



# CAREER OPPORTUNITIES WORKSHEET

Wondering how to translate your expert knowledge into hands-on, interactive activities for teens? Here are a few ideas!

## BUSINESS

|    | Career-Related Activity Topics   | Does your organization have resources? | Who can teach this skill / activity? |
|----|--|--|--------------------------------------|
| 1  | Advertising campaign preparation   |  |                                      |
| 2  | Budget development (basic personal)  |  |                                      |
| 3  | Business attire education  |  |                                      |
| 4  | Business etiquette demonstration   |  |                                      |
| 5  | Business writing skills education  |  |                                      |
| 6  | Career panel of top executives (host)  |  |                                      |
| 7  | Chamber of Commerce's purpose  |  |                                      |
| 8  | Check book education   |  |                                      |
| 9  | Coach younger students seeking the Computers merit badge; support community projects planned by professional business organizations; assist public service groups with programming projects. |  |                                      |
| 10 | College night (host event)   |  |                                      |
| 11 | Computer skills demonstration (basic)  |  |                                      |
| 12 | Conduct seminars on developing communications skills.  |  |                                      |
| 13 | Develop a speakers' bureau of people from your community   |  |                                      |
| 14 | Develop fashion designs and ask experts to critique.   |  |                                      |
| 15 | Develop programs for youth groups, churches, and community organizations to help with family budgets, record keeping, and correspondence.  |  |                                      |
| 16 | Develop public service programs for community organizations.   |  |                                      |
| 17 | Discuss interviews, placement services, modeling agencies, benefits, salaries, training, job satisfaction, promotion opportunity, and career requirements for fashion and modeling careers.  |  |                                      |
| 18 | Discuss the education necessary for different careers.   |  |                                      |
| 19 | Discuss training with local corporations or businesses for apprentice positions or after-school/summer work.   |  |                                      |
| 20 | Do a comparison study for corporate, government, and private practices.  |  |                                      |

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| 21 | Go on "Tech Tours"   |  |                                      |
| 22 | Have a "year-dated" party for a social activity with a youth group or a senior citizen center.   |  |                                      |
| 23 | Host "Business Dinners"  |  |                                      |
| 24 | Interview Procedures   |  |                                      |
| 25 | Investigate the career possibilities in advertising, including artwork, layout, newspapers, magazines, corporations, government agencies, and radio and television markets, as well as major design corporations that could incorporate any other business career-related subjects |  |                                      |
| 26 | Leadership styles education (different styles)   |  |                                      |
| 27 | Investigate the opportunities which would include trust, investment, advertising, public services, security, and teaching  |  |                                      |
| 28 | Learn about fabrics, dyes, synthetic materials, leathers, and other materials available to designers.  |  |                                      |
| 29 | Learn about federal and local programs to aid small businesses.  |  |                                      |
| 30 | Learn proper nutrition, clothing, posture, makeup, and walking for modeling.   |  |                                      |
| 31 | Offer assistance to libraries, schools, churches, and community organizations in data processing, secretarial, and banking projects.   |  |                                      |
| 32 | Organizational structure education   |  |                                      |
| 33 | Phone etiquette demonstration  |  |                                      |
| 34 | Phone skills demonstration of proper procedures  |  |                                      |
| 35 | Plan a career panel discussion with salespeople, buyers, designers, manufacturers, models, and storeowners.  |  |                                      |
| 36 | Plan discussion groups that would involve representatives of various banks, newspapers, advertising groups, and secretarial associations for question-and-answer sessions.   |  |                                      |
| 37 | Plan parent/Explorer activities; hold a fashion show with elementary school children and senior citizens.  |  |                                      |
| 38 | Plan programs on careers in small businesses, corporations, industries, and associations.  |  |                                      |
| 39 | Plan programs on the purposes of local, state, and the national Chamber of Commerce.   |  |                                      |
| 40 | Plan programs that can be used in government, research, the stock market, news media, libraries, employment agencies, branch banks, corporate services, and other related field  |  |                                      |
| 41 | Profit & loss statements education   |  |                                      |
| 42 | Provide banking information or training to assist elderly, disabled, low-income, and disadvantaged people.   |  |                                      |
| 43 | Read about and study world trade and the national economy. Provide assistance projects to assist elderly, disabled, low-income, and disadvantaged individuals.   |  |                                      |
| 44 | Resume' writing  |  |                                      |

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| 45 | Review the ethics, privacy aspects, and regulations related to banking, advertising, data systems, fashion design, and secretarial.              |  |                                      |
| 46 | Review the variety of career opportunities in design, engineering, production, sales, installation, service and operation, retail, manufacturing |  |                                      |
| 47 | Review the variety of careers in management/sales, service, finance, and related fields.   |  |                                      |
| 48 | Salary & benefits discussion   |  |                                      |
| 49 | Sales presentation   |  |                                      |
| 50 | Sales presentation preparation   |  |                                      |
| 51 | Sponsor a Career Café  |  |                                      |
| 52 | Sponsor a Future Focus Expo  |  |                                      |
| 53 | Sponsor Career Days  |  |                                      |
| 54 | Stock market education   |  |                                      |
| 55 | Stock market education and mock trading  |  |                                      |
| 56 | Study retail sales, buying, window dressing, alterations, public speaking, and determining styles and trends.                                    |  |                                      |
| 57 | Study small business operations, placement services, salaries, benefits, and interviewing  |  |                                      |
| 58 | Study the effect of private enterprise on the community, state, and nation; review taxation, political involvement, and business regulation.     |  |                                      |
| 59 | Take sample placement tests  |  |                                      |
| 60 | Time management skills education   |  |                                      |
| 61 | Tour career, technical schools, and colleges in your area  |  |                                      |
| 62 | Visit large department stores, fashion centers, small retail stores, and manufacturers to learn about career opportunities.                      |  |                                      |
| 63 | Visit the training programs offered by schools, colleges, military, and computer centers. Build a computer.                                      |  |                                      |
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