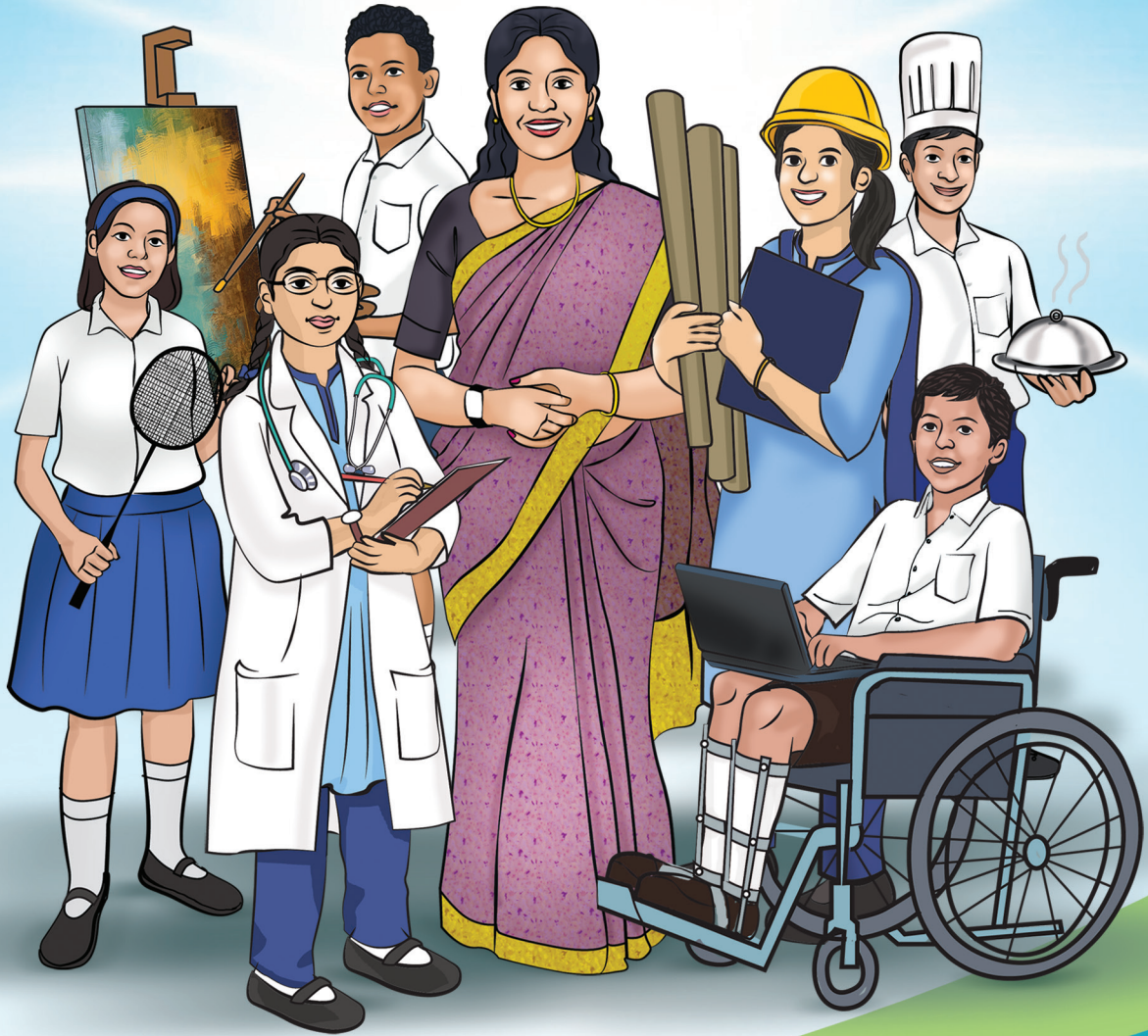




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CAREER WORKBOOK

Classes 9 to 12



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Note for Teachers

A comprehensive career workbook is an invaluable tool designed to help secondary and higher secondary students navigate their future paths. This workbook comprises 12 worksheets, each focusing on a theme relevant to career planning. Teachers will facilitate the use of the workbook during a dedicated school period, creating a structured and supportive environment that encourages engagement and self-reflection among students.



