Working on Working

Power of One Unit Five

Introduction

Work is a major part of life. Make a wise career choice by exploring your options and learning the skills you need for career success. To begin the "Working on Working" unit, think about what you need to know about careers and work. Next, set a goal to work on a specific skill or to collect information you need. Then create a **Power of One** project that will help you accomplish your goal.

Project Examples

Here are some detailed examples of FCCLA members' "Working on Working" projects. These examples give you an idea of how "Working on Working" works. Each project has a goal, action, and results.

"I worked at the school print center one hour a day. My goal was to learn to operate the largest copier machine with the help of my supervisor. I have learned the basics of operation, but it is a very complicated machine and I hope to learn more." –FCCLA member from Washington

"My goal was to prepare a portfolio of my work and accomplishments. I wanted to have something to show for my high school career. I divided the portfolio into sections on academic, personal, management, and teamwork skills. I plan to update it often to use for job interviews. My portfolio shows I am not afraid to work hard and I take pride in doing a good job in whatever I do." –FCCLA member from Michigan

"I wanted to learn how to run my own business and complete the Entrepreneurship STAR Event. I used the planning process. I talked to people at a local business and to city officials. They gave me the information needed to start a business and answered all my questions. The most successful part was when I started my own business!" –FCCLA member from South Dakota

Sample Project Areas

There are many areas you may want to work on through "Working on Working." Here are a few ideas. You may also develop your own. Just make sure your adviser approves your project.

- Researching jobs for teens
- Learning to apply for jobs
- Creating a resume or portfolio
- Obtaining a job

© Family, Career and Community Leaders of America, Inc. | www.fcclainc.org

- Doing best at current job
- Setting up a business
- Learning career success skills
- Researching careers
- Exploring Family and Consumer Sciences careers
- Interviewing or shadowing workers in interesting careers
- Planning high school course schedule
- Researching colleges and postsecondary schools
- Earning and saving money for college

Working on Working Project Ideas List

Projects in the areas listed above could include such things as:

- Make a list of all local jobs available to students my age
- Fill out sample job applications
- Create a resume
- Interview a relative or neighbor about his or her job
- Volunteer at a job site that interests me (like a school, hospital, farm, park, office, etc.)
- Complete a questionnaire or computer program about my career-related interests and traits
- Complete the Career Connections quiz on career choices
- Choose a high school career path, major, or specific courses that may help with my career
- Research and give a report about a career that interests me
- Research a possible career field and interview someone in the field
- Create a Career Portfolio with documents that highlight my talents and accomplishments
- Set up a job shadowing experience with someone in a career that interests me
- Obtain a part-time job
- Participate in the Job Interview or Career Investigation STAR Events
- Create a portfolio of my accomplishments
- Set and work toward goals to improve on the job (like being on time, using time well, having a good attitude, etc.)
- Create a plan for my own business
- Research colleges and postsecondary school choices
- Create a junior-senior year timetable for researching and applying to colleges or other post-secondary education
- Attend a job fair
- Organize a senior mock interview day to practice interviewing skills
- Organize a college fair at school
- Organize a bus trip for juniors to make college visits
- Put away money for college each week
- Research financial aid and scholarship options
- Complete a Career Connection project
- Complete a Leaders at Work project
- Other (please describe):_____

How-to: The FCCLA Planning Process

Use the "Working on Working" **Project Sheet** to move step-by-step through your project.

⊙ Identify a Concern

Begin by checking off project ideas you like on the "Working on Working" project ideas list. If you want, add your own ideas. Talk them over with your FCCLA adviser to make sure they fit **Power of One** and "Working on Working."

Next, choose an issue or skill that is your personal priority. It may help to narrow the project ideas you checked to three of your biggest concerns. Circle those three. If you need help narrowing the list, talk to friends, family, or other people in the community.

Look over the ideas you circled and answer the questions on the **Project Sheet**. Based on your answers, number the ideas you circled. Number "1" should be the project that is most important to you and best fits **Power of One**. Write your number "1" project idea on the Project Sheet after the words, "My top concern is:"

⬆ Set a Goal

A goal states the purpose and direction for your project. In **Power of One**, you set a goal that has personal meaning for you.

As you think about setting a goal for your project, ask yourself—

- What deadline should I set for my project?
- What will be the results?
- How will I know if I have achieved my goal?

On the same **Project Sheet**, under "Set a Goal," describe what you want to accomplish. You may want to fill in the blanks of the sentence provided. Or, write your own goal underneath it.

Your goal should be described in such a way that you, your adviser and/or the evaluation team (optional) will know when you are finished. Check the wording of your goal statement with your adviser.

An example:

"By May 1, I will improve my job search know-how by doing the Job Interview STAR Event."

© Family, Career and Community Leaders of America, Inc. | www.fcclainc.org

☐ Form a Plan

Develop a thorough plan. Decide what you will do, who can give you information, when you will complete each step, where you will do your project, and how you will accomplish the activities.

Write your plan under "Form a Plan" on the **Project Sheet**. Attach a separate sheet listing resources that can help you with your project. This might include people, publications, or community agencies. Ask your adviser, teachers, family, or friends if they know of helpful resources.

