



Strength Based Career Planning Guide

Using interests, ideas and strengths to build education,
training and career pathways.



The concept for Back to Basics emerged from discussions of the difficulties experienced by young people with disabilities and their parents when considering post school options. These discussions highlighted that young people with disability may experience difficulty identifying their interests, linking interests to education and employment pathways.

For parents of students with disability the transition from school can also be an anxious time with large amounts of information, changes in routines and being able to find the right services support and pathways for the young person.

The project partners acknowledge that whilst Back to Basics was developed with young people with disability in mind the Strengths Based Planning Guide will have equal value to all young people who would benefit from identifying education and employment pathways based on their strengths.

Back to Basics was developed through a partnership between:

- NDCO (National Disability Coordinating Officer Program)
- MetroAccess Officers at Whitehorse, Monash and Knox City Councils
- Gateway LLEN
- Outer East LLEN

For further information regarding this guide please contact Whitehorse City Council's MetroAccess Development Officer on 9262 6333



The Purpose

This guide will help you think about the things you like to do, the things you are good at and how these things can help you plan at school, do training and get a job.

Goals and Plans

A lot of people ask - Why do I need to have goal or a plan?

Goals and plans can help us to do the things we want to do.

- We can plan out what needs to happen to help us get from where we are now to where we want to be.
- Goals don't have to be hard or big
- Goals can change as we learn new things or find we don't like what we thought we would.

This Guide

This guide is written to help you think about:

- What you like doing
- If you need any help
- How to connect what you like to a course or to a job

You don't have to do answer all the questions at one time; you can work on it a bit at a time

You can also ask people like your family, teachers or support staff to help you.



Getting Started

Working out what you like to do is sometimes easy, sometimes there are many things you are interested in and sometimes we don't know where to start.

The next few pages are about helping you work out what you like doing.

1. What are the things you do now?

Where	Things you do	How much do you like doing this?
At Home		
At School		
After School		
After work		
In the evening		
On the weekends		

5. If you had lots of money and could do anything – what would you do?



6. If you had no money – what would you like to keep doing?





Thinking about a job

7. If you could have any job in the world what would it be

8. What about this job makes you want to do it, why is it important to you?

9. What do you know about this job?

10. What would you have to do to get this job?

Think about courses, work experience, training or contacting people

Sometimes people might have something they really like doing but don't know if it could be a job. The following question may help you work this out.

11. I really like doing

12. Where do you do this activity?

13. Who works there? It may be a person you know or it may be that the people who work there are all young, older or happy.

14. What are the things they do? Can you talk to them and find out?

15. What would you need to do to work there?



The Dream Job

Sometimes people have a dream job but it seems really hard to get that job.

It helps to think about what we really like about that job.

We can also think about what other jobs may be similar, connected to that job.

An example: I want to work in an Apple store.

Things I may like about working in an Apple store:

- Using the phones or computers
- Fixing phones or computers
- The way people working there help people fix problems
- The store is at a favourite or close shopping centre
- I know someone who works there and they like it

Things I may need to know more about

- How to fix phones and computers
- Customer service

I could learn these things by

- Doing work experience at the store or with people who fix phones and computers
- Doing a training course, like a certificate in retail, or certificate in computer repair

Other jobs to think about

- Working in other stores at the shopping centre
- Other companies that sell or fix phones and computers
- Customer service jobs – that may not be at a shop but at the company

