### Colorado Career Conversations



Colorado Career Conversation training is an initiative of the Education Leadership Council, presented by the Colorado Education Initiative on behalf of the Colorado Department of Education. The training and framework were also built in partnership with the Colorado Workforce Development Council, Colorado Department of Higher Education, and Colorado Department of Labor and Employment.













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### **Content Overview**

### What is a Career Conversation?

**A career conversation** is the interactive and dynamic process of supporting individuals in pursuing a career path, pursuing the education and training necessary to achieve a career path.





- ✓ Identifying skills, interests, and aptitudes
- ✓ Exploring career possibilities and analyzing economic opportunities
- ✓ Identifying solutions to challenges
- ✓ Preparing for the individualized steps required to enter a job or education program

### What is a Career Conversation Advisor?

A career conversation advisor is a person trained in and prepared to engage advisees in a Colorado Career Conversation, and help them learn *the skills* to identify, select, and achieve career goals now and in the future.

### Who Might Advisors Be?

- Counselor
- Educator (teachers, professors, administrators, etc.)
- Coach; Club Sponsor; Band Director...
- Other service provider (paraprofessionals, other personnel)
- Parent/guardian
- Colleague; Peer; Near-Peer
- Other, other, other...



### **Understand Your Role**

### **Desired Outcomes:**

- The advisor understands the process
- The advisor understands the role(s) they play (and don't play) in a career conversation
- The advisor is aware of assumptions, biases, and cultural disconnects that can influence career conversations

### What an Advisor Does

### My role as an advisor is to...

- Actively listen
- Ask open-ended questions
- Empower
- Build confidence
- Guide
- Expand possibilities
- Help problem-solve around obstacles and navigate systems
- Build relationships
- Support, no matter how resistant
- Develop planning skills and promote long-term thinking
- Provide accountability
- Incorporate the advisee's reality into the decision process

### My role as an advisor is not to...

- Be the expert
- Make decisions for the advisee
- Tell the advisee what to do
- Paint a negative or limiting picture based on personal beliefs

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- Fix problems/take control
- Get the person a job/into a program
- Take responsibility for the advisee's actions
- Promote false hope

### **Exploring Your Own Experience and Perspectives**

ow ala your lacking?	own experience with career advisement benefit you? Where
Vhat would y	you want from a career advisor today?
-	
ow do you f	eel about stepping into the role of a career advisor?

What traits do you feel they have that are best suited to be a successful career advisor?		Notes / Reflection
	-	
	-	
	-	
	-	
	_	
	-	
What traits will you need to practice/continue to develop?	,	
	,	
	_	
	_	
	,	
What "filters" will you need to be aware of as you play the role of career advisor?		
	-	
	<u>.</u>	



### **Establish Trust and Introduce the Process**

### **Desired Outcomes:**

- The advisor establishes/affirms a trusting relationship with the advisee
- The advisor leads career conversations designed to instill confidence and hope, and open the door to exploring many possibilities
- The advisor defines roles and relationship expectations with the advisee

### The Elements of Trust



**Able** Demonstrates Competence



**Believable** Acts with Integrity



**Connected** Cares about Others



**Dependable** Honors Commitments

Source: www.kenblanchard.com/Products-Services/Building-Trust

### **Define Roles and Relationship Expectations**

Empower advisee to take charge of their own destiny

### Your role as an advisee is to...

- Ask lots of questions get curious!
- Be open to possibilities and new ideas
- Take action do your research, put in the time, make decisions
- Advocate for yourself
- Ask for help where needed
- Be honest and forthcoming
- Take responsibility for actions
- Keep your commitments

### **Best Practices**

### **Promote Hope and Positivity**

### MINDSET IS EVERYTHING

Failure is an opportunity to grow.

I can learn to do anything I want.
Challenges help me to grow.

My effort and attitude determine my abilities.
Feedback is constructive.
I am inspired by the success of others.
I like to try new things.

Failure is the limit of my abilities.

I'm either good at it or I'm not.

My abilities are unchanging.

I don't like to be challenged.

My potential is predetermined.

When I'm frustrated, I give up.

Feedback and criticism are personal.

I stick to what I know.



FIXED MINDSET

Source: medium.com/@derrickgraham/growth-vs-fixed-mindset-48372015e980

### **Keys to Promoting a Positive and Hopeful Relationship** and Conversation

- ✓ Focus on the positive: What is going well/what does the person want more of?
- ✓ Turn failures/mistakes into lessons: What can the person learn from what hasn't gone well?
- ✓ Focus on the present: What are the possibilities this new coaching relationship brings?

### **Define Roles and Relationship Expectations**

Expectations of how we will work together: "If I don't have the answer, I will help you find it."

- Share and help make sense of resources
- Guide advisee to research/go deeper
- Hand off to an expert

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**Notes / Reflection** 



### Focus on the Advisee

### **Desired Outcomes:**

- The advisor and the advisee examine the advisee's personal vision, values, goals, loves/passions
- The advisor and the advisee examine and name aspects and implications of the advisee's life that will influence the advisee's choices



### Key questions to ask (examples): Aspirations

- ✓ **Dreams:** What would your life look like, If you could do anything?
- ✓ Values: In what ways must you be challenged and rewarded?

