

GLC20: Career Studies

Activities Outline and Checklist

UNIT 1: PERSONAL MANAGEMENT	COMPLETED
Activity 1: Effective Communication Skills	
Activity 2: Team Skills	
Activity 3: Taking Stock of Yourself	
Activity 4: Personal Management Skills	
Activity 5: Essential Employability Skills	

UNIT 2: EXPLORATION OF OPPORTUNITIES	COMPLETED
Activity 1: Identifying Trends and Opportunities	
Activity 2: The Ontario Secondary School Diploma	
Activity 3: Learning Opportunities	
Activity 4: After High School Destinations	

UNIT 3: PREPARATIONS FOR CHANGE	COMPLETED
Activity 1: The Challenge of Change	
Activity 2: Targeting Your Goals	
Activity 3: Job Search Skills	
Activity 4: Application, Resume, Cover Letter	
Activity 5: The Interview	
Activity 6: Work Safety	