



Career Exploration and Guidance Handbook

A guide to career related resources for high school students (2021)



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Introduction



Ya Ali Madad,

High school is an ideal time to begin the career exploration process. There are many career paths to explore which can seem overwhelming, but it can also be an exciting and mind opening learning experience. Before narrowing down your career options, the first step would be to determine your passion, talent and values by actively engaging in a variety of different activities in school and in the community.

This Career Exploration and Guidance Handbook was specifically prepared for current and future post-secondary students to supplement the experiences you will gain in school and the community. Today, career trends and fields of work are constantly changing and evolving. Beginning the career exploration process early gives you the time to research several fields and network with professionals in different fields of interest so that you can make informed decisions. It is meant to be an enjoyable discovery process with a proactive and responsible approach.

At the foundation stone-laying ceremony of the residential campus at the Aga Khan Academy in Mombasa in August 2007, Mawlana Hazar Imam said "educating effective future leaders is a high responsibility... we must rise above the antiquated approaches of earlier days and instead infuse our students with what I would call three "A's" of modern learning — the spirit of anticipation, the spirit of adaptation and the spirit of adventure." By determining what you are passionate about, what your talents are and what you value, you can start thinking about what career path will enable you to lead and contribute to your local and global communities.

While there are many suggested resources in this manual, they are not meant to be exhaustive or prescriptive. Career trends and resources change all the time and thus this should be taken into consideration.

This handbook includes information about job prospects in Canada, suggested webinars, career exploration book and self-assessment tools to begin the career exploration process. It is recommended to connect with your Guidance and Career Counselors for additional resources.

Get started on your exploration process today! We hope you find the resources in this manual to be helpful and informative.

Aga Khan Education Board for Canada
Post Secondary Portfolio



Exploring and defining what you would like to do as part of your career journey is the first step. However, it's also important to know what the employment prospects are for your specific region. The next page will provide you with links to the labour market websites for each province. Keeping in mind that labour market trends are always fluctuating, for those of you who are set on a career that may not be in demand in Canada at the moment, there are also suggested websites for opportunities around the globe.



Canadian Career Trends

Considering studying and possibly working in Canada? Check out the [Future of Work platform](#)

The Future of Work platform was created to help understand how technological, social, economic and environmental forces are changing working conditions. For other Canadian Career Trend tools, look at the following:

- [Government of Canada's webpage](#).
- [Innovation, Science and Economic Development Canada](#) has information on business sectors and industries, companies, industry trends and consumer information.



Remote work is here to stay!

Remote work is changing how the global workspace operates. In a trend that is showing no signs of slowing down, remote work is rapidly on the increase all around the world.

More and more employees are working in remote positions, either full-time or some days of the week, with a large percentage of the workforce looking towards finding job opportunities with flexible schedules.

How can you be prepared for this reality once you graduate and remain above the curve?

From digital marketing, Web development, sales, customer and technical support, to copywriting, translation and many more: Remote work is growing across many sectors for which the location of workers is not relevant anymore, but their knowledge and experience is.

[GlobalWorkplaceAnalytics.com data](https://www.globalworkplaceanalytics.com) shows that regular work-at-home, among the non-self-employed population, has grown by 173% since 2005, 11% faster than the rest of the workforce.



Work from home tips

Working remotely is becoming the new normal for many companies, explore these work-from-home tips for more insight on remote work and what recruiters are searching for in the evolving job market:

- [Work from home tips](#)
- [Job search during the pandemic](#)
- [Virtual internships](#)





Learn how to
stay ahead of
the curve!

It's never too early to start talking to professionals in your field of interest!

Cold emails are a great way to connect with professionals, sending out a thought-out cold email will increase the chances of receiving a response significantly.

Pro-tip: *If you don't get a response immediately, don't feel defeated! It is completely normal to get a low response rate especially if you are contacting busy professors and professionals. Just keep at it, and don't be afraid to follow up after a week of not hearing back.*



Sending cold Emails

Check out these links for effective strategies on sending out cold emails:

- [How to cold outreach](#)
- [Cold email response rate](#)
- [How to reach out to someone on LinkedIn](#)





Conducting a coffee chat

Coffee chats are a great way to gain insight on a company's mission and culture. You can learn more about what a typical day looks like and what skills are required for the position you are applying for. Having coffee chats virtually or in-person is very helpful in building connections and exploring different career opportunities. The links posted above provide tips on how to make the most of coffee chats.

