

Step 1: Clarify Rationale for Developing an Education, Training and Career Plan

Why Are You Getting More Education or Training?

Check	Rationale or Reason for More Education or Training
	Want to make a career change
	Move to a field with more opportunities (better job security)
	Move to a field that better matches my interests and values
	Move to a higher paying job or career
	Want to earn a degree
	Want to earn a certificate
	Want to earn a license
	Want to explore an area of interest
	Need retraining for future employment opportunities
	Need to update skills for workplace
	Other:
	Other:

Doing this self-assessment can help you focus on the reason you are getting more education or training. This will be input for your education, training and career goals.

Step 2: Research Careers/Jobs—Use Career Worksheet

Use the worksheet to find out information about the job or career desired. This can be used to ensure you and your participants are clear about the requirements to get and keep a job and the likelihood of employment. Complete one for each job being considered. This is a key part of an education and training plan.

Career Worksheet

Name: _____ Date Completed: _____	
Job/Occupation	
Standard Occupational Code	
Job Description	
Education Level Needed to Get Employment¹	
Other Entry Requirements (Licenses, Certifications, On-the-job Training or Experience, etc.)	
Skills Required to Get Employment	
Expected Starting Salary	

¹ Ensure education or training provider recognized and respected by potential employers. Get this information from potential employer as part of an informational interview, not the education or training provider.

Name: _____ Date Completed: _____	
Median Salary	
Employment Outlook	<input type="checkbox"/> Rapidly growing (29% or greater) <input type="checkbox"/> Growing (10% to 28%) <input type="checkbox"/> Little growth (0% to 9%) <input type="checkbox"/> Declining
Working Conditions	
Physical Demands	
Education and Training Required to Maintain Employment²	
Potential Employers in Community or Surrounding Area	
Other Important Information	

Step 3: Set Education, Training and Career Goals

After you clarify why you are seeking more education and training or perhaps another job or career, you can set goals to guide your plan. Your goals are where you want to end up.

Writing SMART goals ensures the goals are **s**pecific, **m**easurable, **a**chievable, **r**elevant and **t**imebound.

Specific

This means the goal is clear and unambiguous. A specific goal will usually answer the five "W" questions:

² If more training or education is required, ensure current education or training provider recognized by potential subsequent education and training providers.

- What: What do I want to accomplish?
- Why: Specific reasons, purpose or benefits of accomplishing the goal.
- Who: Who is involved?
- Where: Identify a location.
- Which: Identify requirements and constraints.

Measurable

If a goal is not measurable, it is not possible to know whether you are making progress toward successful completion. A measurable goal will usually answer questions such as:

- How will I know when it is accomplished?

Achievable

A goal must be realistic and attainable. The goal is not out of reach and is possible to reasonably achieve.

Relevant

The fourth term stresses the importance of choosing goals that **matter**. In other words, the goal must be relevant in the context of an overall direction. For example, a person planning to attend college should set goals that are relevant to be successful in college. A relevant goal can answer yes to these questions:

- Does this seem worthwhile?
- Is this the right time?
- Does this match your efforts/needs?

Time-bound

Commit to a deadline. It helps you focus on completion and gives you a sense of needed urgency. A time-bound goal will usually answer the question:

- When?
- What can I do 6 months from now?
- What can I do 6 weeks from now?
- What can I do today?

Here's an example of how SMART goal setting for education and training is put into practice:

Overall Goal:

To complete my Associates Degree in Early Child Hood Development by 9/30/2014 so that I can compete for Head Start Teacher Positions in my local community.

What are your education, training or career goals?

Goal	Is it SMART?
	<input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Relevant <input type="checkbox"/> Timebound
	<input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Relevant <input type="checkbox"/> Timebound
	<input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Relevant <input type="checkbox"/> Timebound
	<input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Relevant <input type="checkbox"/> Timebound

Step 4: Develop Plan to Achieve Education, Training and Career Goals

After you set your goals, you can set benchmarks. These are like mini-goals. They help keep you focused and on track to reach your actual goals. Benchmarks are the lifeblood of your plan—they keep it moving forward.