Schedule a meeting with your adviser and/or your evaluation team. Show them your plan. Be prepared to answer questions about your proposed project. Ask them to review the checklist on the "Working on Working" **Project Sheet**.

The evaluation team and/or your adviser may approve your plan or ask you to revise it. You may need to adjust your plan and then share the revised plan with your adviser.

☐ Act

Tackle your project by dividing your plan into daily or weekly tasks. List everything you need to do. List people to see, tasks to complete, books to read, etc.

You may need to add more detail to your plan. Talk with your adviser and others who know about your topic area. They can support and guide you. Share your progress with them, especially if you need to change your plan as you go along.

☐ Follow Up

To complete your project, answer the questions in the "Follow Up" section of the Project Sheet.

Hold a follow-up meeting with your adviser and/or evaluation team. Take along your completed **Project Sheet**. Also take any photographs, papers, news articles, and other items that reflect your project. Put them in a notebook or folder, or make a poster. Ask your adviser and/or evaluation team to complete the "Follow-up Checklist."

The evaluation team or your adviser will help decide if you reached your goal. If you have, they will approve your project. If you have not reached your goal, you may have to spend more time on it or revise the plan.

See if your local newspaper might be interested in reporting on your project. There is a **sample news release** in the Advice to Advisers section of this CD-ROM. After your "Working on Working" project has been completed and approved, ask your adviser to order your Power of One ribbon, pin, or charm. Wear it proudly!

Next Steps

If you complete all five **Power of One** units, fill out the **Five Unit Recognition Form.** Send it to your state adviser for state and national FCCLA recognition. Check out the recognition section for other ideas for recognizing your accomplishments.

There are other national FCCLA programs that deal with the same project areas as "Working on Working." Some examples are listed below. Ask your adviser about how to become involved in these programs.

If your "Working on Working" project focused on...	You might want to try...
Researching jobs for teens, learning to apply for jobs, developing a resume or portfolio	• Job Interview STAR Event • Career Connection
Doing best at current job, learning career success skills	• Families First ("Balancing Family and Career")
Setting up a business	• Entrepreneurship STAR Event • Career Connection
Researching careers, exploring Family and Consumer Sciences careers, interviewing, job shadowing, planning high school course schedule	• Leaders at Work • Career Investigation STAR Event
Researching colleges and postsecondary schools	
Earning and saving money for college	• Life Event Planning STAR Event • Financial Fitness

Resources

There is a wealth of resources available to assist you with your "Working on Working" project:

In your community

- Alumni & Associates members
- Family and Consumer Sciences professionals
- College career planning and placement office
- Employment training agencies
- School guidance or career counselors
- Local businesses

At the library or bookstore

- The Complete Idiot's Guide to Cool Jobs for Teens by Susan Ireland.
- How to Get a Job If You're a Teenager by Cindy Pervola & Debby Hobgood
- The Teenager's Guide to the Real World, by Marshall Brain
- The Young Entrepeneur's Guide to Starting and Running a Business By Steve Mariotti
- Smart Start:A Guide to Entrepreneurship By Bonnie Drew
- Teen Dream Jobs: How to Find the Job You Really Want Now! By Nora Coon
- Getting Real: Helping Teens Find Their Future by Kenneth C. Gray
- Complete Idiot's Guide to Cool Jobs for Teens by Susan Ireland
- How to Go to College Almost for Free by Ben Kaplan
- Money-Winning Scholarship Essays and Interviews: Insider Strategies from Judges and Winners by Gen S. Tanabe and Kelly Y. Tanabe
- Complete Idiot's Guide to Financial Aid for College by David Rye
- The Complete Scholarship Book: The Biggest, Easiest Guide for Getting the Most Money for College by Fastweb.Com

From FCCLA

- *Teen Times*
- *Get Connected* CD-ROM
- Career Connection
- Leaders at Work

Online

Conduct an online search through Google or another search engine for a topic related to your project area. Some of the following sites might be applicable:

- Quintessential Careers www.quintcareers.com/teens.html
- Teen Scene–Jobs & Careers www.skokie.lib.il.us/s_teens/tn_jobs/
- Teen Safety at Work www.osha.gov/teens
- My Future www.myfuture.com/
- Career Web http://careerweb.westga.edu/JobNet.htm
- Improving Your Job Skills www.bygpub.com/books/tg2rw/jobskills.htm
- Young Biz www.youngbiz.com
- Job Searches www.monster.com
  www.careerbuilder.com
  www.groovejob.com
- Starting Your Own Business for Teens www.highschoolstartups.com/
- Small Business Administration's Teen Web Guide www.sba.gov/teens/
- Streaming Futures www.streamingfutures.com/
- Entrepreneur www.entrepreneur.com

Introduction | Power of One Basics | Tips for Leaders | Advice to Advisers | Power of One Units | Recognition | Dynamic Leadership | Site Map | Search

© Family, Career and Community Leaders of America, Inc. | National FCCLA | www.fcclainc.org