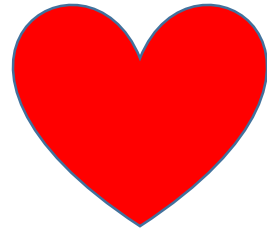


Workplace Skills for Youth and the Young at Heart!



By Angela Amor

TipsByAngela.com

2nd Edition

(new sections & additional resources – coming soon)

PREVIEW

Preface

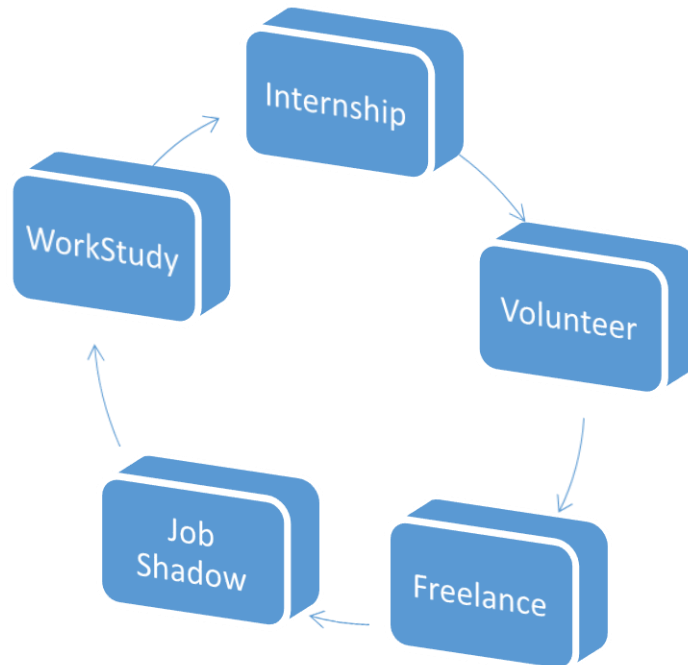
The purpose of this book is to give tips and resources to youth and anyone who would like to have various strategies to do well at work. I share several of my workplace stories and work suggestions that may help you or someone that you know to move forward in his or her career.

Disclaimer:

This book is for informational purposes only. Use at your own liability and refer to a certified personal, career, or college counselor as needed. Websites provided can change their content and links without notice; visit or use websites listed in this book at your own risk. The content of this book does ****not**** substitute the advice of a certified personal, academic, or career counselor.

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Experience (Gaining Experience while in high school or college)



As an educator and academic advisor, one question that I am asked often is, “How do you gain work experience in your chosen major while still in school?”

Below are my suggestions and a few of my work experiences:

- Volunteer

To learn more about office administration, I volunteered for Girl Scouts and for several non-profit organizations.

- Internship

I have been on both sides of the internship process. I have supervised student interns who worked for college credit hours with local employers. In addition, I have done instructor summer internships that helped me to stay abreast of current technology to share my internship experiences with my students. The more that you learn and apply workplace skills, the more you can possibly earn.

- Work-study (if you meet requirements)

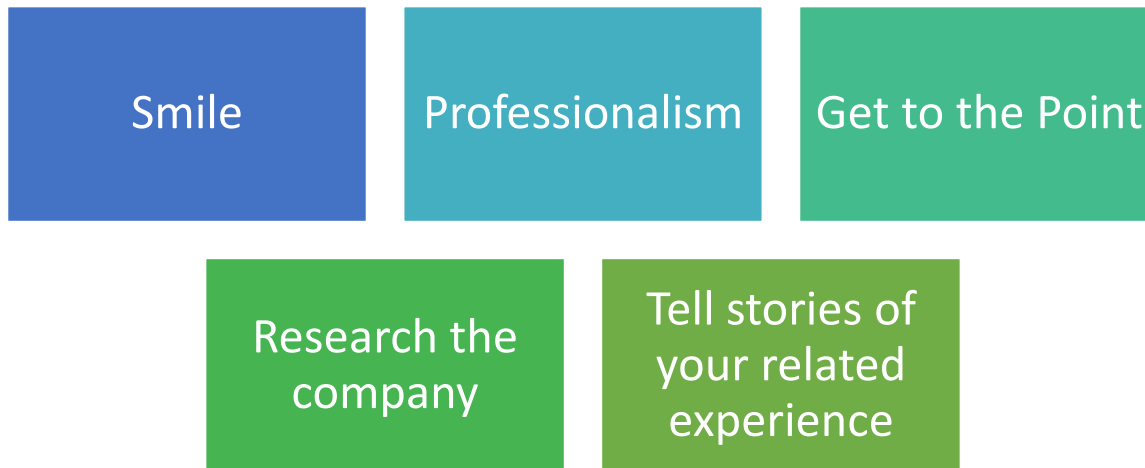
In college, I worked in a computer lab that helped me to learn about mainframe computers. That experienced helped me later in my career of teaching computer courses.

- Job shadow

Every experience is a learning experience. I job shadowed in a bank years ago to learn business rules and people skills. The more real world experiences that you can put on your resume, the better competitive that you are in the workplace.