As a high school student, you can most definitely arrange coffee chats with university recruiters as well as current university students!

Virtual coffee chat:

- [What you need to know about a virtual coffee chat](#)
- [Six tips for a virtual coffee chat](#)

In person coffee chat:

- [How to connect well during a coffee chat](#)

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MARKETING ASSISTANT

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email@youremail.com

LinkedIn profile

10 Street, City



EDUCATION

ENTER YOUR DEGREE

University, Location
2005-2010

ENTER YOUR DEGREE

University, Location
2005-2010

KEY SKILLS

Team building

Public speaking

Web design

PROFESSIONAL PROFILE

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PROFESSIONAL EXPERIENCE

JOB POSITION

Company / Location / 2015 - Present

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Summary
Contact information
Skills
Education
Work Experience

Look for
keywords
in the job
postings

Review
resume
examples
for your
industry

Use active
language

Start building that resume!

AWARDS

NAME OF AWARD

Organization Date

Aga Khan Education Board for Canada



Resume and cover letter tips

- [Flow.io](#)
- [UBC Career Centre](#)
- [Indeed Cover Letter Samples](#)
- [Resume Genius-examples](#)
- [Indeed resume writing tips](#)





Your Network is your Net Worth!

The first principle of networking – whether virtually or in person – is to understand that networking is not synonymous with selling. The second is to ask what you bring to the relationship. Ask yourself: Why would this person want to connect with me?

Before you make a new connection, make sure you are clear on your purpose – for instance, do you want to learn about a company, an industry, a technology, an interest, or a hobby? Find out who the leaders (companies or individuals) are in that area. Then determine who you already know in this area, and who might they be able to introduce you to. Your personal contacts and LinkedIn are two great sources for this.



- ❖ [How to Network during Covid Pandemic](#)
- ❖ [Virtual Networking Tips](#)
- ❖ [Virtual Networking Mistakes](#)
- ❖ [Networking 101](#)
- ❖ [5 best ways to Network while still in College](#)

Networking Tips!



Have free time over the summers?

Try searching for internships and volunteer opportunities to build on to your resume:

- Check the first link to familiarize with platforms like Indeed, Glassdoor, LinkedIn, Idealist, Absolute Internship, Looksharp, Internship Programs, Experience.com for internship opportunities
- FLIK in particular is a platform featuring female founders that offer 12-week unpaid apprenticeships to other females. It is a very productive platform for trying out in different industries and networking.

- [How to look for internships](#)
- [Career Development- Princeton](#)
- [Wearflik](#)

You may want to explore different career options to determine the best program for you!



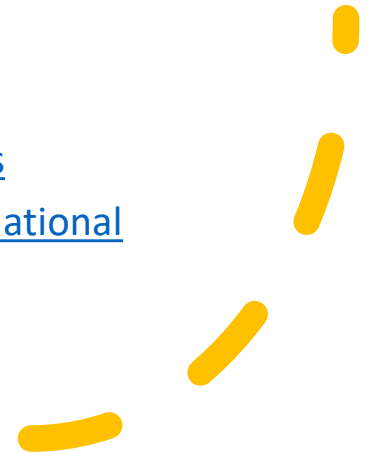
There are so many options and paths available. How do you choose? It is important to research institutions thoroughly before making a commitment

Here are some factors and questions to consider that can help guide your decision. You can read more about choosing the right institutions at the following websites:

- ✓ How to decide between college and university in Canada
- ✓ What's the right university for you?

Determining the right school for you:

- [EduCanada](#)
- [Universities Canada](#)
- [Colleges and Institutes Canada](#)
- [National Association of Career Colleges](#)
- [Canadian Information Centre for International Credentials](#)



