Workforce Preparation and Career Development

Georgia 4-H Project Achievement empowers young people with skills for a lifetime. Through a competitive process, students explore their interests, unleash their creativity, share their work, and celebrate their achievements! This guide provides 9th—12th graders with examples for getting started with their project exploration.

Overview:

⇒ *Choose project*

⇒ *Develop skills in:*
  - *Project*
  - *Leadership*
  - *Service*

⇒ *Prepare portfolio for work completed from January 1— December 31*

⇒ *Prepare presentation*

⇒ *Practice*

⇒ *Compete*

⇒ *Reflect*

Description of Project:

4-H'ers may explore the psychological, sociological, educational, and economic factors that influence the nature and significance of work, careers, and the development of an individual for this work. Through this project 4-H'ers may:

- acquire knowledge relative to values, goals, skills, interests, hobbies, and available resources and how they affect career choices
- develop skills necessary for career selection, employment, resume development, and/or successful job interviews
- explore age-appropriate work and the roles, responsibilities, and qualifications for that work
- develop an understanding of advanced educational programs that support workforce development, including college and technical programs
- demonstrate the skills necessary for admittance into advanced educational programs
- develop a business plan
- identify various strategies to be more prepared for specific fields of study
- acquire knowledge of the practical skills necessary for employment
- explore careers in workforce preparation and career development

Examples of Project Development Experiences:

- Take interest inventories to clarify personal strengths and weaknesses for career choices
- Participate in resume-building workshops and job interview classes
- Research post-secondary educational opportunities for different careers, including the demand and requirements. Attend a job fair and/or a post-secondary educational fair
- Create a timeline and plan of action for gaining education and skills in a desired career field
- Meet with the school counselor to plan classes required or encouraged for a desired career
- Shadow a business professional for a day. Participate in internships or work-study opportunities

Project Sharing and Helping Examples:

- Sponsor a career fair for youth by contacting businesses and agencies to present exhibits and answer questions
- Teach others how to build and present a resume, including how to tailor resumes for specific job settings
- Teach others how to interview for a job
- Schedule speakers to discuss various career fields, educational requirements, and necessary job skills
- Contact post-secondary institutions and set up presentations for club meetings
- Invite local business representatives to speak to youth groups about desirable traits in an employee
- Teach a project club on selecting job fields based on interests, meeting required educational criteria, filling out job applications, and successfully interviewing for jobs
- Plan and conduct a college fair at a local school or event
- Lead a group in creating a business plan that incorporates their interests, education, and abilities
- Write a blog about career development

Recommended Resources:

- Georgia4h.org/ ProjectAchievement
- 4-h.org/parents/ curriculum/workforce-readiness
- funderstanding.com/ educators
- webtools.ncsu.edu/ learningstyles
- msue.anr.msu.edu/ topic/info/ career_preparation
- youthventure.org
- youngbiz.com
- getintocollege.com
- yescollege.com
- payscale.com

Special Considerations:

- This project builds skills, education, and preparedness for future employment and careers.
- Presentations at competition may be general in nature or may focus on a particular future career or job.
- Remember to practice safety when communicating with new people online or in person. A best practice is to take a friend or parent to shadow your interview or copy your parent/guardian on online communications with adult mentors.
- Youth should review business etiquette prior to shadowing a professional at work or engaging in a work-study or internship.

At Competition:

Workforce and Career Development 4-H projects may use posters, artifacts, biofacts, and/or technology to support their presentation. The time limit for these presentations is 12 minutes. Computers, projectors, screens, and other technological devices may be used.

Georgia4h.org/programs/project-achievement

GEORGIA 4-H

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