

DATE

# CAREER PLANNING

SET YOUR COURSE

**CAMPUS**  
Manitoba



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## ABOUT CAMPUS MANITOBA

Access to education is at the heart of everything we do. As such, our purpose is to expand access to education and connect students to the opportunities that high education offers.

We provide students the tools to find their educational path, navigate through it, and achieve their goals. Our strength is in finding solutions that come from the collective efforts of Manitoba's post-secondary education institutions- our partners. These solutions include eCourses Manitoba, OpenEd Manitoba, and Set Your Course.

# CAREER PLANNING

"a lifelong process that focuses on making choices to help you manage your work and personal life. good career planning requires information about you, the world of work and commitment."

-Career Development Manitoba, A Guide to Planning Your Career



When talking about career planning, you can think of it as an easy 3 step process:

1. Knowing Yourself
2. Exploring Options
3. Taking Action

This booklet will guide you through the career planning process. As we discuss each step, think of how your life experiences play into your career goals.





# KNOW YOURSELF

Knowing and evaluating yourself is the first (and one of the most crucial) steps in successful career planning. It is important to know and understand who you are as a person and who you want to become in your life and career.

**During this stage, you want to ask yourself some of the following questions:**

- What am I passionate about?
- What inspires me?
- Who is my support system?
- What are my values and beliefs?
- What is my personality type?
- What skills and abilities do I have?
- What do I want to do for work?
- What do I need in a workplace? (i.e., travel, pay, helping, etc.)
- What are my favourite subjects?

## ACTIVITY

Below, list your top 3 things you are passionate about, your top 3 skills, and your top 3 values:

Values

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Skills

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Passions

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# EXPLORE OPTIONS

After you have a sense of what interests you and what you want in life, it's time to explore your options! What kind of careers can you do? Where can you study subjects you're interested in?

**During this stage, you want to ask yourself the following questions:**

- What kind of careers are out there?
- What career paths or fields interest me?
- Where can I get training for occupations that interest me?
- What are the job prospects like in Manitoba?
- How much money could I make in this field?

This is where Set Your Course is handy. With over 400 careers on the site, you can explore careers that match your skills and interests and look at Manitoba-specific labour market information, including average salaries, occupation outlooks, and where in Manitoba you can train for that career!

## ACTIVITY

List 3 careers that interest you:

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Out of those 3 careers, choose one.  
Find some labour market information:

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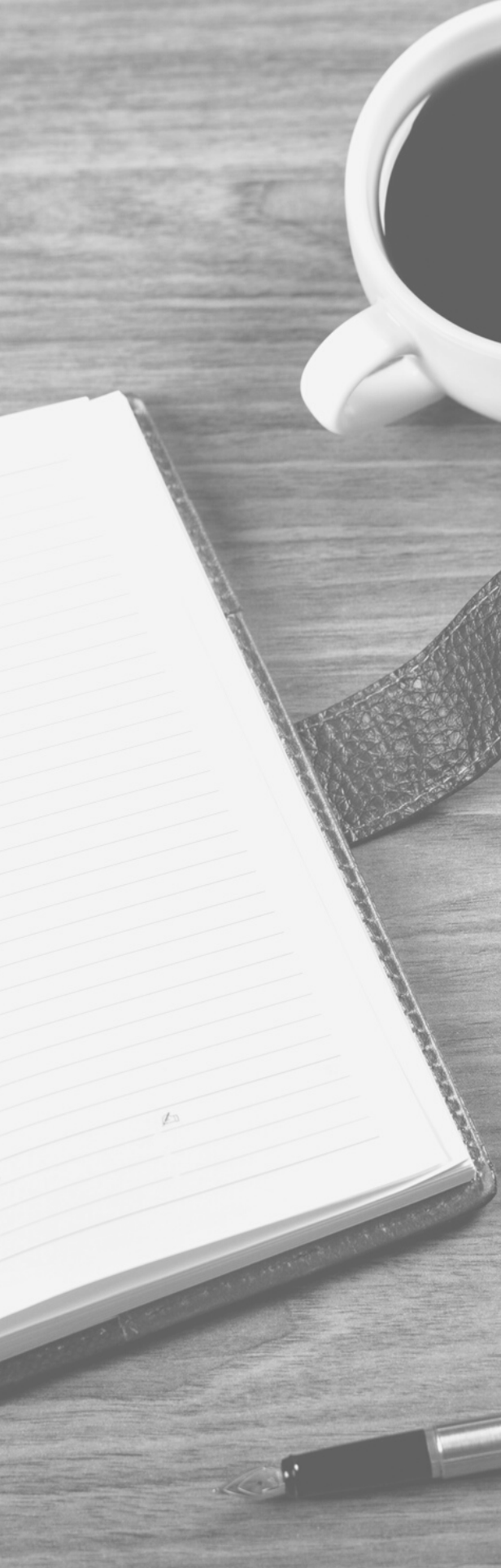
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# TAKE ACTION

Once you have found careers and programs you are interested, now is the time to take action! Depending on your career choice, will be how you take action.

Have you chosen a career that requires further education? Your next step would be to prepare for post-secondary education. Are you ready to get into the workforce? Your next step will consist of resume development, interview preparation, and job searching techniques.

Manitoba has plenty of career planning resources. Our virtual help desk is here to assist you as well! You can chat with us online, e-mail us, call, or stop in to the office!

## ACTIVITY

Pick one of the careers from "Exploring Options" and make a SMART goal on how you can achieve it!

S: \_\_\_\_\_  
M: \_\_\_\_\_  
A: \_\_\_\_\_  
R: \_\_\_\_\_  
T: \_\_\_\_\_

What are three action items that will help you take action towards your career planning?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# LINKS

## **Know Yourself:**

[www.jobbank.gc.ca/career-planning/quizzes](http://www.jobbank.gc.ca/career-planning/quizzes)

[www.16personalities.com/](http://www.16personalities.com/)

## **Explore Your Options:**

[www.setyourcourse.ca/career-planning](http://www.setyourcourse.ca/career-planning)

[www.setyourcourse.ca/education-pathways](http://www.setyourcourse.ca/education-pathways)

## **Take Action:**

[www.manitobacareerdevelopment.ca/CDI/index.html](http://www.manitobacareerdevelopment.ca/CDI/index.html)

<https://www.jobbank.gc.ca/home>





# Discover & Explore.

Launch your career with Set Your Course.



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