Goals of the career workbook:

1. Self-discovery: Help students understand their interests, skills and values
2. Career Exploration: Guide students in researching various career options and pathways
3. Skill Development: Enhance understanding of the student's soft and hard skills necessary for their desired careers
4. Preparation: Equip students with the tools and knowledge to prepare for internships,

Workbook facilitation steps:

Teachers will guide students through each worksheet one at a time during the dedicated period. Follow these steps for facilitating each worksheet -

1. **Introduction (5 Min):**
 - Begin with a brief discussion on the worksheet theme. Explain the purpose of the worksheet and its benefits for the students.
2. **Brainstorming (5 Min)**
 - Ask students to think about the topic (provide the prompts given in the worksheet) and share their thoughts
3. **Guided Worksheet activity (20-25 Min):**
 - Provide the worksheet (if available individually) to each student. If printed copies are not available, create the worksheet on the blackboard and ask students to copy it on a blank paper/sheet or in their school diary/notebook.
 - Allow the required time to the students to work on the worksheet.
 - Worksheets which require students to research careers can be done through group work by students. For this, divide the class into small groups (4-5 students per group) and assign questions or discussion prompts to the groups. Group presentations will be done after group work is completed by all the groups
 - Walk around the classroom and provide individual assistance to students/groups as required. For students who need additional support, offer one-on-one guidance.
 - Encourage students to think deeply about their answers
4. **Reflection (5 min)**
 - Invite students to share their thoughts and feelings on the activity
 - Discuss the key insights and their relevance to the students' growth.

Note: In worksheets which require interactive discussions with family and others, provide the students with the relevant prompts as a homework or as a summer project. Allow time in class for students to plan and practice interviews in pairs. Students should take notes during their interview or record it if possible (with permission).

WORKSHEET 1

WHO AM I ?



Description: This worksheet is a biodata of the student, capturing essential details of their identity and providing a glimpse into their life principles.

Purpose: Reflect on your personal identity and life principles

Reflection prompts: Identity (who you are), background (family and where you come from), educational journey, life mantra or a guiding principle that inspires you. (Examples of life mantra - To grow, learn and inspire others; Be kind, stay curious, create impact; Do my best in everything I do and make my parents proud....; Work to make a better life for myself and others).

My name is _____.

I was born on _____ in the year _____.

My mother's name is _____

and my father's name is _____.

I study in Class _____ in _____.

My hometown is _____ in _____ district

of _____ (state).

My phone number* is _____ and my email is _____.

My Life Mantra is _____.

**Note: In case your personal phone number is not available, you can give your parent's phone number.*



WORKSHEET 2



LETTER TO MY FUTURE SELF

Description: This letter is a snapshot of who you are at this moment. It will be interesting to revisit it in the future and see how much you've grown and changed!

Purpose: Engage in self-reflection, goal setting, and personal development and think about their current experiences, aspirations, and the changes you hope to see in the future

Reflection prompts: What are you passionate about, what activities do you find fulfilling, which subjects do you enjoy the most and why, who are your closest friends and why, what are your and your family's career aspirations for you, what is your action plan for the next 1-2 years, where do you see yourself in 5-10 years, what are the obstacles in achieving your goals.

Dear Future Me,

Today, the date is _____. I am _____ years old and study in Class _____.

I have a deep interest in _____ and my hobbies include _____.

I spend my free time doing _____.

I enjoy studying _____ the most in school. The main reason why I like these subjects is _____.

My closest friends are _____. We spend our time together by _____.

My parents want me to become a _____ when I grow up. I want to make a career in _____.

To make this possible, I will spend the next 1-2 years _____.

In the next 5-10 years, my goal is to _____.

Currently, the biggest challenges that I am facing for achieving these goals are _____.

I plan to overcome these challenges by _____.

I hope I have achieved most of my goals by the time you read this letter!

