

Youth Self-Determination (YSD)
Preparing for Work: Jobs, Careers, and
Finding Work

Stacie Rulison, Facilitator



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Ground Rules

-  Cameras on when possible
-  Use chat or raise hand to talk (Zoom or actual hand)
-  Listen to better understand
-  Ask questions



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Question of the Day

Sara is getting ready to leave for work her car won't start. It is 7:30am and she needs to be in by 8:00am. What should Sara do? What choices does she have?



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What We Will Do Today

- Talk about jobs and careers; steps to finding jobs, job skills and job descriptions Answer questions in chat
- Watch one or more videos
- Get practice activities to do before next time



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Preparing for Work Topics

1. Communication and Soft Skills

2. Knowing Myself and What I Need at Work

3. Jobs, Careers, and Finding a Job

4. Getting a Job



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SELF-DETERMINATION

SELF-ADVOCACY

Career Clusters

Steps for Finding a Job

Job Descriptions



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True or False

Taking a work self-assessment can help you understand the type of job you might enjoy

- True

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Which statement below is true about workplace accommodations?

- A. Asking for a flexible schedule, checklist, quiet place to work
- B. Asking to play games on your phone for 3 hours when you work a 4-hour shift because it's fun
- C. Asking your co-workers how much money they make

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True or False

You have to disclose your disability in an interview.

False!

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Thinking about Employment

- Working or volunteering to get experience or skills
- Learning soft and hard skills (or willing to learn)
- Preparing for a career by getting experience in certain jobs
- Being flexible
- Thinking about and plan for finding a job

The illustration shows a young man with dark hair, wearing a green jacket, sitting in a chair and resting his chin on his hand in a thoughtful pose. Surrounding him are several thought bubbles, each containing an icon and a career label: a person with a gear for "SOFTWARE DEVELOPER", a person with a lightbulb for "ARCHITECT", a person with a stethoscope for "HEALTHCARE", a person with a magnifying glass for "CREATIVE ARTS", and a person with a target for "LEGAL PROFESSIONAL". In the bottom right corner, there is a logo for "Michigan Alliance for Families" with the tagline "Empowering Families to Support Their Children's Success".

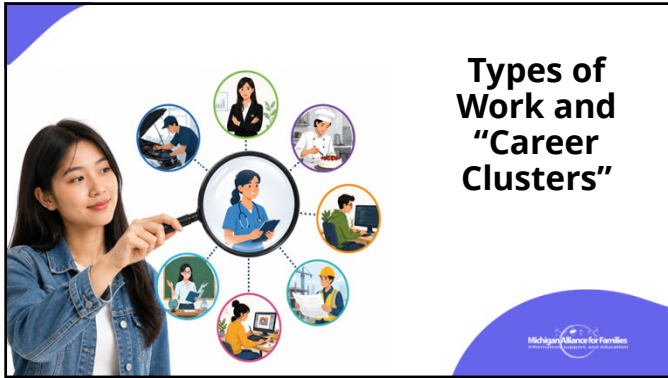
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Work Goals

- Setting job or work goals
 - In your individualized education program (IEP) as part of transition planning
 - After taking self-assessments, get experience in areas of interests and strengths
- Work goals can change
 - Getting experience can help us decide on work goals

The illustration shows a target with concentric rings in red, white, and blue. In the center of the target is a red circle with the word "GOAL" written in white. In the bottom right corner, there is a logo for "Michigan Alliance for Families" with the tagline "Empowering Families to Support Their Children's Success".

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Career Clusters (Areas)

- Big group of jobs that share similar skills or work tasks
- Helps you explore work by looking at the kind of things you already like doing
- Great place to where your personal strengths and interests shine

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17 Career Clusters

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology, and Communications
- Business Administration and Business Management (Sales)
- Education and Training
- Energy
- Finance
- Government and Public Administration
- Healthcare and Health Science
- Hospitality and Tourism (Service)
- IT (Information Technology)
- Human Services
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, and Math (STEM)
- Transportation, Distribution, and Logistics

Included in this week's home activities

[US Department of Education](#)

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Career Cluster: Arts Example

Careers in the Arts, Audio/Video Technology, & Communications use creativity in different kinds of media. This includes visual arts, performing arts, design, journalism, and entertainment.

