



Introduction (10 minutes)

Read the introduction and answer the following questions:

1. What is the purpose of creating a personal career plan?
2. Why is it important to set employability goals?

Understanding Your Strengths and Interests (15 minutes)

Take a few minutes to reflect on the following questions:

1. What are your strengths and weaknesses?
2. What are your interests and hobbies?
3. What values are most important to you in a career?

Exploring Career Paths (20 minutes)

Research and explore different career paths that align with your strengths and interests:

1. What careers align with your strengths and interests?
2. What education and training are required for each career?
3. What are the job outlook and salary range for each career?

Creating a Personal Career Plan (25 minutes)

Create a personal career plan that outlines your short-term and long-term career goals:

1. What are your short-term and long-term career goals?
2. What steps do you need to take to achieve your goals?
3. What resources and support systems do you need to achieve your goals?

Setting Employability Goals (20 minutes)

Set SMART employability goals that align with your career plan:

1. What are your employability goals?
2. How will you achieve your employability goals?
3. What resources and support systems do you need to achieve your employability goals?

Developing Employability Skills (25 minutes)

Develop a plan to develop your employability skills:

1. What employability skills do you need to develop?
2. How will you develop your employability skills?
3. What resources and support systems do you need to develop your employability skills?

Creating a Professional Online Presence (20 minutes)

Create a professional online presence, including a resume, cover letter, and social media profile:

1. What is a professional online presence?
2. Why is a professional online presence important?
3. How can you create a professional online presence?

Conclusion (10 minutes)

Reflect on what you have learned and answer the following questions:

1. What are the benefits of creating a personal career plan?
2. How can you use online resources to research and explore different career paths?

Activities and Questions (20 minutes)

Complete the following activities and questions:

1. Create a list of your strengths and weaknesses.
2. Research and explore different career paths that align with your strengths and interests.
3. Create a personal career plan that outlines your short-term and long-term career goals.

Answer Key (10 minutes)

Check your answers with the answer key:

1. Answers will vary.
2. Answers will vary.
3. Answers will vary.