Best,

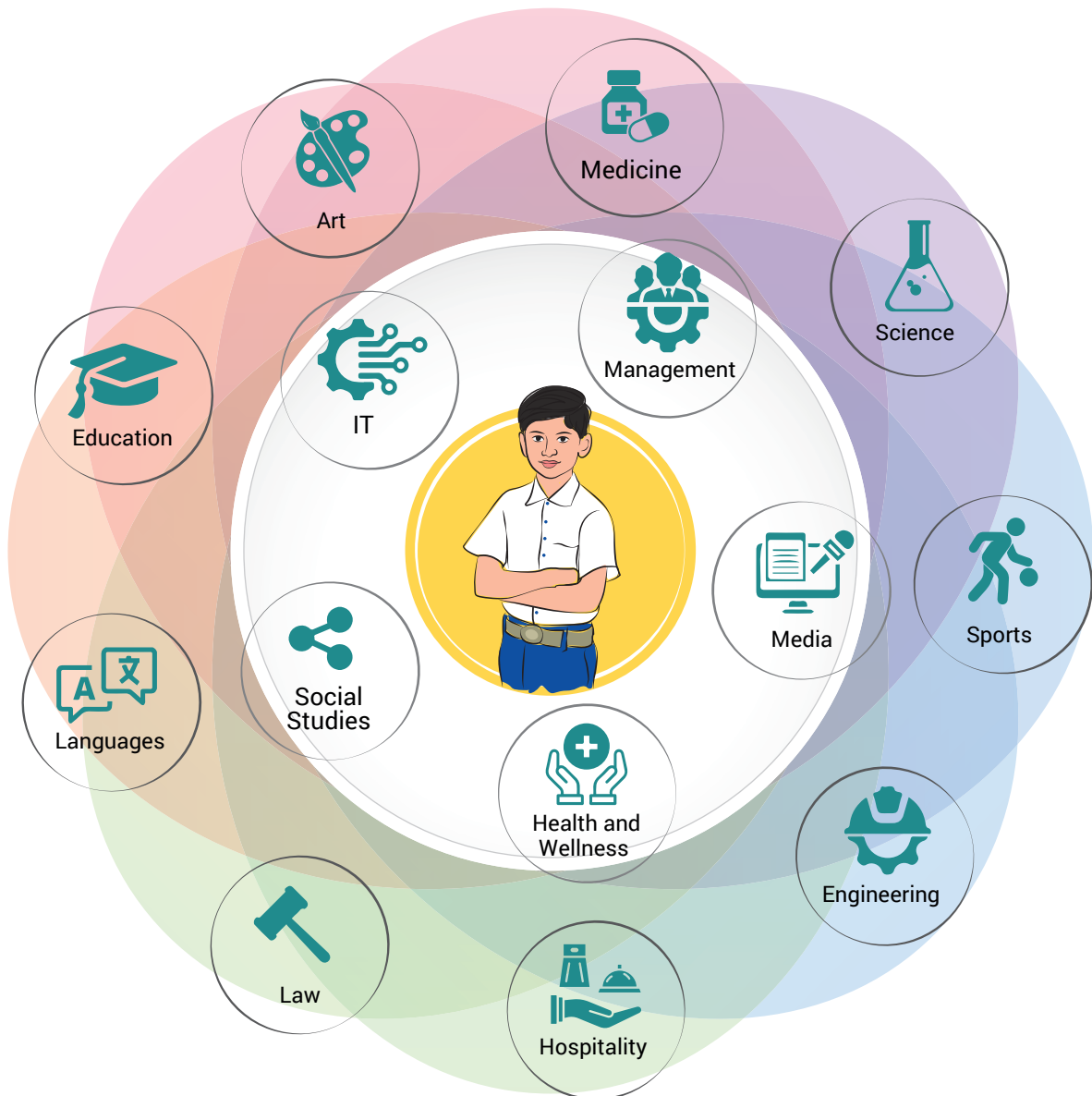
PROFESSIONS I SEE AROUND ME

Description: This worksheet involves observing and interacting with individuals from various professions to gain insights into their careers. Students will document details about different professions (minimum five) in a structured format. Make sure to cover people from all genders!