16. What is your dream job?

17. What do you like or think you will like about this job?

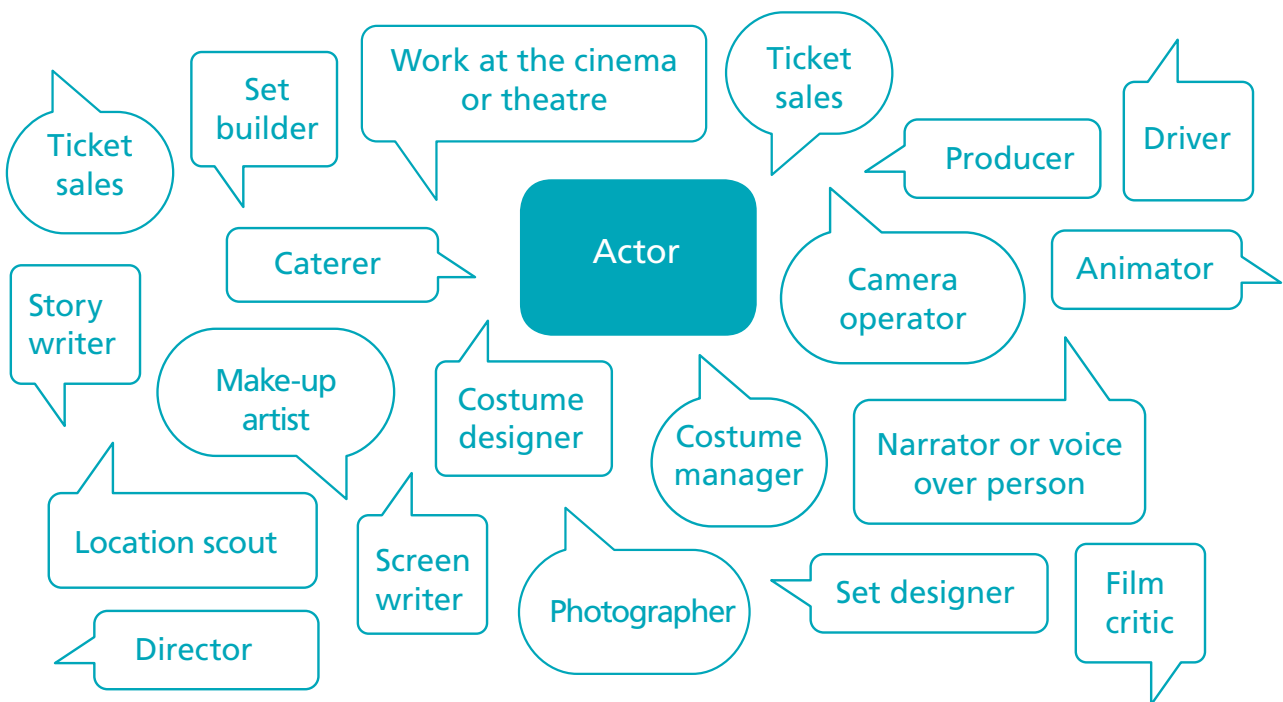
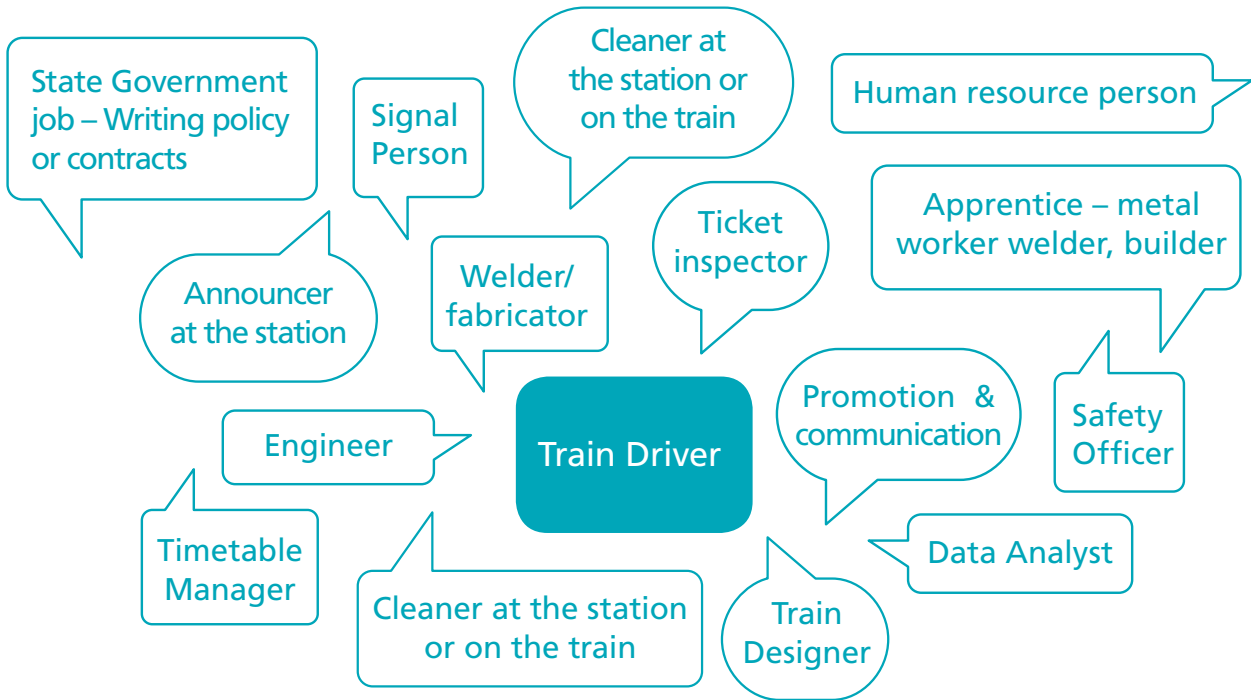
18. What are the things you may need to know more about?

