purchased a few of the activities that are in the bundle. When I assigned it last year **they were engaged.**

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

