

# SESSION 2



## Career Clusters and Employability Skills

### OVERVIEW

In this session, students will see why it is important to develop a career plan. They will learn what a career cluster is and how the JA JobSpark companies fit into a career cluster. Students will take a deeper dive into the companies that will be attending JA JobSpark. They will do research on companies that fit into their career cluster of interest. Students will also see which employability skills are needed in certain career clusters. They will complete a self-assessment of their own employability skills.

### OBJECTIVES

- Students will see why it is important to develop a career plan.
- Students will be able to recognize career clusters and identify those that match their skills and interests.
- Students will be aware of the career clusters and how the JA JobSpark companies fit into those clusters.
- Students will gain knowledge of employability skills needed in the workplace and assess their own employability skills strengths and weaknesses.

### PREPARATION

1. Visit [JAJobSpark.org/curriculum](https://JAJobSpark.org/curriculum), if you have not already done so. If you are posting specific links to your e-learning platform for this session, post what you desire.
2. You can download and print off any materials from the student link, if a hard copy is desired.
3. Watch the video on the student link under session two, "Developing a Career Plan." A discussion question is provided at the end of the video. Share any other discussion questions that may be applicable for your students.
4. Familiarize yourself with the 8 career clusters and employability skills.
5. Look at the JA JobSpark companies attending the event, become familiar with who is attending and their career cluster area.

### MATERIALS

- Make sure you have posted the website or links in session two to your e-learning platform. All materials and links for students are located in this button.
- Charged computer
- Pen or pencil
- Earbuds
- Discussion platform your school uses (if desired).

## INSTRUCTIONAL OUTLINE

This lesson is designed to take approximately 45 minutes.

**Submissions for student work can be your choice; downloaded by a student and sent to a Dropbox, printed off and turn in hard copy, emailed, etc. All student materials are in the form of a fillable PDF.**

- When introducing JA JobSpark, explain the key words and concepts.
- Tell students they will watch a video, “**Developing a Career Plan.**” There is a discussion question at the end of the video. Facilitate a discussion with this question and add any other applicable questions. You can also post the question from the video on a discussion board, so students can post their responses.

**Discussion Question: What advice did you learn from this video about how to be successful in your career?**

- Show the **8 career clusters and jobs associated with those clusters.** Have students take a moment to look at a cluster that interests them and the jobs contained in that cluster. Students can share a job that interests them and why.
- Show students the **employability skills visual from Indiana Department of Workforce Development.** Give examples of various careers and have the students share the skills they think are needed for that career.
- Have students complete the **employability skills self-assessment.** When this is completed, please instruct the students if you would like them to submit. If printing off, please select print to scale before printing.
- **Employability Skills Role Play (Optional Activity)**  
– The scenario cards are posted on the student link. Students can act out the scenario in class and create a resolution to the problem, or you can discuss the scenario with the students and have them share a resolution to the problem.
- Have the students click on the link for the companies attending [JAJobSpark.org/students](http://JAJobSpark.org/students). Students will research them and complete the questions in the link for **exploring companies and career clusters activity.** A hard copy can be downloaded and printed if desired. Students are instructed to pick 5 companies, each in a different career cluster. Please instruct the students if you want them to submit their answers.

## NOTES

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### JA JobSpark KEY WORDS & CONCEPTS:

**Career Cluster** – A grouping of jobs and industries related to skills and products.

**Career Planning** – An ongoing process that can help you manage your learning and development.

**Goal Setting** – The process of identifying something that you want to accomplish and establishing goals in a time-frame in which to accomplish it.

**Employability Skills** – The essential skills, personal qualities, and values that enable you to thrive in any workplace.

**Self-Assessment** – An assessment or evaluation of oneself or one’s actions and attitudes.

# KEY WORDS & CONCEPTS

## Session 2



### **CAREER CLUSTER**

A grouping of jobs and industries related to skills and products.



### **CAREER PLANNING**

An ongoing process that can help you manage your learning and development.



### **GOAL SETTING**

The process of identifying something that you want to accomplish and establishing goals and a time-frame in which to accomplish it.