Example jobs: costume attendant, photographer or assistant, makeup artist, graphic designer or assistant, print shop assistant, theater stagehand, video production assistant, social media content developer or assistant, librarian or library media aide, sign production worker, embroidery machine operator, museum assistant, artist

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Career Clusters

www.youtube.com/watch?v=DisRY1JQ9CA



[Transition Abilities](https://transitionabilities.com/)
<https://transitionabilities.com/>



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Microenterprise

- Another type of work: self-employment
- Tailored to individual's strengths and support needs
- Small customized business (1-5 employees)
- More control over work, schedules, tasks
- Builds social networks and community connection
- Alternative to traditional employment
- Common businesses:
 - Arts and crafts (e.g., jewelry, customized gifts)
 - Baking and treats (e.g., dog treats, baked goods)
 - Services (e.g., pet-sitting, yard maintenance; gift wrapping)



[Everyone can work](#); [Abilities First](#)



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SELF-DETERMINATION

↓

SELF-ADVOCACY

↓

Steps for Finding a Job



Job Descriptions



Taking Action to get a Job and Job Description Introduction



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Getting Experience

Volunteering

- Not paid, way to get experience, try differentt jobs, meet new people, get references, temporary

Internships/Co-op/Apprenticeships

- Paid or unpaid, learn job skills, get experience, build network and meet people

Job Shadowing/Job Sampling/Work-based Learning

- Paid or unpaid
- Job Shadow/Sampling: observe someone in a job, ask questions, and learn more about the job itself
- Work-based learning: work for a period of time, usually with a job coach, to get experience

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Michigan Rehabilitation Services (MRS) and Bureau of Services for Blind Persons (BSBP)

- No cost-they decide if you are eligible for services
- Can get work experiences and training: job shadowing, job readiness, job coaches, self-advocacy, communication skills, and more
- Services start at 14 years with pre-employment transition services (pre-ETS) and have an IEP, 504 Plan, medical diagnosis and vocational rehabilitation for people who no longer have IEP
- MRS: In regions throughout Michigan: [MRS Locator](#)
- BSBP specializes in people with blindness or visual impairments and are in regions throughout Michigan: [BSBP Local Offices](#)

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Complete Your Personal Profile

JS

My Personal Profile

James Smith • Age 17 • Grade 11 • Prepared July 2020

My Employment Goal

I want to work in information technology as a computer help desk and support technician. I love troubleshooting computers and helping people solve their problems. My goal is to earn an IT certification and earn work-a-park time attending to a school or office IT department where I can keep learning about hardware and software.

What People Like & Admire About Me

- Patient, observant, and creative on time
- Great memory for facts and details, especially technology
- Patient and highly focused on tasks I care about
- Kind and loyal to my friends and family

What is Important to Me

- A clear daily routine and knowing what to expect
- Quiet spaces where I can concentrate
- Being treated with respect and given time to process
- Time with my family, my dog Blaise, and building computers

How to Best Support Me

- Give instructions in writing or as a step-by-step checklist
- Tell me about schedule changes ahead of time
- Allow short breaks to rest my eyes when I feel overwhelmed
- Be direct and specific — clear expectations best
- Noise-reducing headphones and softer lighting help me focus

• This should be completed and updated as information changes

A blank template and this example are in the Template and Examples handouts

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2

Complete Your Employment Supports

JS

My Employment Supports

John Smith • Employment Supports Document

My Workplace Accommodations

- Quiet, low-traffic work area to limit noise and sensory overload
- Noise-cancelling headphones allowed during independent tasks
- A printed daily schedule and written task checklists at my station
- Advance notice before any change to my routine or duties

