

PREPARING FOR A CAREER IN DRAFTING

**HOW SHOULD YOUR INTERESTS INFLUENCE
YOUR CAREER PATH?**

MAKING A CAREER PLAN

- An Individual Career Plan is a plan you form when you start thinking about and recording your career goals. (Where do you want to go? How do you want to get there?)
- A career is a series of related jobs built on a foundation of interest, knowledge, training and experience. With this in mind evaluate your choices.
 - When making your career plan you should consider your personal interests and aptitudes.
 - Do you enjoy detail work?
 - Do you enjoy working with your hands?
 - Do you prefer sitting at a desk or on the move?
 - What are your abilities?
 - What are the compatibility between your interests and possible careers?

CAREER SKILLS SELF-ASSESSMENT

- Take the Career Skills Self-Assessment given to you by your teacher.
- You may be surprised to know you already have many of the skills which are essential for employment in the modern workplace.
- These are not specific knowledge based skills learned during training, internship or an apprenticeship but are considered “transferable skills” which we need to use when we work by ourselves AND with others.
- You can have the same qualifications as another person but it can be these transferable skills that help you get the job and be more successful in your career.

EVALUATING CHOICES

RESEARCH CAREERS THAT SEEM INTERESTING TO YOU.

- For a career in drafting or related area, you need to do specific things to prepare yourself.
- EDUCATION:
 - What is the education requirement for various fields?
- EXPERIENCE: Education is important, but there is no substitute for experience.
 - Coops, job shadowing, mentoring, etc.
 - Getting an early start working in the field helps you gain more familiarity with the company, allowing more advancement and more experience is a valuable addition to your resume.
- SETTING GOALS: Goals help set your personal benchmarks.
 - Short-Term Goals: What do you plan on doing in the next 1, 3 and 5 years?
 - Long-Term Goals: What are your ultimate goals?
 - Where do you want to be professionally?
 - Where do you want to be financially?
 - Where do you want to be emotionally and socially?

DEMONSTRATING WORKPLACE SKILLS

HOW CAN ASPECTS OF YOUR CHARACTER OR PERSONALITY AFFECT YOUR CAREER SUCCESS?

- Employability skills, or soft skills- Dress code, attendance, following policies
- Professional Relationships- How do you treat your co-workers and boss?
- Attitude- Plays an important role in your value to the company.
- Communication Skills- Listening, e-mail etiquette, verbally, written.
- Self-Management- People who can manage their work with minimal supervision are in great demand.
- Time-Management
- Leadership
- Ethical Behavior
- Teamwork

RESEARCH A DRAFTING RELATED CAREER

- Salary (How much does this job pay on the average?):
- Educational Requirements (What kind and how much education do you need for this type of career?):
- Job Description (What do they do?)
- Occupational Outlook (Are there any job openings for this career, what is the outlook?):
- Personal Characteristics/Abilities Needed for this Career:
- Advantages:
- Disadvantages:
- Working Conditions (Inside, outside; lifting or not; hours; etc.):
- Would I be suited to this job and consider it as a career possibility?
- At least ONE company where I could find further information:
- Prepare a “means of presentation” that answers these questions.