

## Career Seminar Outline Year 2

- I. Safety on the job: **Produce a product that explains employee rights and responsibilities, including labor laws and OSHA safety.**
  - A. Carry out safe practices at the vocational site.
  - B. Produce a product demonstrating safety in the work place.
- II. Labor Laws: **Understand employee rights and responsibilities, including labor laws and OSHA safety.**
  - A. Understand employee and employer rights and responsibilities.
  - B. Know safe work practices and labor laws required to maintain employment and resources to obtain information.
  - C. Understand the history of labor laws.
  - D. Justify and analyze different scenarios that violate labor laws.
  - E. Support the need for labor laws and safety regulations.
- III. Job Seeking Documents: **Explore how job-seeking skills are essential for employment.**
  - A. Know how to complete a job application, screening tools and related technology.
  - B. Know how to answer interview questions.
  - C. Locate job openings.
  - D. Identify the techniques for conducting a job search.
  - E. Organize their thoughts and predict what they would be asked in an interview.
  - F. Distinguish how to disclose information appropriately.
  - G. Demonstrate how to contact a perspective employer.
  - H. Demonstrate how to complete an online or paper application.
  - I. Mock interview.
- IV. Maintaining Employment: **Explain and model expectations for honesty, integrity, initiative, and a desire to contribute to making the business successful.**
  - A. Define honesty, integrity and initiative.
  - B. Know what employers expect of their employees.
  - C. Predict how an employee's behavior contributes to a successful business environment.
  - D. Model honesty, integrity and initiative and other soft skills at the vocational site.

- V. Budgeting and Consumer Awareness: **Establish financial goals and construct a budget based on anticipated MN Career fields, clusters, and pathways.**
- A. Know the vocabulary associated with budgeting.
  - B. Know sources of income
  - C. Compare and contrast income requirements for various life choices.
  - D. Perform research on income potential and costs of life choices.
  - E. Develop a budget based on a career pathway.
  - F. Analyze factors that will affect money management and selecting a bank.
- VI. Personal Taxes: **Establish financial goals and construct a budget based on anticipated MN Career fields, clusters, and pathways.**
- A. Know the vocabulary associated with taxes.
  - B. Understand the purpose of taxes.
  - C. Interpret a W2 form and the taxes instruction booklet.
  - D. Complete a simulated tax form.