Self Assessment Tools



Title	Description	Link
Career Cruising¹	<p>Career Cruising offers three different types of assessments: Career Matchmaker, My Skills, and Learning Styles Inventory. The Career Matchmaker assessment will ask questions to determine your areas of interest. It will then generate a list of potential career paths based on your interests. In the My Skills assessment, you rate your level of skill in 45 key areas to see how your skills match up to your careers of interest. With the Learning Styles Inventory, you will discover how you learn and retain information best</p>	www.careercruising.com
StrengthsFinder²	<p>This StrengthsFinder assessment will help you describe your natural talents and strengths. There are 34 themes in total and the assessment will identify your top five. You will be given a detailed description of these themes along with career paths you may be suited for</p>	http://www.strengthsfinder.com
Career Leader³	<p>This is a business career self-assessment. It analyzes your skills, motivators and interests and provides matches to careers and work place culture that fits best</p>	www.careerleader.com

¹ The login information is available through your school's career centre. If not, search 'careercruising' on your provincial government website

² In order to take this self-assessment, you will need to purchase the book 'StrengthsFinder 2.0' for your unique code

Recommended Resources



Recommended Resources:

- Career Exploration Books
- Webinars and TED talks
- Self-Assessment Tools
- Other Helpful Resources

In addition to speaking to counsellors at your school, exploration of your interests and passions can also be done on your own time. Below you will find a short list of books that will help you through the exploration process. You will also find helpful self-assessment tools that will give you suggestions as to how your interests can translate into a variety of career paths. Career Centres also offer access to self-assessment tools not mentioned below. The webinars address current and future career trends and how to go about researching and preparing for these careers. They also provide insights into evolving careers of the future.

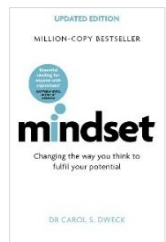
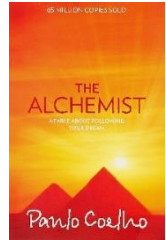


Career Exploration Books (1/2)

These are just some of the many books related to self-reflection, defining one's values, networking, discovering your passion and how these can translate into a purposeful career journey. Whether you are taking your first step, are well into your career path or a lifelong learner, these books offer insights and approaches that may contribute to your career-decision making process.

Title and Author	Description
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The Alchemist, Paul Coelho	<p><i>The Alchemist is the magical story of Santiago, an Andalusian shepherd boy who yearns to travel in search of a worldly treasure as extravagant as any ever found. From his home in Spain he journeys to the markets of Tangiers and across the Egyptian desert to a fateful encounter with the alchemist.</i></p> <p><i>The story of the treasures Santiago finds along the way teaches us, as only a few stories have done, about the essential wisdom of listening to our hearts, learning to read the omens strewn along life's path, and, above all, following our dreams.</i></p>
Mindset, Carol Dweck	<p><i>The author explains why it's not just our abilities and talent that bring us success—but whether we approach them with a fixed or growth mindset. She makes clear why praising intelligence and ability doesn't foster self-esteem and lead to accomplishment, but may actually jeopardize success. With the right mindset, we can motivate our kids and help them to raise their grades, as well as reach our own goals—personal and professional. Dweck reveals what all great parents, teachers, CEOs, and athletes already know: how a simple idea about the brain can create a love of learning and a resilience that is the basis of great accomplishment in every area.</i></p>
Never Eat Alone, Keith Ferrazzi and Tahl Raz	<p><i>Ferrazzi's form of connecting to the world around him is based on generosity, helping friends connect with other friends. Ferrazzi distinguishes genuine relationship-building from the crude, desperate glad-handing usually associated with "networking." He then distills his system of reaching out to people into practical, proven principles. Among them:</i></p> <p>Don't keep score: <i>It's never simply about getting what you want. It's about getting what you want and making sure that the people who are important to you get what they want, too.</i></p> <p>"Ping" constantly: <i>The ins and outs of reaching out to those in your circle of contacts all the time—not just when you need something.</i></p> <p>Never Eat Alone: <i>The dynamics of status are the same whether you're working at a corporation or attending a social event—"invisibility" is a fate worse than failure.</i></p> <p>Become the "King of Content": <i>How to use social media sites like LinkedIn, Twitter, and Facebook to make meaningful connections, spark engagement, and curate a network of people who can help you with your interests and goals.</i></p> <p><i>In the course of this book, Ferrazzi outlines the timeless strategies shared by the world's most connected individuals, from Winston Churchill to Bill Clinton, Vernon Jordan to the Dalai Lama.</i></p>



SOURCE: Goodreads.com and Amazon.ca



Career Exploration Books (2/2)