### **EMPLOYABILITY SKILLS**

The essential skills, personal qualities, and values that enable you to thrive in any workplace.



### **SELF-ASSESSMENT**

An assessment or evaluation of oneself or one's actions and attitudes.



# WHAT IS A CAREER CLUSTER?

A career cluster is a group of jobs and industries that are related by the knowledge and skills they require. Throughout your career planning, you may see there are 16 nationally recognized career clusters. JA JobSpark has combined them into 8 different career clusters.



## ADVANCED MANUFACTURING, ENGINEERING & LOGISTICS

Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.



## AGRICULTURE, FOOD & NATURAL RESOURCES

Production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.



## ARCHITECTURE, ENGINEERING & CONSTRUCTION

Designing, planning, managing, building and maintaining the built environment.



## BUSINESS & FINANCE

Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy. Planning, services for financial and investment planning, banking, insurance, and business financial management.



## GOVERNMENT, LAW & PUBLIC SERVICE

Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; management and administration at the local, state, and federal levels. Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.



## HEALTH & LIFE SCIENCES

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.



## HOSPITALITY AND TOURISM

Managing, marketing and operating restaurants and other food services, lodging, attractions, recreation events, and travel related services. Designing, producing, exhibiting, performing, writing, and publishing visual and performing arts and entertainment services.



## TECHNOLOGY

Designing, developing, supporting, and managing hardware, software, multimedia, and systems integration services.



**Agriculture, Food & Natural Resources**

- Animal Breeder
- Biochemist
- Environmental Engineer
- Farmer
- Fisherman
- Florist
- Game Warden
- Mining Engineer
- Park Ranger

**Architecture & Construction**

- Architect
- Carpenter
- Civil Engineer
- Construction Worker
- Contractor
- Electrician
- Environmental Designer
- Landscaper
- Painter
- Plumber
- Surveyor

**Arts, Audio/Video, Technology & Communications**

- Actor
- Ad Executive
- Artist
- Broadcaster
- Cinematographer
- Digital Media Specialist
- Graphic Designer
- Interior Designer
- Journalist
- Photographer

**Business, Management & Administration**

- Administrative Assistant
- Entrepreneur
- Financial Assistant
- Human Resource Manager
- Marketing Director
- Office Manager

**Education & Training**

- College Professor
- Corporate Trainer
- Counselor
- Librarian
- Principal
- Sign Language Interpreter
- Teacher

**Finance**

- Accountant
- Bank Teller
- Bookkeeper
- Economist
- Executive
- Financial Planner
- Insurance Agent
- Loan Officer
- Stockbroker
- Tax Preparer

**Government & Public Administration**

- Bank Examiner
- Emergency Management Director
- Homeland Security Manager
- Intelligence Agent
- Legislator
- Public Administration Supervisor

**Health Science**

- Administrator
- Criminologist
- Dentist
- Dietitian
- Medical Doctor
- Medical Transcriptionist
- Nurse
- Paramedic
- Physical Therapist
- Sociologist
- Veterinarian
- Vision Care Assistant

**Hospitality & Tourism**

- Chef
- Hotel Clerk
- Hotel Manager
- Lifeguard
- Recreation Director
- Travel Agent
- Waiter

**Human Services**

- Cosmetologist
- Day Care Worker
- Hairstylist
- Personal Finance Advisor
- Preschool Teacher
- Psychologist
- Social Worker

**Information Technology**

- Computer Programmer
- Database Manager
- Multimedia Producer
- Network Administrator
- Software Engineer
- Technical Writer
- Web Designer

**Law, Public Safety & Security**

- Attorney
- Court Reporter
- Firefighter
- Judge
- Military Officer
- Paralegal
- Police Officer
- Private Investigator

**Manufacturing**

- Boat Builder
- Computer Integration Technician
- Jeweler
- Machinist
- Major Appliance Repair Technician
- Manufacturing Engineer
- Mechanic
- Welder

**Marketing, Sales & Service**

- Customer Service Representative
- Fashion Marketer
- Home Inspector
- Public Relations Specialist
- Real Estate Appraiser
- Sports & Entertainment Marketer