Purpose: Explore and understand the variety of careers in the community, learn about the roles and responsibilities of different professions, and reflect on how these careers impact daily life. This activity aims to broaden students' awareness of potential career paths by examining the jobs of

people they encounter regularly. This activity also develops their research and interview skills, fostering a deeper understanding of the working world around them.

Reflection prompts: Identify people from various fields around you, what do their jobs entail, what are their educational backgrounds. Consider the skills necessary for success in these roles; discover the most satisfying and the most challenging aspects of these professions.



S. No.	1.	2.	3.	4.
Name of the person				
Age and Gender				
Qualification				
Profession				
Average earning per month				
Reason for picking the profession				
Skills needed for the job				
Positive aspects about the job				
Challenges faced in the job				
Advice you would give to someone interested in this career				
What do I like about this profession?				



CAREER OPTIONS IN VARIOUS AREAS

Description: This worksheet provides an organized way to examine and compare career paths in diverse fields, aiding students in making informed decisions about their future.

Purpose: Guide students in exploring and identifying potential career options within various sectors. This helps broaden their awareness of different fields, encourages consideration of multiple career paths, and assists in making informed decisions about their future professional journey.

Reflection Prompts: Reflect on the sectors listed and think about potential career options that interest you. Identify how various sectors align with your interests and strengths. Think about the long-term prospects and personal fulfillment each career could offer. Make use of the Career Guidance Portal to find career options in these sectors.



Sector	Option 1	Option 2	Option 3	Option 4	Option 5
Health and Wellness					
Art					
Medicine					
Science					
Sports					
Education					
Engineering					
Agriculture					



Sector	Option 1	Option 2	Option 3	Option 4	Option 5
Hospitality					
Law					
Languages					
IT					
Management					
Media					
Social Studies					

MY DREAM CAREER

Description: This worksheet is about exploring your dream career through self-discovery, research and planning.

Purpose: Explore your dream career by reflecting on your strengths and preferences, research the educational requirements, necessary skills, and plan actionable steps to achieve your career goals, including identifying role models and necessary training or internships.

Reflection Prompts: What profession interests you and why. Is there any individual who is a role model for you in that field, what attracts you about them. What are the job functions, and salary range in this profession. Outline three steps to achieve your dream career and identify training or internship opportunities.

Describe your dream career. What job or profession do you envision yourself in?

Why does this career interest you? List 3 reasons.

1.

2.

3.

Do you have a role model in your chosen field? If yes, name the person:

Why do you admire them?

Find out about the following aspects of your dream career and fill the table below:

Educational requirement	Skills needed	Job description	Salary Range

Planning your Career Path: What 3 steps will you take to make your dream career a reality?

1.

2.

3.

What training/internship opportunities will you need to get the relevant experience and skills?

1.

2.

MY HOBBIES, INTERESTS, SKILLS, AND TRAITS

Description: This worksheet helps students understand themselves better by mapping out their hobbies, interests, skills, and personality traits.

Purpose: Engage in reflection to deepen understanding of your motivations, competencies, and natural tendencies. Use this awareness to set meaningful, realistic goals and guide your personal and professional development.

Reflection Prompts: What are your hobbies,

interests, skills and traits that everyone knows about. Think about what private hobbies, interests, and skills you keep hidden from others. Ask friends or family members to help identify interests, skills, or traits they see in you that you might not recognize. Finally, think about activities, skills, or subjects that you have never tried but find intriguing, and consider new trends or areas you might want to explore in the future. Reflect on inspirations, seek suggestions from others, and commit to trying at least one new activity to

- **Hobbies:** What activities do you enjoy doing in your free time? Why do you enjoy them?
- **Interest:** What issues, activities, work interest you?
- **Skills:** What skills do you possess? These can include both technical (e.g. coding, writing) and soft skills (e.g., communication, teamwork, problem solving).
- **Traits:** Which are your strong personality traits (e.g., creativity, determination) and areas for improvement (e.g., time management, patience).