My Assistive Technology

- Visual, step-by-step task reminders on my phone and tablet
- Timers and alarm cues to help me move between tasks
- Text-to-speech tool for reading longer instructions
- Noise-reducing earbuds for the busiest times of day

My Support People

- A job coach from Michigan Rehabilitation Services for my first weeks
- One coworker mentor I check in with each shift
- A supervisor who gives clear, one-step-at-a-time directions
- Family who help me practice my work routine at home

My Services & Job Coaching

- MRS-funded job coaching, reduced gradually as I gain independence
- Travel training to ride the local bus to work
- Regular check-ins with my MRS counselor to review goals
- Follow-along support after hire for long-term success

• When you disclose, let them know what accommodations you need

A blank template and this example are in the Template and Examples handouts

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Create a Resume

John Smith

123 Main Street | Lansing, MI 48901 | (517) 555-0148 | john.smith@email.com

Skills

Customer service, communication, teamwork, time management, problem solving, attention to detail, adaptability, and basic data analysis

Education

- Lansing Central High School, Lansing, MI
- High School Diploma, June 2018
- College Preparatory Coursework, GPA 3.2

Experience

June 2021 – Present
Sales Associate | Leland's Outfitters | Lansing, MI

Assist customers, operate the point-of-sale system, register inventory, and maintain the sales floor. Responsible for product demonstrations, friendly service, and helping staff with new team members.

September 2020 – May 2021
Volunteer Tutor | Lansing Community Health Center | Lansing, MI

Provided weekly peer and sign language support for middle school students, prepared practice activities, and shared progress updates with the program coordinator.

Clubs/Activities/Sports

- varsity soccer team, 2022-2023
- Student Council Member, 2020-2022
- Community Food Drive Volunteer, 2019-2020

Additional Skills

- Microsoft Word, Excel, PowerPoint, and Google Workspace
- Cash handling
- Photo and email communication

• Make it 1 page

• Objective is not required, list skills

• Make sure all spelling and grammar is correct

• Use action verbs to start bullets and experience descriptions

• Use correct "tense" (past=what you did or present=what you are doing now)

• Be consistent with formatting

A blank template and this example are in the Template and Examples handouts

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Create a Cover Letter

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Cover Letter Example

John Smith
123 Main Street
Anytown, MI 48933
(517) 555-0148
john.smith@email.com

July 7, 2028

Hiring Manager
Sales Management Team
Aero Company, Inc.
123 Main Street
Anytown, MI 48933

Dear Hiring Manager:

I am contacting you regarding the Senior Training and Inventory Associate position with Aero Company, Inc. My background in training, customer service, and organizational management, and having led sales operations makes me a strong candidate for this position.

As you will see, I have attached my resume. I have experience performing inventory control, creating spreadsheets, and handling work areas organized and making customers feel comfortable. I understand the importance of accuracy, reliability, and attention to detail when handling products and maintaining data. Despite my work habits, willingness to learn, and commitment to completing tasks correctly would allow me to contribute positively to your team.

If you have questions, or if you would like to schedule an interview, please contact me at (517) 555-0148. I look forward to the opportunity to discuss how my education and working experience can benefit Aero Company, Inc.

Sincerely,
John Smith
Enclosure: Resumes

- Gives more details and expresses interest in a specific job
- Why you are interested
- How your skills relate to the job
- More information about you and your experiences
- Have someone review it
- Usually submitted with a resume

A blank template and this example are in the Template and Examples handouts



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Create a List of References-Example

Think of people from volunteering, work, school

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John Smith
123 Main Street, Lansing, MI 48933
517-555-0148
John.smith@email.com

References

Date

Michael Johnson, Former Lawn Care Client
Neighborhood Lawn Care
michaeljohnson@email.com, 517-555-0198

Sarah Miller, English Teacher
Lansing High School, Career Development Teacher
sarah.miller@email.com, 517-555-0182