**Science, Technology, Engineering & Mathematics**

- Astronomer
- Biologist
- Chemical Engineer
- Computer Engineer
- Drafter
- Electrical Engineer
- Food Scientist
- Mathematician
- Meteorologist

**Transportation, Distribution & Logistics**

- Airline Pilot
- Air Traffic Controller
- Astronaut
- Bus Driver
- Flight Attendant
- Locomotive Engineer
- Ship Captain
- Truck Driver

# Do *you* Have The Skills Indiana's Employers Are Searching For?

INDIANA EMPLOYERS WANT HIGHLY-SKILLED EMPLOYEES. DEVELOPING THESE 18 **EMPLOYABILITY SKILLS** CAN HELP YOU LAND YOUR DREAM JOB!

## MINDSETS

### Lifelong Learning



Demonstrate willingness to work and learn, and continually apply new knowledge.

Possess belief in own ability to succeed and assert self when necessary.



### SELF-CONFIDENCE

## LEARNING STRATEGIES

### Effective COMMUNICATION

Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

### DECISION-MAKING

Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.



### INITIATIVE

Apply self-motivation and self-direction to work and learning.



### ATTENTION TO Detail

Achieve thoroughness and accuracy when accomplishing a task.



### PROBLEM SOLVING

Apply critical and creative thinking skills to resolve problems.



### APTITUDE Awareness

Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.



## WORK ETHIC

### Self-Discipline

Demonstrate self-control and behave in accordance to rules with minimal direction.



Successfully carry out expectations with minimal supervision.



### INDEPENDENCE

### PERSEVERANCE

Demonstrate endurance and capacity to complete tasks.

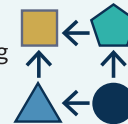


### Time Management & Organization

Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

### ADAPTABILITY

Manage transitions and adjust to changing situations and responsibilities.



### INTEGRITY

Act in a trustworthy and honest manner.



### PROFESSIONALISM

Demonstrate skills and behaviors appropriate for school and work.

## SOCIAL & EMOTIONAL SKILLS

### CONNECTION



Demonstrate the ability to network with others through social awareness and cultural sensitivity.

### REGULATION

Recognize and manage one's emotions.



### Collaboration

Work well with others in a team.



**INSTRUCTIONS:** Read each statement below about your employability skills. Mark the column that best represents you.

Name: _____	This employability skill is a strength of mine. I already do this pretty well.	This employability skill is a weakness of mine. I need to work on it.	I need to learn more about this employability skill. I'm not sure if I'm good at it or not.	Record examples of when you demonstrated this skill or possible ways to strengthen it. Examples can come from your daily routine; they don't have to be from a single, isolated story.
1. I have a strong work ethic, even when no one is looking over my shoulder to be sure I'm doing the right thing.				
2. I am good at influencing others or being a leader in a group when it is needed.				
3. When someone points out a weakness of mine, I use the information to improve myself without being negative to that person.				
4. When facing a challenge, if I have done everything I can do and still don't have a solution, I find the person who can help me and ask for help.				
5. When facing change, I can be flexible.				
6. I prioritize and plan my tasks so that I meet deadlines.				
7. I am organized.				
8. When under pressure, I am able to stay calm and focused on the task at hand.				
9. I generally have a positive attitude. I am pleasant to be around.				
10. Regardless of how my own day is going, I remain polite to those around me, using "please," "thank you," and "I apologize" as necessary.				

11. List the employability skill you would like to learn more about and strengthen before interviewing for a job. How do you plan to learn more about this employability skill? How do you plan to strengthen this employability skill?

12. On Your Own: Consider asking a close friend or family member to rank you on the same employability skills covered in the questions above. Compare their ranking to yours and see if it changes which employability skills you would like to learn more about and which ones you would like to improve.

## 1 SCENARIO:

Alexa got a job at a clothing store and has just completed her first week. Her boss has noticed that Alexa checks her phone constantly, every time it rings or chimes, even when she's helping a customer.

**Which employability skill does Alexa need to improve?**

**Act it out or discuss to create a resolution to the problem.**

## 2 SCENARIO:

Rohan has been working at a fast-food restaurant for six months, taking customer orders. He has always worked hard and had a cheerful attitude. Recently, he has been staying up late doing schoolwork, and he's tired. His boss notices that Rohan has been impatient and rude to customers.

