

# CAREER-RELATED VIDEOS

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## CAREER ADVANTAGE VIDEOS

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- ❖ **Pt. 1 Episode 1: Introduction to Self-Knowledge and Exploration: What Do I really Want?** \* Explores the three components of the career development process: (1) self-knowledge and exploration; (2) career and educational exploration; (3) career planning and implementation.
- ❖ **Pt. 2 Episode 2: Where Are You Now?** \* Donald Super's concept of life roles, and the importance of having support systems. Evaluate your satisfaction with your current life roles, and begin to identify key people in your personal support system.
- ❖ **Pt. 3 Episode 3: Self-knowledge and Beliefs** \* Simple methods for expanding self-awareness, introduces connections between their beliefs, attitudes and subsequent behaviors. Begin to develop a Personal Career Profile.
- ❖ **Pt. 4 Episode 4: Values** \* Introduces relationships between values and the kinds of choices made each day, and how values relate to career decisions. Begin to identify some key values and to consider how their family background may have shaped your values.
- ❖ **Pt. 5 Episode 5: Personality and Interests** \* Learn how to begin identifying your primary interest patterns and aspects of your personality through various exercises. Presents the connections between personality, interest, and work preferences such as working with information, ideas, people and things.
- ❖ **Pt. 6 Episode 6: Knowledge, Skills and Abilities** \* Introduces the differences between knowledge, skills, and abilities, and the basic skills required by today's employers.
- ❖ **Pt. 7 Episode 7: Keeping Track of Self-Knowledge and Exploration** \* Conclusion of the self-assessment section of this series. Expand your Personal Career Profiles by identifying preferred values, and interest, and by identifying current skills as well as skills you want to develop in the future.
- ❖ **Pt. 8 SECTION 2 – Episode 8: Introduction to Career and Educational Exploration: What's Out There For Me?** \* First of two lessons which explore contemporary changes in the economy and the world of work. The lesson introduces three principal changes - technology, globalization, and changing workforce demographics. Review a variety of strategies for coping with these changes including considering new work options such as self-employment and contract work, and the need for lifelong learning.
- ❖ **Pt. 9 Episode 9: The Changing Workplace: Technology and Globalization** \* Focuses on the changing workplace and how technology has changed to the concept of global business and the skills essential to stay employable in a global economy.

- ❖ **Pt.10 Episode 10: What Employers Want: Skills and Attitudes** \* Introduces the skills and attitudes essential for success in today’s workplace – competence, communication, adaptability, group effectiveness, and influence. Learn to identify your transferable skills, and evaluate your degree of work readiness.
- ❖ **Pt.11 Episode 11: What’s Out There: How the World of Work is Organized** \* Introduces the distinctions and similarities between industries and functions. Several primary industries and job functions are described and learners gain insight into how their interests can offer clues to industries or types of work that they might enjoy.
- ❖ **Pt. 12 Episode 12: Generating Career Options** \* Presents a variety of career possibilities. Learners are encouraged to brainstorm ideas and emphasize quantity over quality of ideas at this stage of the process.
- ❖ **Pt. 13 Episode 13: Researching Career Options: New Technologies and Current Techniques** \* The first of two lessons about exploring career options. Introduces both print and electronic sources of occupational information. Also covered are the components of a research strategy, which are presented with the categories of key information to help learners focus their research efforts.
- ❖ **Pt. 14 Episode 14: Informational Interviewing and Networking** \* Introduces the benefits of using networking and informational interviewing to learn more about careers which interest them. Discussed: how to identify networking opportunities and potential networking contacts, as well as a strategy for conducting informational interviews.
- ❖ **Pt. 15 Episode 15: Evaluating Career Options** \* Presents the “Three C’s”, a framework of career options using content, conditions, and compensation.
- ❖ **Pt. 16 Episode 16: Overcoming Barriers to Employment** \* Introduces some of the legal issues related to discrimination in hiring and in the workplace, as well as some techniques for confronting, challenging, and coping with discrimination.
- ❖ **Pt. 17 Episode 17: Lifelong Learning** \* Looks at the range of educational including vocational training, community college, undergraduate and graduate degrees.
- ❖ **Pt. 18 SECTION 3 – Episode 18: Introduction to Career Planning and Implementation: How Do I Get What I Want?** \*An overview of the next steps in implementing a career plan including making a career decision, deciding on an action plan and launching the search for work opportunities. Common myths or misperceptions about the job search process are also presented and debunked.
- ❖ **Pt. 19 Episode 19: Decision Making Strategies** \* An examination of both rational-linear and intuitive decision making style and gain insight into how their values, willingness to take risks, and ability to be objective may influence their decision making process.
- ❖ **Pt. 20 Episode 20: Goal Setting and Action Planning** \* Gives criteria for attainable goals and objectives-specific, measurable, realistic, and meaningful-and practice evaluating goals on the basis of these criteria. Begin to draft your own goals and action plan for implementing your search.
- ❖ **Pt. 21 Episode 21: Finding Work Opportunities: New Technologies and Current Techniques** \* Focuses on finding work opportunities by accessing the hidden job market through networking. You are guided in the development of a

- networking statement and presented with the advantages of several methods of finding work including cold calling, employment agencies, temporary assignments, internships and volunteering.
- ❖ **Pt. 22 Episode 22: Staying on Track In Your Work Search** \* At this point in your job search, you may be experiencing stress and having difficulty staying motivated. This lesson covers a variety of stress and time management techniques useful in staying focused and on track.
  - ❖ **Pt. 23 Episode 23: Resume Preparation** \* Covers the development and use of both chronological and functional resumes. Learners draft accomplishments statements using action verbs and emphasizing the results they produced.
  - ❖ **Pt. 24 Episode 24: Interviewing Strategies** \* This is the first of two lessons on interviewing, and introduces the three essential steps to interview preparation- know yourself, know the position, and know the company. Consider your responses to some typical interview questions and learn the STAR (Situation-Task-Action-Result) framework for describing their accomplishments to employers.
  - ❖ **Pt. 25 Episode 25: Interview Follow-up** \* Covers specific steps you should follow immediately after an interview, such as writing a thank you letter, and later, such as maintaining their networking and keeping momentum in their work search. Strategies for turning a rejection into a positive and useful experience are also described.
  - ❖ **Pt. 26 Episode 26: Series Conclusion** \* Reviews several methods for getting unstuck and staying on track while looking for work opportunities, and presents strategies, such as ongoing self-assessment, for building and managing a successful career. Draft one-year, ten-year, and lifetime goals to help them build a vision for the future.