- Freelance or Start your own business

In the past, I have done computer consulting. For example, I helped a real estate agency to update its website. Check out the website www.sba.gov for many free resources for small business owners or future owners. (or just to learn business skills) In addition, you can go to www.fiverr.com for examples of self-employment opportunities.



Marketing your best self for a job interview

There is an old saying that you dress for the job that you want in the future versus the job that you have currently. We are always marketing ourselves to others whether we think about it or not. The way that you talk and interact with others on a daily basis tells a lot about yourself. First impressions are important. Therefore, we must be mindful of what we say and the tone in which we speak to others.

Below are some tips to show up as your best self for a job interview, meeting with someone for the first time, or other important event.

- 1) **Smile.** You are on candid camera☺ [aka; they are watching all of your facial expressions]
- 2) **Be professional** in your appearance. Dress to impress.
- 3) **Get to the point** with your story or examples of your experience that you share during the interview. (I share stories “examples” below.)
- 4) **Be clear and focused.** Practice what and how you will say questions. Practice repeatedly ****before**** the interview.
- 5) **Strong closing remarks** of the interview are necessary. Let the employer know that you are the best person for the job, and that you will do your best to meet the needs of the company.

(source: Youtube video – PwC US – “Perfecting your elevator pitch”)

Below are examples of stories that I share during job interviews to show my prior experience:

Example #1: In a previous job, our department had to downsize and that left the department without an administrative assistant. Therefore, I suggested that we hire a work-study student to help us with some of our administrative needs.

I assisted with the interviewing and managing of several work-study students for three years. That experience gave me supervisory skills to add to my resume while teaching full time. (Skills demonstrated: initiative, problem solving, and leadership)

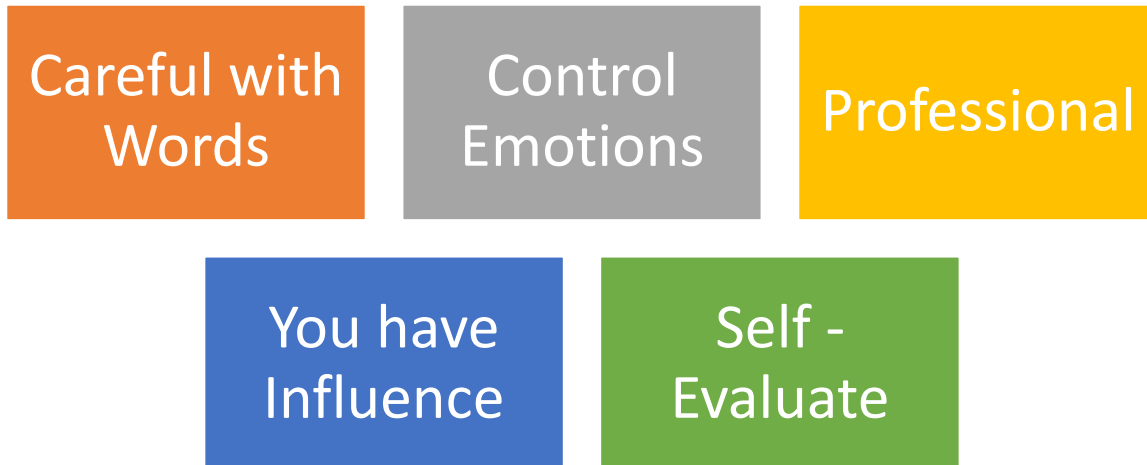
Example #2: In a previous job, our department needed a standardized website and brochure. I took the lead and created the website (plus website maintenance). In addition, I met with public relations to discuss the layout and researched at least 95% of the brochure content to ensure that our department had the appropriate marketing materials for the next year. (Skills demonstrated: research, leadership, and creativity)

Preparing for the Job Interview

1. Dress professionally
2. Do your homework
3. Know your career accomplishments
4. Practice how you will answer questions
5. Plan ahead
6. Create a set of questions
7. Update resume

For visual learners, check out YouTube videos by Professor Heather Austin on how to prepare for a job interview. She has many short and informative videos on the topics listed above and so much more.

Kindness & Respect



Kindness and respect can go a long way in building a professional relationship in the workplace. You never know when you will need someone's help, and it is just the right thing to do.

Workplace example

In my student evaluations, students do not mention my teaching experience or my college degrees. However, students comment on my willingness to show kindness and respect to all students. Of course, experience and a college degree is required in certain jobs. However, to do well, keep a job, and move up, you must be kind and respectful at all times.

Use your words carefully. Keep your actions professional. When your emotions tell you to do the opposite of what is right, breathe, and calmly walk away from the situation until you can gather your thoughts and emotions to act in a way that will not cost you your job. You do not want to destroy relationships in the workplace.

You never know when you will need someone's help. Below is a true story of what happened to me during one of my job searches:

An Interesting thing happened at the Temporary Agency

When I was between jobs, I went to a temporary agency to find job leads. In the middle of my meeting with the temporary agency staff member, the staffer stopped to tell me that he remembered me from somewhere else. It turned out that he was one of my former students! The outcome was good. My former student had good memories of my teaching style because I practiced kindness and respect in the classroom and on the job.