**Which employability skill does Rohan need to improve?**

**Act it out or discuss to create a resolution to the problem.**

## 3 SCENARIO:

Tiana got a job helping out at a community center. She went through training, but she still doesn't know the daily routine or where things are kept. She's embarrassed to ask because she doesn't want to look helpless or lose her job.

**Which employability skill does Tiana need to improve?**

**Act it out or discuss to create a resolution to the problem.**

## 4 SCENARIO:

Lorenzo got a job at a local store. He works with two other employees to unpack boxes and stock shelves. His boss notices that Lorenzo finishes his work quickly and then wanders around the store, takes breaks, and distracts other employees. He never offers to help unpack additional boxes.

**Which employability skill does Lorenzo need to improve?**

**Act it out or discuss to create a resolution to the problem.**

## 5 SCENARIO:

Sarah got a summer job as a camp counselor. Every week, the counselors meet to brainstorm games to play with the campers. The camp director notices that Sarah always shares her ideas by saying, "I have an even better idea than yours."

**Which employability skill does Sarah need to improve?**

**Act it out or discuss to create a resolution to the problem.**

## 6 SCENARIO:

Max got a job as a junior referee for the Youth Soccer League. The head referee notices that Max is late to every game, which delays the start of the game and affects all the following games. Max also forgets to wear his referee uniform and bring his whistle.

**Which employability skill does Max need to improve?**

**Act it out or discuss to create a resolution to the problem.**



# LEARN MORE ABOUT CAREER CLUSTERS & JA JOBSPARK COMPANIES



Name: \_\_\_\_\_

Go to [www.jajobspark.org/students](http://www.jajobspark.org/students) and scroll down to **2023 Industry Cluster's Company** websites. Pick 5 companies, each in a different career cluster, to research. Answer the following questions about each of the 5 companies. You may reference the Employability Skills button to help you name skills needed for a career.

## COMPANY 1

Name of Company:

Career Cluster:

List 2-3 careers that are found at this company:

List an employability skill that is needed for a career at this company. Give an example of how you can use that skill. For example, effective communication is an employability skill. If I were a teacher, I would need to be an effective communicator, verbally and written, with my students and parents.

Employability skill:

Example:

What do you find interesting about this company?

Tell about a job you think you could do or would want to do at this company. Why?



## COMPANY 2

Name of Company:

Career Cluster:

List 2-3 careers that are found at this company:

List an employability skill that is needed for a career at this company. Give an example of how you can use that skill. For example, effective communication is an employability skill. If I were a teacher, I would need to be an effective communicator, verbally and written, with my students and parents.

Employability skill:

Example:

What do you find interesting about this company?

Tell about a job you think you could do or would want to do at this company. Why?



## COMPANY 3

Name of Company:

Career Cluster:

List 2-3 careers that are found at this company:

List an employability skill that is needed for a career at this company. Give an example of how you can use that skill. For example, effective communication is an employability skill. If I were a teacher, I would need to be an effective communicator, verbally and written, with my students and parents.

Employability skill:

Example:

What do you find interesting about this company?

Tell about a job you think you could do or would want to do at this company. Why?



## COMPANY 4

Name of Company:

Career Cluster:

List 2-3 careers that are found at this company:

List an employability skill that is needed for a career at this company. Give an example of how you can use that skill. For example, effective communication is an employability skill. If I were a teacher, I would need to be an effective communicator, verbally and written, with my students and parents.

Employability skill:

Example:

What do you find interesting about this company?

Tell about a job you think you could do or would want to do at this company. Why?



## COMPANY 5

Name of Company:

Career Cluster:

List 2-3 careers that are found at this company:

List an employability skill that is needed for a career at this company. Give an example of how you can use that skill. For example, effective communication is an employability skill. If I were a teacher, I would need to be an effective communicator, verbally and written, with my students and parents.

Employability skill:

Example:

What do you find interesting about this company?

Tell about a job you think you could do or would want to do at this company. Why?