Module Overview

This module is designed to help clients understand the reasons for leaving a job and the appropriate procedures to follow. It also helps the client develop a career portfolio which can be used to documenting their skills and abilities and assist them in getting a job. This module is divided into three parts:

Part 1 – Leaving a Job
- Identifying reasons for leaving
- Resigning from a job
- Understanding benefit options
- Completing the job.

Part 2 – Collecting and Organizing Work Samples
- Choosing good work samples for use in a career portfolio
- Organizing work samples in a career portfolio.

Part 3 – Producing a Career Portfolio
- Creating documents for the portfolio
- Writing goal statements and a work philosophy
- Pulling together work samples, a résumé, and goals to create a finished career portfolio.

SUMMARY OF OUTCOMES

Service Code:
Life Skills Module 5: Leaving The Job

Component Description:
Completion of Chapter 6 of *The Family Guide to the American Workplace* and completion of the goal-setting exercise at the end of the chapter. Completion of Exercises 8 and 9 of the *Creating Your Career Portfolio Practical Exercises.*

Client's File:
Completed countersigned assessment documents:
- FG06
- PE08-09

Activities in this Module:

- Read Chapter 6 of *The Family Guide to the American Workplace*
- Complete end of chapter goal-setting exercise
- Update the Career Portfolio Planner (Exercise No. 1 in the *Practical Exercises*)
- Complete Exercises 8 and 9 of *Creating Your Career Portfolio Practical Exercises*
- Assemble a complete Career Portfolio using the *Portfolio Kit*
- Complete a skill development plan for "Leaving the Job" (end of chapter Goal-Setting Exercise).

**Note:
This module requires high interaction between the client and the provider**

Learning Objectives

After completing this module the client should be able to:

*( ) Assessment document that tracks the objective.

- Identify appropriate reasons for leaving a job (FG06)*
- Analyze reasons for staying on a job (FG06)
- Describe appropriate steps for resigning from a job (FG06)
- Explain the types of continuing benefits available to you from your employer when you leave a job (FG06)
- Identify ways to successfully leave your job (FG06)
- Explain the importance of properly leaving your job (FG06)
- Complete a skill development plan for "Leaving the Job" (end of chapter Goal-Setting Exercise) (FG06)
- Identify and select work samples for use in a career portfolio (PE08-09)
- Assemble a career portfolio for a target job (PE08-09).

Teaching Outline

Part 1: Read and Complete Chapter 6 of the Family Guide (Pages 85-97)

Chapter 6 — Leaving the Job

1. Considerations for Leaving a Job and Successful Job Change

Step 1: Have the client read FG Pages 85-90.

—Reasons for Leaving
—Reasons for Staying
—Steps to a Successful Job Change

Step 2: Questions for discussion with the client:

1. Have you ever left a job before? What were your reasons? How did it go, and could you have done it better?
2. Review the TANF policies on job resignation or job shifting. Discuss the importance of speaking with your FCC prior to resigning.
3. Why would you leave a job?
4. What are the pros and cons of leaving a job?
5. How would you tell your employer you were going to leave your job?

Step 3: Activity

1. Review voluntary quit penalties.
2. Write a sample letter of resignation.

2. Benefits / Finishing Up the Job

Step 1: Have the client read FG Pages 90-97.

—Understand Your Benefits
—Keeping Your Connections
—Finish Your Job
—Unemployment

Step 2: Questions for discussion with the client:

1. What benefits do think you will need after the job?
2. What benefits can you take with you after you quit a job?
3. What does "finishing your job" mean to you?

Step 3: Activities:

1. Role play a conversation with your boss about leaving the job. The focus of this exercise is to reinforce the idea of keeping good connections with your former employer and networking.
2. Identify all the personal and professional benefits to leaving a job properly.
   - You maintain your benefits
   - You are in good standing with the company you left
   - You have your next job already secured
   - You gave proper notice
   - Changing jobs did not interrupt your personal life (i.e., you had income)
   - You improve or maintain your self-respect.

3. Complete Goal-Setting Exercise: (FG Pages 96-97)

Step 1: Fill out the table on Page 97.

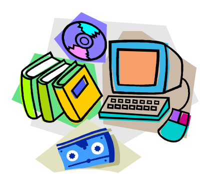
Step 2: Transfer appropriate skills to Exercise No. 1 in *Creating Your Career Portfolio Practical Exercises.*

Step 3: Discuss these goals with the client.

Additional Resources for Part 1:

(See Appendix B and the website for more details)

- Sample letter of resignation (website)
- www.soyouwanna.com - resigning from a job.



Part 2: Complete Exercise #8 — Gathering, Sorting, and Refining Work Samples in the Practical Exercises book (PE Pages 56-58)

Exercises 8 and 9 work together with the goal of having the client organize their work samples and put together a career portfolio. PE08-09 is the combined assessment form for Exercises 8 and 9.

Step 1: Read the overview/goals and instructions for Exercise No. 8, Pages 56-58 with the client.

