



TIPS Career Readiness Lessons Key Questions

Lesson 1 – Goals and Expectations

What do you know and want to know about getting and keeping a job? What are our class goals and expectations?

- To help students assess their individual interests, skills, level of motivation and work style
- To begin the self-assessment process as it relates to their TIPS experience
- To set common goals and expectations for the class

Lesson 2 – Emerging Fields

What career fields are growing in my region? Which of these fields are a good match for me and why? What does my ideal job/career look like?

- To expose students to regional labor market trends and discuss how it affects their future career paths
- To assess students' work interests
- To use assessments to explore potential career paths

Lesson 3 – Ideal Job

What does my ideal job/career look like? What post-secondary options will help me achieve my career aspirations?

- To provide professional presentation and public speaking experience
- To identify post-secondary education options and requirements for a particular career path

Lesson 4 – Job Searching

What are the essential components of a successful job search? How can I promote my strengths while networking?

- To learn the steps involved in a successful job search
- To gain the skills needed to develop an “elevator pitch”
- To practice networking effectively

Lesson 5 – Resume Writing

Why is a strong resume important to my job search? How can I craft a better resume for myself?

- To reflect on students' individual “marketable skills”
- To learn how to write a resume for an internship and future job searches
- To provide a realistic idea of what students need to do to secure an internship or job

Lesson 6 – Cover Letters

What does an effective cover letter look like?

- To learn how to write a cover letter for internship and future job applications

Lesson 7 & Lesson 8 – Interviewing (Part 1 & 2)

How can I perform successfully in an interview and consistently meet employer expectations? How do I ask the right questions to learn more about the internship or job opportunity?

- To understand employer interview expectations
- To prepare for an internship interview
- To give students interview experience
- To help students learn how to ask important questions about the position



Lesson 9 – Innovation

What is the Creative Economy and how can I be a part of it? How can I be innovative in my career field? Why is it important that I utilize innovation today?

- To create space for students to discuss what innovation means to them and how it affects their personal and professional lives
- To provide students direct contact with local employers
- To give students an opportunity to see different and non-traditional workplaces and organizations

Lesson 10 – Local Work Environments

What is it like to work for a local company or organization on a day-to-day basis? How does an actual local workplace compare to my concept of an ideal work environment?

- To provide students with direct exposure to local employers
- To give students an opportunity to observe different workplaces and organizations

Lesson 11 – Workplace Safety

How can I identify hazards on the job to prevent injuries? How should I respond to emergencies in the workplace?

- To help students identify hazards in the workplace
- To ensure students understand that on-the-job injuries are preventable
- To give students an emergency action plan for the workplace

Lesson 12 – Digital Citizenship

What is my digital footprint? How can information I post on the Internet affect my future employment and education opportunities?

- To help students define and manage their digital footprint
- To provide a framework for students to present themselves well on the Internet

Lesson 13 – Internship Preparation

Am I ready for my internship?

- To ensure students have all the resources needed to participate in a meaningful and successful internship

Lesson 14 – Reflection

How has the TIPS program affected you?

- To give students a chance to reflect on their internship experiences
- To provide time for students to share insights on their experiences and learn from one another
- To bring closure to the program