19. Where could you learn this?

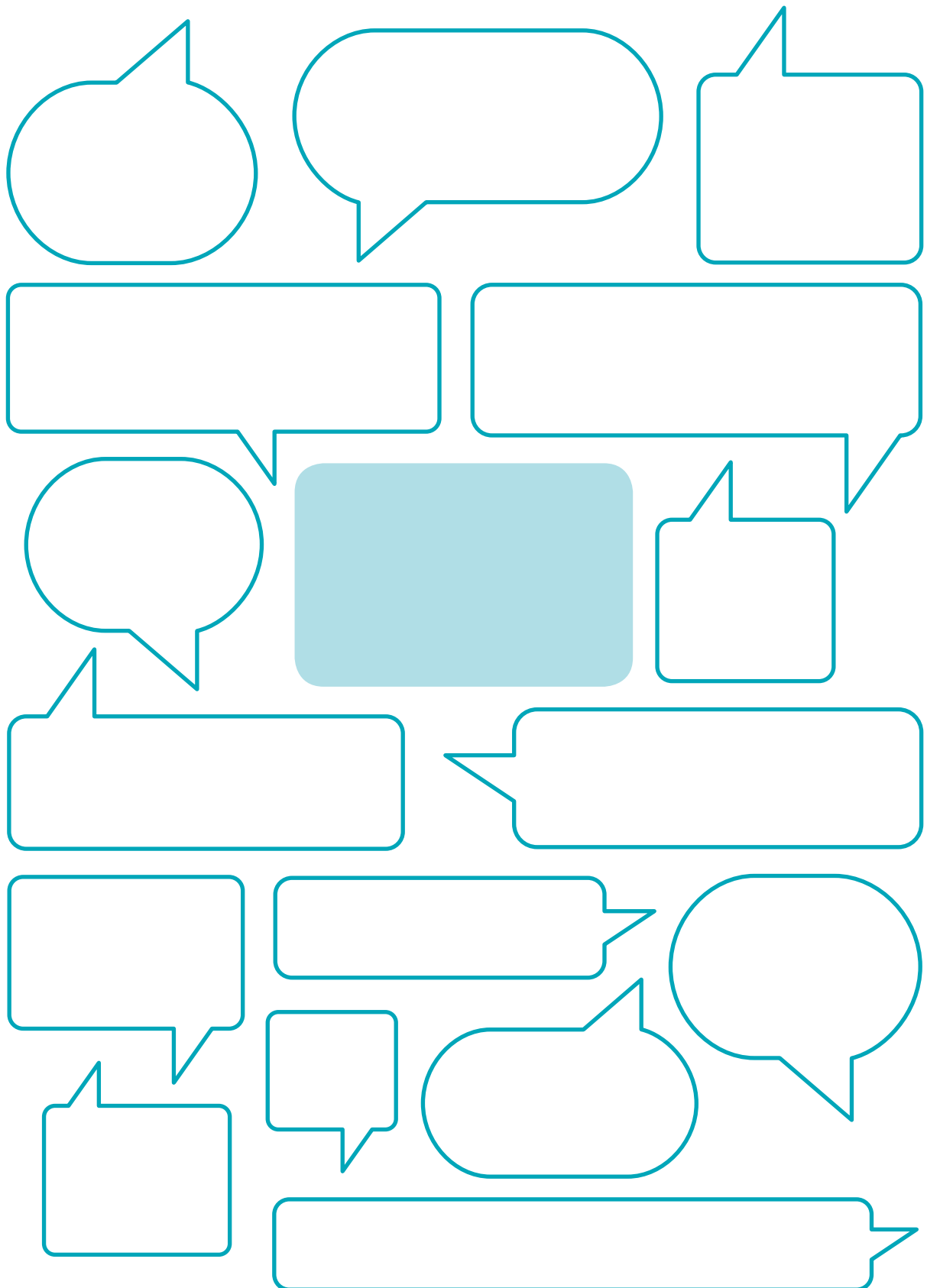
20. Other jobs to think about

21. What other jobs are connected to my dream job. If you have an idea for a dream job you may be thinking well this will be hard, or maybe only a few people get to do this job. This worksheet will help you think about what jobs are connected to the dream job.

Here are two examples to help you. The first one is a train driver; the second is an actor or actress. These are not complete lists but are to give you an idea of how to think about jobs



Now it is your turn, put your dream job in the middle then fill in the jobs you know that connect to it, you can ask other people to help. Once you have done this circle the ones that seem interesting to you.








Having the help you need

Everyone has some help. It may be simple things like waking you up in the morning or driving you to school or work. Working out what help you need helps plan staff, the time you need or other strategies you may need to put in place.

If you know what help you need then it is easier to talk about this with teachers and employers if you need to.

These questions will help you think about the help you get now and the help you may need while doing a training course or at work.