Reflect and write

Known to everyone (openly shared with everyone) Hobbies /Interests: Skills: Personality Traits:	Hidden from others (known only to your private self) Hobbies /Interests: Skills: Personality Traits:
Known to others but not to self (ask a few friends or family members) Hobbies /Interests: Skills: Personality Traits:	Unknown to self and others (new things that you might want to explore in future) Hobbies /Interests: Skills: Personality Traits:

WORKSHEET 7

MY AIMS CHART

Description: This worksheet is designed to help students identify, articulate, and plan their academic, and career goals. By setting clear and actionable aims, students can develop a roadmap for their future and stay motivated to achieve their aspirations.

Purpose: Encourage students to engage in goal setting by reflecting on their short-term and long-term aims. This exercise helps students create a structured plan to reach their objectives, enhancing their focus, motivation, and ability to overcome obstacles.

Reflection Prompts: Reflect on your academic, and career goals by considering your short-term and long-term aims in each area. Identify specific actions and strategies to achieve these goals, such as improving grades, or gaining career experience. Think about potential challenges you might face and how you will overcome them. Additionally, consider who can support you in reaching your aims, such as family, teachers, or mentors.

Academic Aims	What are your academic goals for this school year? (e.g., improving grades, mastering a subject)	
	What are your long-term academic goals? (e.g., graduating with honours, pursuing higher education)	
	What strategies will you use to reach your academic goals?	
Career Aims	What are your short-term career goals? (e.g., gaining internship experience, exploring career options)	
	What are your long-term career goals? (e.g., becoming a professional in your chosen field, achieving a leadership position)	
	What strategies will you use to achieve your career goals?	

Additional questions

- What potential challenges could you face in achieving your aims?
- How will you overcome these challenges?
- Who can support you in reaching your aims? (e.g., family, teachers, mentors)
- How will you seek their support?

Based on the aims you have set, fill in the chart below to outline your choices, required courses, entrance exams, tentative dates, colleges, cut-off marks, fee structure, and your action plan.

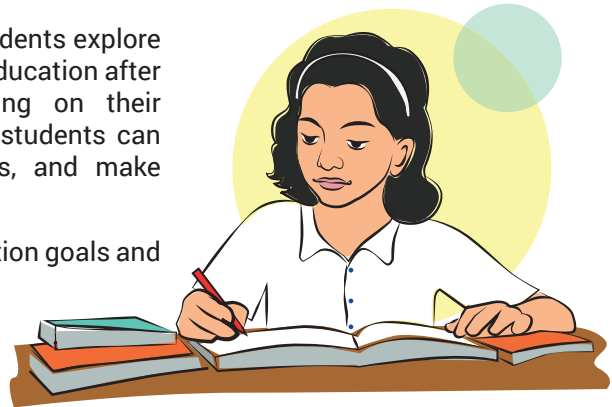
Choice	Course	Entrance	Tentative Dates	Colleges	Cut Off Marks	Fee Structure	Action Plan
Choice A							
Choice B							

MY HIGHER EDUCATION

Description: This worksheet is designed to help students explore their thoughts and feelings about pursuing higher education after finishing higher secondary school. By reflecting on their perceptions, fears, and excitement about college, students can better understand their motivations and barriers, and make informed decisions about their educational future.

Purpose: Help students to clarify their higher education goals and plan effectively for their future.

Reflection Prompts: Reflect on your thoughts about college, including what excites and worries you, any barriers you face, and your expectations for teachers and classes.



What is the first thought that comes to your mind when you think of college?

How do you visualize a college in your mind? Describe what you imagine when you think about the college environment, campus life, and academic experiences.

Consider any personal, financial, or academic challenges that might be hindering your path to higher education. Describe what these challenges may be and how they will affect your journey.

What excites you about going to college? Reflect on the opportunities, experiences, and personal growth you anticipate in a college setting.

What is your biggest fear about going to college? Identify and acknowledge any concerns or anxieties you have about pursuing higher education.

What are your thoughts about the classes you will take in college? Consider your expectations, interests, and any apprehensions about the academic workload and subject matter in higher education.