Step 2: Discuss with the client:

- Look at the contents of the *Portfolio Kit*. It contains a binder, 10 sheet protectors, and one sheet of business cards.
- The client will sort his or her work samples into skill areas. The areas should be related to the job he or she is looking for. See the examples on PE Page 57.
- The client should use Exercise No. 1 and his or her résumé to help determine what work samples to use.
- See Appendix B for more details on work samples.
- **How do you decide which samples to use?** Look at the job ad to see what samples would be most effective. When choosing work and service samples, ask:
  - What skills is the employer looking for?
  - What is your best work?
  - Which samples show the most skills?
  - Which work samples are the most interesting to you?
  - Do you have any samples that have pictures or graphics?
  - Can you talk about your samples?
- **Using the sheet protectors —** The client should put their work samples in the sheet protectors, using both sides of the protector. You may want to offer the client more sheet protectors if needed. The client should choose only his or her best work samples that an employer would be interested in seeing.
- **Using the blank business cards —** Use the cards to create an overview card for each work sample. The card is placed inside the Page protector of the first Page of the sample, and helps the reader remember what he or she is looking at and why it is important. The cards should be neat and readable. Each card should include:
  - A title for the work sample
  - A brief description of the sample
  - The date created
  - A keyword list of the skills shown in this sample.

Sample overview card

Walk for the Cure Thank You Letter
I coordinated and managed all the volunteer helpers and their assignments
Summer 2003
Skills – Organization, Management, and People skills

- **About tabbed areas:** The exercise directions discuss the use of tabs to separate work samples. The basic *Portfolio Kit* does not contain tabs. You can purchase stick-on tabs to use in the portfolio, or make sure you include the skill area on the overview card.

Step 3: Have the client complete the exercise.

Step 4: Review the exercise with the client.

Discussion Questions:

1. What additional skill areas could you use?
2. How did you decide on your tabbed areas?
3. How did you choose what work samples to include?
4. How will you collect work samples in the future?
5. How did you use your overview cards?

Step 5: Activity:

1. Put your work samples in the order you might want an employer to view them.

Additional Resources for Part 2:

(See Appendix B and the website for more details)

- Information on work samples
- Video on creating a career portfolio
- Book: *Creating your Career Portfolio: At a Glance Guide*
- Sample letter of recommendation
- Sample portfolio elements (website).

Part 3: Complete Exercise No. 9 — Assembly Checklist in the Practical Exercises book (PE Pages 59-60)

The client will use this exercise to check off items as they go into his or her career portfolio. The client will also create a statement of originality, work philosophy, and career goals.

Step 1: Read the overview/goals and instructions for Exercise No. 9, Pages 59-60, with the client.

Step 2: Discuss exercise with the client:

- Review the checklist and the items to be included in the portfolio.
- The client should create a **statement of originality**. This one-Page, typed sheet should be placed at the beginning of the portfolio. It states the portfolio is the client's work and should not be copied. The following statement can be used:

Statement of Originality and Confidentiality

This portfolio is the work of (Client's Name**)**. Please do not copy without permission. Some of the exhibits, work samples, and/or service samples are the proprietary property of the organization whose name appears on the document. Each has granted permission for this product to be used as a demonstration of my work.

- The client should create a **work (management) philosophy**.
  A **work philosophy** is a statement of your beliefs about yourself, people, and your outlook on life in your career field. Your work philosophy is often used by an

interviewer to see if you match a company's corporate culture. After reading this statement, a potential employer should know whether you would fit the "style" of the organization. The work philosophy should have three to five short statements.

Here's a sample work philosophy:

Sample Work Philosophy

Work Philosophy

- The customer always comes first.
- Having a good attitude makes the day go well.
- I want to be part of a winning team.
- Everyone should be treated with respect.

- The client should create a list of **career goals**. Refer back to FG Chapter 2 where the client develops their goals.

  The goals in a portfolio should focus on what the client wants to accomplish over the next several years. **The client should plan goals for two to four years from now —** When writing goals, have the client think ahead: What do you want to be doing in two years?

  Goals should be specific enough that the client will know when they have been achieved. Goals are usually measured in terms of time, money, and resources.

  Too broad:
  "To get a good paying job."

  Good:
  "To develop my computer skills by attending a class on
  Microsoft Word by July 2004."

  Tell the client to keep goals professional and related to their career. Here is a sample:

Sample Goals

Goals

- To achieve a pay level increase in six months
- To begin creating product displays within one year
- To learn how to use Microsoft Access to track merchandise
- To earn the customer service award.

- A career portfolio represents what the client can do. It should look professional, be neat and organized, and free of spelling and typing mistakes. Remember it is an extension of themselves. It's their work – make it look good!

Step 3: Have the client complete the exercise.

Step 4: Review the exercise with the client.

Discussion Questions:

1. Explain why the Statement of Originality is important.
2. Tell me about your work philosophy.
3. What are your plans for meeting the goals you set?
4. Does your finished portfolio feel good to you? Why or why not?

Step 5: Activities:

1. Complete your résumé if you have not already done so.
2. Role play an interview situation where you would use the portfolio.

Step 6: Complete assessment document PE08-09 and place it in the client's file.

Additional Resources for Part 2:

(See Appendix B and the website for more details)

- Video on creating a career portfolio
- Book: *Creating your Career Portfolio: At a Glance Guide*
- Sample work philosophy and goals (website)
- End of chapter Goal-Setting exercises from the *Family Guide.*

Completing the Module

See Appendix A for the assessment documents which need to be completed and signed with the client. Be sure feedback from the client has been included in the assessment document. Include all assessment documents in the client's file.

Notes: