

- CAREER / LIFE PLANNING -

Step 1: Reality check. Cash is king!

- What type of lifestyle do you want and how much does it cost?
- <http://www.hoosierdata.in.gov/inreality/>

Step 2: What jobs are available and what hard skills will you need to perform the job?

Life can be about sacrifice - you will have to work for a good income.

- Explore Indiana's hottest jobs of the future:
- <https://netsolutions.dwd.in.gov/hh50/jobList.aspx>

- Search INDemand Jobs: <https://www.indianacareerready.com/Student/Index>

Step 3: Where can you obtain the hard skills? Think about your personality, and your style.

- What careers match well with your personality?
- <http://learnmoreindiana.org/career/research-careers/personality-style/>

HELPING HOOSIERS FROM GRADE TO CAREER - Steps to take to get ready for a great career!

Learn More Center | learnmorecenter.org

- Pursue high school equivalency diploma, develop college, and career readiness.

Heartland | hcc.k12.in.us

- Learn technical skills, attitudes, knowledge, and understanding designed to promote occupational preparation.

Ivy Tech | ivytech.edu/wabash/

- Get a good career fast, or get a better, more affordable start to a bachelor's degree by transferring credits on to a four-year school or Vincennes.

Vincennes University | <http://hcc.k12.in.us/earlycollege.php>

- Earn college credits toward an Associate Degree from Vincennes University and industry recognized certifications.

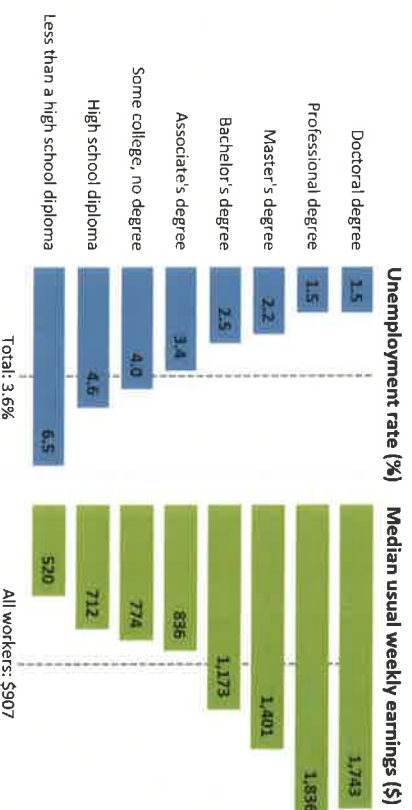
Manchester University | manchester.edu

- Manchester University offers more than 60 areas of undergraduate study and two master's programs.

Top Ten Hottest Jobs

Fastest Growing	Job	Hard Skill	Salary
1	Registered Nurse	Associate's/Bachelor's Degree	\$57,370
2	K-12 Teacher	Bachelor's Degree	\$49,151
3	Truck Driver	Certification	\$38,470
4	Sales Representative	High School Diploma	\$53,790
5	Operations Manager	Bachelor's Degree	\$90,540
6	Licensed Practical Nurse	Certification	\$39,900
7	Postsecondary Teacher	Doctoral Degree	\$60,958
8	Accountant	Bachelor's Degree	\$59,060
9	Office Manager	High School Diploma	\$45,580
10	Electrician	Certification	\$60,310

Unemployment rates and earnings by educational attainment, 2017



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

https://www.bls.gov/emp/lep_chart_001.htm

MASTER THESE SKILLS

Communication:

- Be here now (i.e. – Put your phone away and silenced.)
- Active listening skills
- Body posture/Body language (i.e. – Don't cross your arms. Lean forward.)
- Eye contact
- Think before you respond
- Be positive and friendly with customers, co-workers, and leaders

Enthusiasm (Attitude):

- “Can do” attitude that shows interest and excitement.
- Eager to learn and to give 100% effort
- Upbeat and cooperative manner
- Always ask what can be done better
- Self-motivated
- Know how to apply constructive criticism without taking it personal.

Teamwork:

- Respect and value other's opinions
- Agree to disagree, if necessary
- Contribute your ideas, suggestions and effort
- Understand not every player on the team can or will be the one who gets the ball

Networking:

- Who do you know?
- Personal network is people with whom you interact
- Family, friends, parents of friends, friends of friends, neighbors, teachers, bosses and co-workers
- Volunteer and expand your network

Problem Solving/Critical Thinking:

- Understand business and customer needs
- Use knowledge, facts and data effectively to solve problems and make decisions
- Proactively find solutions within a reasonable time frame

Professionalism:

- Arrive to work on time and manage time effectively
- Look clean, neat and dress appropriately for the job
- Conduct self with responsibility, integrity, accountability, honesty and excellence
- Monitor your digital appearance (i.e. – The Internet is permanent.)

Your Future Starts Now

Can be found on line at:

Heartland Career Center

<http://hcc.k12.in.us/>

Twitter - @heartland_ctr

Instagram - heartland_career_center



YOUR FUTURE STARTS NOW

Soft Skills
+
Hard Skills
=
Lifestyle



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