PREPARING FOR AN INTERVIEW

Description: This worksheet is crucial for helping students develop interview skills that are valuable for preparing for real-world interviews at Higher Education Institutions (HEI) or internships and volunteer opportunities, which provide important learning experiences and skill development. While not encouraging students to seek full-time jobs immediately after class 9 - 12, this preparation supports their long-term career readiness and adaptability in various professional settings.

Purpose: Equip students with essential knowledge, skills, confidence and strategies required to present themselves effectively and professionally for real world interview situations.

Reflection Prompts: Understand the company offering the internship or volunteer opportunity and why the role interests you. Reflect on your skills and experiences, past challenges, and projects you're proud of. Consider your career goals and where you see yourself in five years. Prepare questions for the interviewer and practice your responses. Plan your interview day, including outfit, travel, and materials.



Key information:

1. **Research the Company/organization:** What does the organization do, what are its core values or mission statement
2. **Know the Role:** Job title, Key responsibilities, Qualifications and Skills required, Why are you interested in the role
3. **Your fitment:** Why do you want to work in the organization?; What makes you think that you are fit for the role?
4. **Your questions:** Related to the organization, job role, growth opportunities
5. **Practise and presentation**

Conduct mock interviews and practise your answers to the common interview questions with a friend or family member or in front of a mirror. Get feedback on clarity and confidence of your responses, body language, professionalism, preparedness, areas for improvement
6. **Day of the interview**
 - Keep a copy of your resume, some work samples (if applicable), certificates and other important and relevant documents, prepared questions for the interviewer.
 - Prepare your interview outfit to make a good first impression, plan your route to the interview location so as to reach well in time. In case of an online interview, check that speaker mike, camera, internet networks are working
 - Leave for the interview venue so as to reach 30 min before the interview /if online join the link at least 5 min before the actual interview start time
7. **Post Interview reflection:** Reflect on what went well, areas for improvement, answers received to your questions, whether any follow-up is required.
8. **Common Interview questions**
 - Tell us something about yourself
 - Why are you interested in this position
 - What are your strengths and weaknesses
 - Describe a time when you faced a challenge and how you overcame it?
 - Describe a project you are proud of and why, what was your role in it?
 - Where do you see yourself in 5 years?

MY RESUME

Description: This worksheet helps students design a professional resume that showcases their qualifications, skills, and experiences, making them stand out as strong candidates as they prepare for internships and volunteer opportunities

Purpose: Guide students in developing a resume that effectively highlights their educational background, strengths, skills, and experiences. This equips students with the tools to present

their qualifications in a relevant and easy-to-read manner for future job applications and internships.

Reflection Prompts: Reflect on how your career goals align with the internships or volunteer roles you seek. Consider your educational background, relevant experiences, key skills, and extracurricular activities. Think about awards that highlight your strengths and identify potential references.

A resume should contain the following information:

1. Personal Information
 - Your Full Name
 - Contact Information (Your phone Number and email address)
 - City/Town you are based in (No need for detailed address)
2. Objective Statement: (1-2 sentences about your career goals and what you hope to achieve).
3. Education (Current and previous education details starting with most recent/current details)
 - School/College/University name (Year and degree/diploma/certification obtained)
4. Work Experience (Starting with the most recent internship/work experience)
 - Work title and name of the company/organization (Mention the year of joining and leaving; you can write 'ongoing' if you are still working in the same role)
 - Responsibilities and achievements (Mention what your role was and highlight one or two achievements in that role)
5. Skills: (Relevant skills – e.g. computer skills, language proficiency, and technical skills).
6. Extra-curricular Activities (Relevant to the job role)
 - Role and name of activity/organization (Months/years of involvement)
 - Responsibilities and achievements (Highlight one or two achievements in the role)
7. Awards and Honours: (Scholarships, merit awards or other honours received).
8. References: (Details of 1-2 people who will be willing to give a reference of you to the potential employer. These can be your teachers or ex-employers.)
 - Full Name
 - Job Title (E.g. Professor, Senior Manager etc.)
 - Contact Information (Their phone number and email)
9. Additional Information: Any information that might strengthen your resumes such as projects, certifications, publications. This depends on the type of job role you are applying for.

