

Introduction

Welcome to the Career and Enterprise Foundation Course worksheet! This worksheet is designed to help you explore your career options, develop a personal brand, and create a tailored career portfolio. Over the next 10 pages, you will complete a series of activities and questions to help you achieve these goals.

Career Exploration

What are your career aspirations? Write down three careers that interest you and explain why you are interested in each one.

1. Career 1: _____

2. Career 2: _____

3. Career 3: _____

Work Settings

What type of work setting do you prefer? Choose one of the following options and explain why:

- Office environment
- Outdoor work environment
- Creative work environment
- Other (please specify)

Workplace Communication

Effective communication is essential in any workplace. What are some ways you can communicate effectively with your colleagues and supervisors?

- Active listening
- Clear and concise language
- Non-verbal communication (e.g. body language, facial expressions)
- Other (please specify)

Personal Organisation

How do you currently organise your time and tasks? Write down three strategies you use to stay organised and explain how they help you.

1. Strategy 1: _____
2. Strategy 2: _____
3. Strategy 3: _____

Career Portfolio

What should you include in your career portfolio? Check all that apply:

- Resume
- Cover letter
- References
- Examples of work
- Other (please specify)

Work Health and Safety

What are some potential hazards in the workplace? Write down three hazards and explain how you would mitigate each one.

1. Hazard 1: _____
2. Hazard 2: _____
3. Hazard 3: _____

Diversity in the Workplace

What does diversity in the workplace mean to you? Write a short paragraph explaining your thoughts.

Individual Pathway Plan

Create a simple individual pathway plan by answering the following questions:

1. What are your short-term career goals? _____
2. What are your long-term career goals? _____
3. What steps will you take to achieve your goals?

Conclusion

Congratulations on completing the Career and Enterprise Foundation Course worksheet! Reflect on what you have learned and write down three key takeaways from this activity.

1. Key Takeaway 1: _____
2. Key Takeaway 2: _____
3. Key Takeaway 3: _____