David Thompson, Community Volunteer Supervisor
Lansing Community Center, YTHL Volunteer Coordinator
david.thompson@email.com, 517-555-0134

- Put in alphabetic order by their last name
- Get permission to use their name as a reference
- Use neighbors, teachers, other professionals
- Have at least 3

A blank template and this example are in the Template and Examples handouts



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Use Your Network

- Getting leads on possible jobs
- Connecting with friends, neighbors, teachers, and professionals who know you and your strengths and want to see you succeed
- Using vocational rehabilitation (MRS and BSBP)
- Attending career fairs
- Talking to others about topics you have in common, for example "how did you decide to work in this job?"




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A blank template and this example are in the *Template and Examples handouts*

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- Michigan Alliance for Families
Information, support, and action

Michigan Alliance for Families
Information, support, and action

A blank template is in the Template and Examples linked to handouts

- Michigan Alliance for Families**
Information, support, and education

Michigan Alliance for Families
Information, support, and education

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Michigan Alliance for Families
Information, support, and action

Michigan Alliance for Families
Information, support, and action

Job Description-EXAMPLE

Job Title: Stocking and Inventory Associate

Company: Acme Company, Inc.

Location: Chicago

Job Type: Full-time

Position Overview:

Acme Company, Inc. is seeking an organized, self-motivated, and reliable stocking and inventory associate to join our regional team. In this role, you will be responsible for maintaining the accuracy of our inventory, stocking and processing incoming products, and ensuring that merchandise is properly stocked. Your work will directly support our operation and help us maintain high standards of service.

Key Responsibilities:

- Receive, unload, and confirm incoming shipments for damage.
- Organize, stock, and arrange inventory on the sales floor or stockroom area.
- Process and pack orders for shipping purposes.
- Maintain a clean, safe, and organized workplace to meet safety standards.

Job Qualifications & Skills:

Hard Skills (Technical & Physical Abilities):

- Inventory Management Experience: Experience with using Barcodes to confirm inventory.
- Repetitive Operation: Proficiency with a scanner, barcode reader, and basic computer operation.
- Physical Abilities: Ability to lift, push, and pull up to 50 lbs. regularly and move on your feet.
- Flexibility: Ability to work various shifts and overtime as needed.
- Stocking Inventory: Strong organizational skills for accurate stocking of stock rooms.

Soft Skills (Interpersonal & Behavioral Attributes):

- Attention to Detail: Keen eye for spotting issues in shipment tags, merchandise, or damaged inventory.
- Time Management: Ability to prioritize tasks effectively in a fast-paced environment to meet client and customer demands.
- Teamwork & Collaboration: Collaborate with colleagues to work with agents, purchasing, and team members, and team members.
- Problem Solving: Proven ability to troubleshoot inventory issues and making decisions on the spot.

Education and Experience:

- High school diploma or equivalent preferred.
- 1-3 years of experience in stocking, shipping, team assistance, or inventory management is preferred but not required.

- Lists the responsibilities
- Lists hard and soft skills
- Note where it says "ability..."-means you are able to gain the skill
- Lists education and experience requirements

This is in the Template and Examples linked to handouts

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Video

www.youtube.com/watch?v=AVLPPTp7z74

What is one thing that sticks with you after watching this video?

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True or False

Looking at the career clusters can give me a better idea of what job I might want to do in the future.

• True

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Next Time



- Will review more about applying for jobs
- Interviews and questions
- Interview Strategies
- Interview Follow-Up



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Home Activities



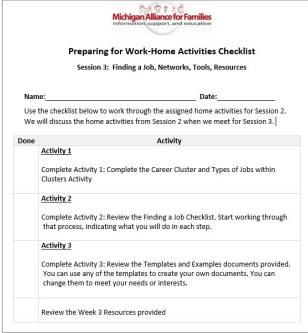


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Home Activities Checklist

Out of Class Activities

- Start with your Home Activities Checklist
- Work with your parents on this if you have questions





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1. Career Cluster Activity

Career Clusters What They Are and Types of roles within the Clusters

For this activity, you might want to use your parents, caregivers, or someone you trust to work through this activity with you. At the end of this activity you are asked to share what you learn with others.