22. To start the day I have help to do this






		Who helps	Time it takes
Wake up 	<input type="radio"/> No help needed <input type="radio"/> Sometimes <input type="radio"/> All the time	<input type="radio"/> Family <input type="radio"/> Staff	<input type="radio"/> Less than 10 minutes <input type="radio"/> More than 10 minutes <input type="radio"/> 20–30 minutes
Get ready 	<input type="radio"/> No help needed <input type="radio"/> Sometimes <input type="radio"/> All the time	<input type="radio"/> Family <input type="radio"/> Staff	<input type="radio"/> Less than 10 minutes <input type="radio"/> More than 10 minutes <input type="radio"/> 20–30 minutes
Pack bag 	<input type="radio"/> No help needed <input type="radio"/> Sometimes <input type="radio"/> All the time	<input type="radio"/> Family <input type="radio"/> Staff	<input type="radio"/> Less than 10 minutes <input type="radio"/> More than 10 minutes <input type="radio"/> 20–30 minutes

23. To get to places

- I walk
- I drive
- Someone drives me
- I catch the bus or train by myself
- I catch a taxi or uber

24. When you are in new places or learning new things do you need help, what sort of help works best and who could do this?

	The help that would work for me	I would be okay if the following people helped me
Getting to new places 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Talking to new people 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Learning new tasks 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Staying on focus 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff

	The help that would work for me	I would be okay if the following people helped me
Remembering what I was doing if I had a break 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Being on time 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Reading information 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Writing things down 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff
Understanding instructions 		<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Work colleague <input type="radio"/> Paid staff

Good and bad days

Everyone has good days and bad days.

- Thinking about what makes a good day helps work out what we like.
- Understanding what makes a bad day helps us think about what to change.

25. What makes a good day? This sort of day makes you happy, things go right and you get to do things you like.

26. What makes a bad day? This sort of day may make you feel sad or cross, things don't go as planned and you can't do what you like?





27. What could help you make sure you have more good days than bad days?













Your Employability Skills

Employability skills are the general skills or abilities that employers like people to have in the workplace.

You may already have these and you can develop them. You don't need all these skills for every job. Skills like team work, managing your time and communication are usually important skills to have.

Skill	I have this skill	I need to develop or practice this skill	Where I already, or will practice this skills
<p>Communication</p>  <ul style="list-style-type: none">■ Talking to other people■ Writing to other people■ Answering phones■ Responding to emails			
<p>Team work</p>  <ul style="list-style-type: none">■ Working well with other people■ Being friendly to others■ Helping others			
<p>Problem Solving</p>  <ul style="list-style-type: none">■ Knowing when something isn't working the way it should■ Asking for advice■ Trying new ways			
<p>Initiative and creativity</p>  <ul style="list-style-type: none">■ This is where you see something that needs to be done and you do it without being asked■ Coming up with a new way			

Skill	I have this skill	I need to develop or practice this skill	Where I already, or will practice this skills
Planning and organisation 	<ul style="list-style-type: none"> ■ This organising your work, organising your work space ■ To do lists can help 		
Work independently 	<ul style="list-style-type: none"> ■ This means work without someone showing or reminding you how to do things ■ This doesn't mean working alone 		
Use technology 	<ul style="list-style-type: none"> ■ Computers ■ Phones ■ Work programs ■ Photocopier 		
Managing your learning 	<ul style="list-style-type: none"> ■ Managing your learning ■ Open to learning new things ■ Work out what you need to know to do your job better 		
Time management 	<ul style="list-style-type: none"> ■ Time management ■ Being on time to work ■ Getting back to work on time from breaks ■ Doing your work by the time it is needed ■ Getting things in on time 		

Skill	I have this skill	I need to develop or practice this skill	Where I already, or will practice this skills
Decision making 	<ul style="list-style-type: none"> ■ You can decide if something is right or wrong, or done the right way or incorrect ■ You can gather information you need to make the decision 		
Goal setting 	<ul style="list-style-type: none"> ■ You can set goals, what you want to achieve at work ■ This is plan for a week, a month, year ■ It may be a list 		
Negotiating 	<ul style="list-style-type: none"> ■ You can state your reasons in a way that isn't arguing or yelling, listen to what others are saying and work with them to come up with a solution 		
Prioritising tasks 	<ul style="list-style-type: none"> ■ This is about getting what is most urgent done first. ■ Change your priorities if something more important is given to you to do 		
Conflict resolution 	<ul style="list-style-type: none"> ■ This is like negotiating. You state your reasons or ideas or what happened, listen to the other person and then come up with a solution 		
Leadership 	<ul style="list-style-type: none"> ■ This is where other people ask you for advice and your advice is good or helps them do their work better 		



Your Plan

You now have the information you will need to develop your own plan:

- You have ideas about your interests
- You have ideas about your skills and what you can work on
- You have ideas about a dream job
- You have worked out what help you might need

What I would like to do first?
The goal



How am I going to do it?
The steps



What is the help I need from other people?
The help



When am I going to do this?
How long

