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**WENav- Newcomers’ Learning Activity Package**

**LEARNING ABOUT THE LOCAL WORKFORCE**

**ACTIVITY STEPS:**

1. You will need a computer or tablet and connection to the Internet to complete this activity.
2. Go to <https://www.workforcewindsoressex.com/weexplore/>
3. Select one of the jobs in the blue bubbles. The jobs in the blue bubbles jobs are current jobs that are needed in Windsor-Essex.
4. Write down in point form below, the different information that you have learned about the job (ie: salary, wage, technical, and transferable skills needed, etc.)
5. When completed, research additional skills and information on other websites about the job and write them down below:

**In-demand job in Windsor-Essex:**

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**EXPLORING NEW CAREERS**

**ACTIVITY STEPS:**

1. Write down a job that you are interested in.
2. When a job has been selected, fill out the worksheet below through different websites. You will complete this worksheet for three different jobs.

**Job #1:**

|  |  |
| --- | --- |
| Job Title: |  |
| Job Sector: |  |
| Skills Needed: |  |
| Education Needed: |  |
| Salary or Hourly Wage: |  |
| Daily Tasks or Responsibilities: |  |

**Job #2:**

|  |  |
| --- | --- |
| Job Title: |  |
| Job Sector: |  |
| Skills Needed: |  |
| Education Needed: |  |
| Salary or Hourly Wage: |  |
| Daily Tasks or Responsibilities: |  |

**Job #3:**

|  |  |
| --- | --- |
| Job Title: |  |
| Job Sector: |  |
| Skills Needed: |  |
| Education Needed: |  |
| Salary or Hourly Wage: |  |
| Daily Tasks or Responsibilities: |  |

**MAKING AN ACTION PLAN**

**ACTIVITY STEPS:**

Using the information from the *Learning About the Local Workforce* worksheet, select one job and complete the *Action Plan* below as to which steps you will take in order to get to this career:

|  |  |
| --- | --- |
| **Goal** | **Measure of Success**  (How do you know if you have completed this goal? What are the signs?) |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Step** | **Resource** | **Deadline Date** | **Deadline Completed**  (Yes, In-Progress, No) |
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**SKILL DEVELOPMENT JOURNAL**

**ACTIVITY STEPS:**

In the space provided below, name and explain 3-4 strengths that you have as an individual:

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| --- |
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Next, explain 3-4 skills that one of your jobs have that you have completed in the *Exploring Your Careers* worksheet:

|  |
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|  |

Do your strengths match with the skills needed for that job? If they do match, provide some examples with how you can improve these strengths. If they do not match, then write as to how you can learn new skills to match your ideal job:

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