Title and Author

Description

Emotional Intelligence – Why It Can Matter More Than IQ, Daniel Goleman

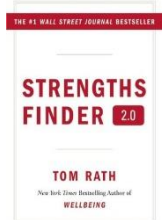
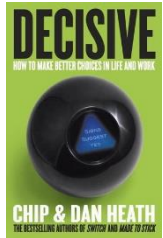
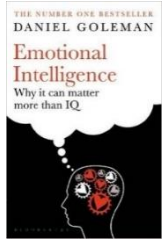
Everyone knows that high IQ is no guarantee of success, happiness, or virtue, but until Emotional Intelligence, we could only guess why. Daniel Goleman's brilliant report from the frontiers of psychology and neuroscience offers startling new insight into our "two minds"—the rational and the emotional—and how they together shape our destiny. Through vivid examples, Goleman delineates the five crucial skills of emotional intelligence, and shows how they determine our success in relationships, work, and even our physical well-being. What emerges is an entirely new way to talk about being smart. The best news is that "emotional literacy" is not fixed early in life. Every parent, every teacher, every business leader, and everyone interested in a more civil society, has a stake in this compelling vision of human possibility.

Decisive – How to Make Better Choice in Life and Work, Chip and Dan Heath

Chip Heath and Dan Heath tackle the thorny problem of how to overcome our natural biases and irrational thinking to make better decisions, about our work, lives, companies and careers. When it comes to decision making, our brains are flawed instruments. But given that we are biologically hard-wired to act foolishly and behave irrationally at times, how can we do better? Being aware of a bias doesn't correct it, just as knowing that you are nearsighted doesn't help you to see better. In Decisive, the Heath brothers, drawing on extensive studies, stories and research, offer specific, practical tools that can help us to think more clearly about our options, and get out of our heads, to improve our decision making, at work and at home.

StrengthsFinder 2.0, Tom Rath

All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths. In StrengthsFinder 2.0, Gallup unveils the new and improved version of its popular assessment, language of 34 themes, and much more. Loaded with hundreds of strategies for applying your strengths, this new book and accompanying website will change the way you look at yourself — and the world around you — forever.



Webinars and TED Talks



	<u>Title</u>	<u>Description</u>	<u>Link</u>
AKEBC Webinars	Career Trends of Today and Tomorrow	This webinar takes participants through the evolution of non-traditional career pursuits to align with changing career trends. Strategies and skills required to prepare those just starting out in the job market or those in mid-career are shared in an interactive way.	https://iicanada.org/videos/learning-development/career-trends-today-and-tomorrow
	Keeping Up With Career Trends	Current and up and coming career trends in the fields of Artificial Intelligence, Robotics, Sustainable Energy and many more are discussed in this webinar. Learn from experts in the field as well as students and parents who have started preparing for these trends.	https://iicanada.org/videos/learning-development/career-trends-today-and-tomorrow
	Career Exploration Series	These webinar panels include individuals from diverse fields who provide valuable insights into their respective fields. The webinars aim to broaden the perspectives of participants by highlighting some of the evolving careers of the future. Panelists discuss their educational journeys and provide practical tips as well as growth opportunities and challenges in their respective fields.	https://youtu.be/1DI6sfNTKVE
TED Talks	Five Ways to Kill Your Dreams	So few of us actually follow our dreams. TED Fellow Bel Pesce breaks down five easy-to-believe myths that ensure your dream projects will never come to fruition.	https://www.ted.com/talks/bel_pesce_5_ways_to_kill_your_dreams?language=en
	Why You Will Fail to Have a Great Career	Larry Smith, a Professor of Economics at the University of Waterloo, calls out the absurd excuses people invent when they fail to pursue their passions.	https://www.ted.com/talks/larry_smith_why_you_will_fail_to_have_a_great_career



Budgeting

- ❖ Now that you've decided on a school, it's time to figure out costs and create a budget for yourself.
- ❖ Remember that studying costs more than just your tuition. Here is a non- exhaustive list of items that you will need to consider when creating a budget. You can read more about this here.
- ❖ How much will it cost you to study in Canada? There are a lot of tools and calculators available online to help you estimate your cost of living in Canada. Most institutions have their own calculators available on their website that you can use. You can also use the calculator available on EduCanada to help you get started. Start by searching and selecting the field(s) of study and institutions you are interested in.