Research the career clusters and determine what roles within the clusters are best for you.

- Research the career clusters you are intrigued with and determine your strengths and needs and what roles are suggested for you.
 - o If you are interested in a specific career cluster, you may want to look at the labor market information for that cluster.
 - o Look through the career clusters from Section 1, careers are listed and you may find one that interests you.

Education Path

- If you are interested in the field assessment, and do not want to enroll in a career cluster, you may want to look at the labor market information for that cluster. You may find a job that you like to do and you may want to know more about it.
- Look at the career clusters that you are interested in and determine what roles are suggested for you.
 - o If you are interested in a specific career cluster, you may want to look at the labor market information for that cluster.
 - o Look through the career clusters from Section 1, careers are listed and you may find one that interests you.
- If you are interested in the field assessment, and do not want to enroll in a career cluster, you may want to look at the labor market information for that cluster. You may find a job that you like to do and you may want to know more about it.
- Check the career clusters that you are interested in and determine what roles are suggested for you.

1. Agriculture

The Agriculture, Food, and Natural Resources cluster works with nature to provide food and services to people. It focuses on the field and growing, raising, and caring for animals. It includes careers in agriculture, food, and natural resources.

Education Path: The Agriculture, Food, and Natural Resources cluster works with nature to provide food and services to people. It focuses on the field and growing, raising, and caring for animals. It includes careers in agriculture, food, and natural resources.

- I want to learn more about a job in this career cluster. The job I am interested in is:
 - o I am not interested in learning more about this career cluster.

2. Architecture and Construction

This cluster includes careers in building and construction. It includes careers in architecture, construction, and related fields. It includes careers in architecture, construction, and related fields.

Education Path: The Architecture and Construction cluster includes careers in building and construction. It includes careers in architecture, construction, and related fields. It includes careers in architecture, construction, and related fields.

- I want to learn more about a job in this career cluster. The job I am interested in is:
 - o I am not interested in learning more about this career cluster.

Out of Class Activity-1

- Work with your parents, a peer, or mentor to complete if needed

Michigan Science for Families
Michigan Science for Families
Michigan Science for Families

- Work with your parents, a peer, or mentor to complete if needed

[illegible]

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2. Steps to Finding a Job Checklist

- Work with your parents, a peer, or mentor to complete if needed

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Your Actions for Next Week:

- Review and follow your Home Activities Checklist)
- a. Complete the **Workplace Readiness Checklist** (pick the one of your choice to do)
- b. Complete the **Learning Preferences Checklist** (pick the one of your choice)
- c. Complete the **Disclosure & Accommodations** Scenario
- d. Review Link **Additional Resources** on accommodations, disclosure, and assessments.

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- Complete the **Workplace Readiness Checklist** (pick the one of your choice to do)
- Complete the **Learning Preferences Checklist** (pick the one of your choice)
- Complete the **Disclosure & Accommodations** Scenario
- Review Link **Additional Resources** on accommodations, disclosure, and assessments.

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We are here to support you!

 @MichiganAllianceForFamilies

 @michiganallianceforfamilies

 /MichiganAlliance

For more information visit
www.michiganallianceforfamilies.org

Call 800-552-4821
En Español 313-217-1060
لغة العربية 248-963-0607
Statewide Email: info@michiganallianceforfamilies.org



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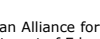
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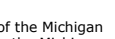
The Arc
Michigan

Michigan Alliance for Families is an IDEA Grant Funded Initiative of the Michigan Department of Education, Office of Special Education (MDE-OSE); the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP); and Michigan's Federal Parent-Training and Information Center (PTIC) funded by the U.S. Department of Education, Office of Special Education Programs (OSEP).

www.michiganallianceforfamilies.org
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info@michiganallianceforfamilies.org





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