There are times when we need to evaluate our own selves. What is our motive and do we treat others the way that we want to be treated? Yes, take it up a notch. **What you put out into the workplace will come back to you.**

Stay in good standing with your past employers

Because I kept positive, professional relationships with my previous employers, I have taught part-time for various colleges even AFTER I moved on to a different employer. Keep your professional relationships and connections in good standing.

Mom needed a car

Years ago, my mother needed a car. She happened to be talking to an associate who wanted to sell his Cadillac. He remembered my mom when she worked at a health facility as a LPN and how she assisted him during his visit. My mother told him that she could not afford the car at that time. He told my mom, "I own the bank!" He gave her a great deal and had the car delivered to her job. Now, that is what connections and being nice could do for you!

Learn Continuously



Start small and work your way up to what you want to improve upon in your personal and professional life. It could be learning a new language or improving your Microsoft Excel skills.

When I started teaching years ago, I stood before class to teach using very simple tools:

- 1) a book
- 2) a chalkboard
- 3) transparencies

If I had not been willing to learn new and improved teaching tools, I would be out of a career. **You want to be always be teachable and in-training for the next level of your career.**

I am always willing to learn and apply new technology in my courses. Over the years, I have taught myself dozens of software applications (apps). My weekly lectures now include a combination of four or more of the tools listed below:

- 1) Smart books
- 2) Slide shows
- 3) Smart boards
- 4) Learning Management Systems (LMS)
- 5) Clipart
- 6) YouTube videos

- 7) Websites
- 8) Blogs
- 9) Facebook courses
- 10) Pinterest
- 11) Games
- 12) Teamwork, Critical thinking activities, etc.

13) the list goes on and on

I use many resources when I am teaching and that is just for one lecture. Always be willing to learn even when you are not being paid for it because you will get paid for it eventually if you can apply it to a current or future job or future project.

Teaching, writing, and researching are things that put me into my “flow”.

“Hungarian psychologist Mihaly Csikszentmihayli has written extensively about “flow” – **a state in which time seems to be suspended because our interest and involvement in what we’re doing are so great**.....which produces great contentment and enhances physical and mental health.”***

What is your flow? (Cooking, learning, music, dance, teaching, writing, etc.)

Before I published a book, I wrote poems, chapter outlines, and blogs. I started with small things and worked my way up to bigger writing projects.

Have you heard of the term **micro mastery**?

“Wish you were a seasoned chef? Learn to make a perfect omelet. Wish you could draw? Make Zen circles your first challenge. **These small, doable achievements motivate us to keep learning and growing, with benefits that include a boost in optimism, confidence, memory, cognitive skills, and more.**” (Twigger)

Source: Robert Twigger, author of the book “Micro Master: Learn Small, Learn Fast, and Unlock Your Potential to Achieve Anything”, published by Penguin Random House, LLC, page 5.

*** Mihaly Csikszentmihayli, Flow: The Psychology of Optimal Experience (Harper – Perennial, 1990)

Scholarships & the Game Plan



The game plan is to earn training beyond high school without going into excessive debt. I accepted debt because of my lack of knowledge in my youth. I want to share a few tips that may help you or someone that you know to enhance his or her career or financial future.

A possible game plan for you:

1. **Keep up your grades** up so that you can qualify for scholarships **and volunteer or work** at school, church, or other organizations to be able to add experience to your resume (a list of your skills in technology, leadership, team work, etc.)
2. For **examples of resumes**, go to <http://office.microsoft.com>, then click on TEMPLATES, and search for “resume”
3. Take a **career quiz** to determine what career will be the best fit for you <https://www.princetonreview.com/quiz/career-quiz>

4. **Check out a job search website** to search for jobs that you think you would be interested in so that you can find out the skills and pay. Check out www.indeed.com for jobs in the U.S. It will even allow you to set up job alerts that will send jobs to your e-mail.
5. Also, **checkout YouTube for videos that discuss “A Day in the Life of....”** Watch 5 or 6 videos to get a feel for what people really do in a specific job. **For example**, if you want to be a nurse, look for videos titled **“A Day in the Life of a Nurse”**. (search for whichever job title that interests you)
6. Talk to people in the profession. Also, use www.bls.gov.
7. If you qualify for college grants and scholarships, then you can check with college’s financial aid offices. The <https://FAFSA.gov>. **The financial aid application is free** to determine your qualifications. Grants usually do *not* have to be paid back; loans have to be paid back.
8. **Begin to research resources for scholarships** (library books, college websites, churches, and organizations such as www.Scholarships.com or www.Scholarup.com) (**you should NOT have to send money to anyone; be careful of scams and fraud; get your parents or guardian permission** and to look over and agree to everything before venturing into applications)
9. **For billions of dollars of scholarships**, writing essay tips, and other prizes, please see www.SuperCollege.com.
10. Note: **many community colleges and universities offer 100’s of scholarships**; go to their websites and search for “scholarships”. Read the requirements so you can begin to prepare for essays and other tasks.
11. **Honor clubs and other student clubs will usually have scholarships** available to its members. For example, check out www.ptk.org which is a student honor club that offers millions of dollars in scholarships if you meet the requirements.