Take a look at sample resume templates available online and design your resume accordingly. you can search for "resume template" on Google to find these designs.

Note: There are many ways of presenting the same information. Check if the company or organization you're applying to has a specific resume template. Read the information below and then create your own resume in your notebook. Once prepared, seek feedback from a teacher or a mentor and make necessary updates

BUILDING MY NETWORK

Description: This worksheet focuses on strategically cultivating relationships to support career aspirations through identifying key individuals and networking opportunities.

Purpose: Help students build a supportive network fostering an environment conducive to achieving career aspirations.

Reflection Prompts: Reflect on mentors, family members, professionals, and peers who can support your career journey. Consider how each individual can contribute to your growth. Explore potential networking groups or events that align with your career interests.



Identify people who can help you in your career journey

1. Mentor/Teacher:

- Name:
- Role/job
- Reason (how can they help me)

2. Family Member:

- Name:
- Role/job
- Reason (how can they help me)

3. Professional in desired field

- Name:
- Role/job
- Reason (how can they help me)

4. Friend/peer

- Name:
- Role/job
- Reason (how can they help me)

Networking groups that you can join OR events that can participate in to expand your network (e.g. participate in local coding competitions, join LinkedIn groups etc)

1.

2.

3.

MY FUTURE PLAN

Description: Preparing for your future, especially for college and a career, is like planning a journey. Just as you wouldn't travel to a new place without a map or address or GPS, you need a strategic plan to reach your career destination. This worksheet will help students outline their career goals, explore different career paths, understand the factors involved in making career choices, and develop a step-by-step action plan to achieve their objectives.

Purpose: Guides students in creating a detailed career roadmap, and equips them with the skills and knowledge needed to make informed

decisions about their future.

Reflection Prompts: What are the different careers available at <https://wbcareerportal.in/careers/>. Take the RIASEC test available on the portal. What did you learn about your interests and skills from the RIASEC test. Think about the careers you researched, what you found appealing, and why. Consider your career goals, the steps you need to take to address any obstacles you might face. Make use of the information you filled in Worksheet 5 and Worksheet 8 when filling this worksheet.

Career Choice:

- Name of Career I liked out of all the careers I explored on the career portal: _____
- Reason why I like this career _____
- Job Responsibilities: _____
- Required Education and Skills: _____
- Average Salary: _____

Higher Education Institutions and Scholarships:

- Institutions: _____
- Scholarships: _____

Skills and Interests that align with my career goal (RIASEC test):

1. _____
2. _____

My step-by-step plan of action to achieve my career goal

1. _____
2. _____
3. _____

Challenges in achieving my career goal and how I will address them

1. _____
2. _____

Plan B. Alternative Career Choice _____

FAMILY SUPPORT IN CAREER PLANNING

Description: This worksheet is designed to facilitate meaningful conversations between students and their families about career planning. Understanding family aspirations, experiences, and challenges can provide valuable insights and support for students as they navigate their own educational and career paths.

Purpose: Encourage students to engage in open discussions with their parents about their career aspirations, the importance of college education, and the family's educational history. This exercise aims to build a supportive environment where

students can gain perspectives and advice from their parents and other family members.

Reflection Prompts: Reflect on your parents' aspirations for you. Discuss how they decided to go (or not to go) to college. Learn about your grandparents' education and career options, and your parents' and their siblings' education, career options, and challenges. Consider your own career options and challenges. Use these insights to help shape your own career planning and write down any valuable advice or key takeaways from your discussions.



Grandparents	Parents	Myself
What was the education level of your grandparents?	What was the education level of your parents and their siblings?	What is my education level?
What career options did they have?	What career options did they have?	What career options are you considering?
How did they decide or not decide on going to college?	How did they decide to go (or not to go) to college?	
What were their career aspirations for your parents?	What are your parents' aspirations for you?	What are your aspirations for yourself?
What challenges did they face in their career paths?	What challenges did they face in their career paths?	What challenges are you facing in your career paths?