Overall Goal:

To complete my Associates Degree in Early Child Hood Development by 9/30/2014 so that I can compete for Head Start Teacher Positions in my local community.

Benchmark 1: Enroll at ABC Community College by 4/1/2012.

Benchmark 2: Complete pre-requisite courses at ABC Community College by 8/31/2012

Benchmark 3: Secure dependable childcare for my daughter for Monday and Wednesday nights by 5/15/2012

Once goals and benchmarks are defined, outline the resources that are needed to achieve each benchmark.

What are examples of resources?

Overall Goal:

To complete my Associates Degree in Early Child Hood Development by 9/30/2012 so that I can compete for Head Start Teacher Positions in my local community.

Benchmark 1: Complete pre-requisite courses at ABC Community College by 8/31/2012

Resources:

- Meeting with admissions office at ABC CC to determine application requirements and costs to cover tuition and fees by 4/1/2012
- Money and financial aid to cover costs of completing pre-requisite courses at ABC CC by 5/1/2012
- Books
- Laptop

Education, Training and Career Plan

Name: _____ **Date:** _____

Education, Training and Career Goal 1	
Benchmark 1:	
Resources	
Benchmark 2:	
Resources	
Benchmark 3:	
Resources	
Benchmark 4:	

Resources	
Benchmark 5:	
Resources	

Education, Training and Career Goal 2	
Benchmark 1:	
Resources	
Benchmark 2:	
Resources	
Benchmark 3:	
Resources	
Benchmark 4:	
Resources	
Benchmark 5:	
Resources	

Diplomas, Certificates and Degrees³

Diploma, certificates and degrees signify completion of a course of study. Attending post-secondary training or education generally does not translate to higher earnings until the diploma, certificate or degree is earned.

Here are definitions of diplomas, certificates and degrees.



Certificate and diploma: are non-degree offerings below the associate degree and are most often offered in technical and vocational fields of study. They generally lead to employment in an occupational field. *Examples* - Certificate in Office Admin. Bookkeeping, Certificate in Automotive Technology. (These programs generally require a minimum of 50 credits).



Associate Degree: two types of associate majors are offered. (1) Technological and vocational specialties that are generally completed in 2 yr. of college study and are usually sufficient for entrance into an occupational field, and (2) college or university parallel programs that are like the first 2 yr. of a 4yr college curriculum often referred to as a Transfer Degree. *Examples* - AS Degree in Accounting, AS Degree in Paralegal Studies. (These programs generally require a minimum of 90 credits).



Bachelor's Degree: sometimes called baccalaureate degrees, generally require 4 to 5 yr. of study. The bachelor of arts (BA) and bachelor of science (BS) are the most common baccalaureates, and both include general education courses, a major and electives. The BS is more likely to be awarded in the sciences and for professional or technical fields of study. BA degrees are more often awarded in the humanities and arts. However, there are no absolute differences between the degrees, and policies concerning their award vary from college to college. (These programs generally require a minimum of 180 credits).



Master's Degree: Master of arts (MA) and master of science (MS) programs lead to the customary first *graduate* degrees in the liberal arts and sciences and usually take one to two academic years of study beyond a baccalaureate degree to complete.



Doctorate Degree: may be the doctor of philosophy (Ph.D.), awarded in many of the humanities, arts, and sciences, or another doctoral degree such as the doctor of education (Ed.D), or doctor of public health (DPH). Doctoral programs usually consist of

³ Mt. Baker High School Career Center

course work and independent research culminating in a dissertation or other formal presentation of the results of independent study. Student must have already received a baccalaureate degree.



First Professional Degree: are defined as requiring at least two academic years of previous college work for entrance and a total of at least six years of college work for completion. The degrees awarded upon completion of these programs are:

- DC Chiropractic
- DDS or DMD Dentistry
- JD Law
- MD Medicine
- OD Optometry
- DO Osteopathic medicine
- Bpharm, PharmD Pharmacy
- DPM Podiatry or podiatric medicine
- DVM Veterinary medicine
- Bdiv, Mdiv, Theological professions, Rabbinical, or Talmudical