

Career Development Facilitator
Training and Information for Career Professionals

Directions: Make a list of the jobs available in the buildings below.



Job List #1



Job List #2

Is this task easy or hard? Why?

Career Development Facilitator

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Teaching Instructions: Distribute this page after students have completed page #1

The Seven Aspects of Businesses and Organizations (Perkins, 2001) **Jobs in the buildings above:**

Management – Someone who has oversight of other people or departments.

Finance – Anyone who handles money for the organization.

Communications – People who reach out to others in the organization

Human Resources – People who manage hiring, firing, professional development, benefits

IT – Information Technology – People working with hardware and software systems.

Health/Safety and the Environment: People who clean and control the environment as well as make sure that business waste is taken care of.

Technical and Production: These are the people who do the work of the business.

How can this information help as you look around your town?



Teaching Information Page

Answer: Is this task easy or hard? Why? The task can be hard because students want to put a name on the businesses. Make the point that they don't NEED the name because there are jobs that are common to any business. Choosing common jobs means they can work in any business.

Discussion: The Seven Aspects of Businesses and Organizations (Perkins, 2001)
Can you name jobs related to each aspect?

- 1) **Management** – Someone who has oversight of other people or departments.
In large businesses there are managers for every department. Departments are related to the aspects listed below. For a small business or entrepreneur, they wear many “hats” and manage many aspects.
- 2) **Finance** – Anyone who handles money for the organization such as Accountants, bookkeepers, cashiers
- 3) **Communications** – People who reach out to others in the organization
Marketing, Advertising, Public Relations, Sales, Receptionists, Graphic Designers, Website developers
- 4) **Human Resources** – People who manage hiring, firing, professional development, benefits
- 5) **IT – Information Technology** – People working with hardware and software systems.
Systems analysts, computer programmers, hardware technicians
- 6) **Health/Safety and the Environment:** People who clean and control the environment as well as make sure that business waste is taken care of. Some of these jobs are transferrable to any industry, others are not. For example, groundskeepers, janitors, building systems managers are transferrable, while environmental experts such as for hospital biohazards or manufacturing waste removal may not be.
- 7) **Technical and Production:** These are the people who do the work of the business. In healthcare – nurses, doctors, radiology technicians, dental hygienists. In education – teachers, paraprofessionals, counselors. We always know about these jobs such as veterinarian, professional sports player, pediatrician, but we don't always know about the transferrable jobs (Aspects #1-5 and sometimes #6).

How can this information help students understand jobs in your town?

Answer: You can look at ANY building and understand the jobs there by considering the seven aspects. The only jobs you may not know are Aspect #6: Health/ Safety/Environment and #7: Technical and Production - because these can be specific to particular businesses.

Answer: For people with jobs in aspects #1 - #5 – their skills are transferrable to ANY industry. If they don't like work in one industry, they can change. If they move to a town that doesn't have the industry they have experience in, they can change to a different industry i.e. health care to manufacturing to sports complexes.