



# Navigate Your Future

*Teens*

## Class Objectives

- Introduction to Navigate Your Future
- Skills you will learn:
  - Basic content to explore careers using United States Government resources
  - How to explore Plano Public Library's online tools and resources

## Exploring College and Careers

- What is human capital? Defined: Human Capital is the knowledge, talent, experience, and skills that people possess.
- What are your top five skills or talents that you possess?
- What are three ways you could develop your knowledge, skills, and talents?

## Occupational Outlook Handbook

- Browse for interesting occupations
- Learn information about job duties, education and training, pay, and future outlook for an occupation
- Search by field, pay, and job projection
- Website: <https://www.bls.gov/ooh/>

## Occupational Information Network

- Browse interesting occupations
- Search by career clusters, industry, job zones, and bright outlook
- Learn information about tasks, skills needed, work activities, education and credentials
- Website: <https://www.onetonline.org/>

## Options for Experiencing Careers

- Internships
- Job Shadowing
- Interview Professionals in Various Fields
  - Website: <https://careersoutthere.com/>

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## Resources Plano Public Library

- FREE with your Plano Public Library Card
- Ferguson's Career Guidance Center
- Learning Express Library 3.0
- Lynda.com
- Tutor.com
- Reference USA
- Website: <https://plano.gov/2488/Research-Learn>

## Ferguson's Career Guidance Center

- **Industries and Careers** – find a profession to suit your skills, interests, and goals
- **Plan Your Education** – explore colleges, universities, and vocational & Tech schools
- **Launch Your Career** – explore career skills for the modern workforce; helpful info on writing your resume and preparing for job interviews

## Learning Express Library 3.0

- Career Center Plus – explore a new field or find ways to advance in your current field; find study guides and practice tests to prepare for professional exams, such as civil service, law enforcement, nursing, plumbing and electrical, etc.
- Job & Career Accelerator – take a quiz and Find a Career Match
- Adult Core Skills – skill building in math, reading, writing, speaking, and grammar; Prepare to become a U.S. Citizen
- Computer Skills Center

## Lynda.com

- Education video courses focus on a wide variety of topics, such as Business, Technology, and Creative
- Certificates can link to your LinkedIn account

## Tutor.com

- **Adult Tutoring**
- **Career Coach** – get help finding a job, writing a cover letter or resume, or prep for a job interview
- Search online job resources
- **Resume Review**

## Reference USA

- **U.S. Jobs & Internships** – search connects with Indeed.com, but combined with Reference USA's powerful mapping tool and business profile information
- **U.S. Businesses and U.S. New Businesses** – Databases to help learn more information about publicly-traded businesses, and many privately-owned businesses, around the country