Budget Calculators

Preparing a budget is an important exercise that you should carry out prior to starting your studies. A budget will give you a realistic expectation of how much money you will need to live and study in Canada.

There are various budgeting tools available that you can use to help you in the process. Your institution of choice may also offer budgeting tools that you can use.

A few examples of budget planner tools you can use are listed here:

- [Budget Planner – Financial Consumer Agency of Canada](#)
- [Student Budget Worksheet](#)
- [Education Cost Calculator](#)
- [RBC Student Budget Calculator](#)

See below for additional links for tips and additional information on budgeting:

- [Budgeting for student life](#)
- [Making a budget](#)
- [EduCanada –Making a budget](#)





Funding options

Every year [millions of dollars in grants and scholarships are left on the table](#) because students do not bother to look for them.

The website [GrantMe.ca](#) (a platform that matches students to scholarship and award opportunities), stated that the average university student graduates with \$26,000 debt. This is why students should be trying to take advantage of scholarships and grants, but many do not. "I think that the biggest reason that so much money in scholarships goes unclaimed is that many students often don't know where to start or where to look," Madison Guy, the founder of GrantMe.ca, said.

Resources:

- [5 tips](#) for scoring scholarships
- How to get a university scholarship: Six [tips](#) for success

Databases of scholarships include:

- [Scholarships Canada](#)
- [Yconic](#)
- [Student Awards](#)
- [International Scholarship Opportunities for non-Canadians](#)

Remember to **start early** and **focus on your strengths**. Not all scholarships require high grades – think about key experiences that make you unique and stand out e.g. volunteer experience, studied abroad, started a business.



Additional resources



Labour Market Information

	Province	Website
Canada	National Labour Market Information	http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=outlook
	Alberta	https://work.alberta.ca/labour/labour-market-information.html
	British Columbia	https://www.workbc.ca/Labour-Market-Information.aspx
	Manitoba	http://www.gov.mb.ca/jec/lmi/index.html?
	New Brunswick	http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/LabourMarketInfo.html
	Newfoundland	https://www.gov.nl.ca/labourmarketinformation/insights/
	Northwest Territories	https://www.ece.gov.nt.ca/advanced-education/career-and-employment/career-labour-market-information
	Nova Scotia	http://novascotia.ca/lae/labour.market/
	Nunavut	http://www.gov.nu.ca/family-services/information/labour-market-information
	Ontario	http://www.tcu.gov.on.ca/eng/labourmarket/
	Prince Edward Island:	https://www.workpei.ca
	Québec	http://imt.emploiquebec.gouv.qc.ca/mtg/inter/noncache/contenu/asp/mtg941_accueil_fran_01.asp?Lang=ANGL
	Saskatchewan	http://economy.gov.sk.ca/LMI
Yukon	https://lmi.gov.yk.ca/	
International¹	Goinglobal	http://www.goinglobal.com/
	Jobs & Work Abroad	http://jobs.goabroad.com/

¹For the country you are interested in, you must check the country requirements for appropriate work visa information (this varies from country to country)

Other helpful resources



	<u>Title</u>	<u>Link</u>
Online Career and Education Planning Resources¹	myBlueprint Education Planner	www.myblueprint.ca
Career Planning Handbook	Alis Career Coach	https://alis.alberta.ca/pdf/cshop/careercoach.pdf
Canadian University and College Options	Canadian Universities	www.universitystudy.ca
	Canadian Colleges	www.collegesinstitutes.ca
Quebec CEGEP	English version	http://www.education.gouv.qc.ca/en/students-and-parents/
	French version	http://www.education.gouv.qc.ca/accueil/

¹You will need to obtain login information from your school



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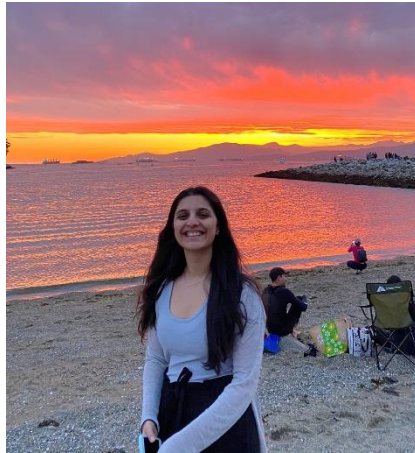
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