### Key questions to ask (examples): Constraints/Barriers

- ✓ Are there existing financial obligations to meet? If so, which?
- ✓ Are you available for full-time or part-time commitments?
- ✓ Are there people in your life who have specific expectations about what you will do / be? If so, who and what are they?

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### **Best Practices**

### **Champion Network Map**

### **Personal Network Social Network** You! **Educational** Recreational Network Network **Professional Network**

### **Notes / Reflection**



### **Explore Interests and Aptitudes**

### **Desired Outcomes:**

The advisor helps their advisees identify and articulate their strengths, aptitudes, and skills. In this step, the advisor will be prepared to:

- Discuss the advisee's key skills, strengths, and interests
- Discuss the advisee's personality, work style, and work ethic
- Point the advisee to assessments to help with the above

### Approach to Identifying Skills:



Discuss the advisee's skills. Sample questions:

- ✓ What are your strengths and weaknesses?
- ✓ Which tasks do you get asked to perform most frequently?

### **Consider a Variety of Contexts:**

- School
- Work
- Friends
- Family
- Extracurricular Activities
- Volunteering

### **Best Practices**

Notes / Reflection			



### **Envision the Future**

### **Desired Outcomes:**

The advisor is prepared to empower advisee to research options:

- Define research parameters to avoid being overwhelmed
- Identify tools, resources, and approach to exploring options
- Select pathway(s)

### **Process for Exploring Career Options and Pathways of Interest:**

Brainstorm

Research

**Evaluate** 

Select

### **Brainstorm**

- Make a list of anything that comes to mind
- No right or wrong answers
- No limitations

### Research

- What does this job do? Day-to-day? General responsibilities?
- What qualifications do I need to have to do this job? Education + skills + experiences

### **Evaluate**

**Evaluation actions:** 

- 1. Begin with the end in mind
- 2. For each alternative, discuss / write down:
  - a. Pros and cons
  - b. Values and needs that are satisfied
  - c. Risks and potential obstacles
  - d. Possible outcomes
- 3. Narrow down the options to a short list

### Select

Based on the information gathered and analyzed, the advisee should be ready and able to choose one of the options to pursue.

# **Best Practices Notes / Reflection** What are your best practices for naming and exploring career paths?



### **Encourage Action**

### **Desired Outcomes**

- The advisor is prepared to help the advisee create an action plan for themselves to turn the choice into reality
- The advisor is prepared to help the advisee stay motivated, providing the support/ accountability the advisee may need to continue to make progress

The advisee determines the need

More education or training?

More experience?

More experience?

Cualified and ready?

The advisee makes a plan to bridge the gap

The advisee determines their current status relative to their chosen prospective career and determines the gap.

### **Action Plan Elements:**

- 1. Action steps: Break the goal down into manageable chunks.
- 2. Timeline: Let the advisee choose a date that feels reasonable, but challenging.
- 3. Resources: Help the advisee identify the resources needed to complete each step.
- 4. Agree on accountability measures: The advisee determines how they will stay on track.

### **Action Planning Form**

Name:		
Advisor:		
Vhat Do I Want?		
What is my vision? What are reams for my future?	What are my goals? What are my core values?	What are my needs? What are my constraints/realities?
Champion Network Ma	ар	Personal:
ociai.	Repose	reisonal.
	You!	
	Professional Tage	
ducational:	Professional:	Recreational:
What Are My Assets?		
Vhat are my strengths? ptitudes? Skills?	What are my interests? Hobbies? Passions?	What are my personality traits?

### **Action Planning Form**

### **Possible Career Options:**

•		
Career:	Career:	Career:
Research:	Research:	Research:
Career:	Career:	Career:

Research:

Research:

<b>Chosen Career Focus:</b>	

### **Next Steps Action Plan:**

Research:

Action needed?	Target Completion Date		
1.			
2			
3.			
4.			
- <del></del>			

### **Best Practices**

Notes / Reflection					



### **Celebrate Success!**

### **Best Practices**

hat are your best practices for celebrating success?				

Notes / Reflection	Notes / Reflection

# **Steps for Career Conversations**



introducing opportunities; recognize your own assumptions and biases. Engage in career conversations to **Understand Your Role** instill confidence and hope by



ACT A career brings new opportunities; lifelong learning & career development. repeat steps as needed to support Celebrate Success!



relationship parameters and explain Introduce the Process Promote self-efficacy, define the purpose and direction



**Encourage Action** 

goals; understand constraints that Explore their vision, values, and Focus on the Advisee will influence their choices.



advisee stay motivated; provide Define a course of action, help the resources, support and accountability.

## Explore Interests & Aptitudes

uncover skills, strengths, and interests; recognize Identify and utilize tools and discuss results; personality, work style, and work ethic.

## **Envision the Future**

understand pathways of interest; select environments, and activities to better Explore the relevant labor market, work