

Prior Preparation Prevents Poor Performance

THE KASH PRINCIPLE

K (Knowledge) = awareness and understanding gained through your experiences, your discoveries and what you have learned through all of your educational opportunities. *Knowing yourself is the beginning of knowledge.*

"Knowledge is Power" Francis Bacon

A (Attitude) = a state of mind - the way in which we carry ourselves. We have the choice to carry a positive or negative attitude. A positive attitude is behavioral, it means conveying optimism, generosity, support, and enthusiasm in your expressions, gestures, words, and tone. *Ask yourself, what type of attitude do I want to associate with?*

S (Skills) = something about us that we have perfected, like our hand-eye coordination, our ability to communicate with others, our organizational skills, our problem solving skills, our time-management skills, computer skills and much more.

H (Habits) = a pattern of behavior acquired through repetition which can be – good or bad. Attendance at work = a personal alarm clock called responsibility. Traits to live by, the process of doing; how you use your time; how effective & productive is your work; are you reliable; takes initiative & can work independently. **"Every Job is a Self-Portrait of the Person who did it. Autograph Your Work With EXCELLENCE!"**

"Your knowledge and skills can get you a job,

Your attitude and habits will determine whether you keep your job!"

As you leave today I want each of you to promise me something – will you do that for me? This will be a promise between us that I hope you will carry with you the rest of your life and make it the foundation you "stand on" & "stand for" and that is to carry out our MOTTO - to:

ALWAYS DO YOUR BEST

Because

How I do anything is how I do everything

Prepared By Marc Changnon

*Now go back to #6 on attached
sheet!*

Attributes that Lead to Success

Successful people usually have certain attributes, combined with a confident approach to life, that assist them in achieving success in their lifetime.

1. One important point that many people fail to realize is that they need a positive view of themselves. You better like that person looking back at you in the mirror. If you don't believe in yourself how can you believe in your goals and future?
2. Learn to overcome failure and setbacks. It is not how often you get knocked down it is how many times you get back up.
3. Try and spend as much time as you can with positive and successful people. "If you want to fly with eagles don't associate with turkeys".
4. Set goals for yourself and a plan of action to reach your goals. No your obstacles and how to over come them.
5. Time Management – you must learn to manage your time effectively. Find a method that works for you and once you do then do it. Follow the KASH principle, (Knowledge + Attitude + Skills + Habits). Your knowledge and skills will get you a job, your attitude and habits will keep you employed.
6. When you are around others try and show honest (not fake) enthusiasm. We are all salespeople!!!!!!!!!! Did you know enthusiasm is 51% of every sale made! You can either choose to be positive and enthusiastic or negative. Who do you like being around?
7. Communication skills – today the number #1 skill/ability that employers want. The ability to: write effectively, to speak clearly, read and comprehend and to listen. The difference in the speed one climbs the ladder of success is usually linked to these skills.
8. Present a Good Image!!!! Not just your dress and appearance but I am a confident and capable individual and I have excellent interpersonal skills.

HOW TO TALK ABOUT YOUR CAREER OR PROFESSION

The following questions will give you an idea of what the student hopes to learn during his or her career experience. The student may be very quiet when he or she first arrives at the workplace. It can be intimidating and overwhelming to interact with adults who are not parents or teachers. The list below will give you something to talk about while the student becomes comfortable. Please feel free to add anything to these questions you feel is relevant to your career or profession.

CAREER DEVELOPMENT

- Where and when did you get your start in this field?
- What is your current job description?
- What are your key work tasks?
- What are the prerequisites for your job?
- What are some entry level job opportunities in your field?
- How is performance measured in your field?
- What are the rewards for high performance?
- What do you like and dislike about your job?
- What is your biggest work challenge?
- If you could start your career over, what would you do differently?
- What is the degree of opportunity for men and woman in your field?
- What are the current employment projections for your field?
- What are your five and ten year career goals?

EDUCATION

- What specific aptitudes will help someone become successful in this field?
(math, science, decision-making, critical thinking, leadership, communication skills)
- What high school courses would help someone prepare for this field?
- What kind of additional education will be needed?
(technical school, community college, 4 year university)
- How will additional education affect someone's earnings, promotions, and job opportunities?

EXPERIENCE

- In your field, how long does it take to be considered an "experienced" employee?
- Is experience measured by time or by performance?
- Are there activities (part-time job, clubs) that will help to develop skills in this career field?

LIFESTYLE

- How has your career affected your lifestyle?
- Do you have enough time for your family, friends, and leisure activities?
- In your field, how do the benefits and rewards outweigh the stresses and challenges?

The Five Pillars of Personal Success

Personal Success is achieved when a person feels a sense of ownership or responsibility for their future. When a person is able to identify their strengths they then feel a sense of increased confidence which leads to a willingness to accept responsibility.

Personal Success has no room for procrastination. Having a sense of urgency is critical to a person's success and learning the value of a deliberate, well-planned action plan is a key.

Personal Success requires a person to seek knowledge and then apply that knowledge. Learning by doing is the most effective and long lasting method that a person can implement, because practicing a skill gives a reality to the process that can not be achieved simply through the transfer of information.

Personal Success will only be achieved through a commitment to lifelong learning. Learning how to access information, to network, and to problem solve are long lasting, transferable skills essential in today's fast paced, high-tech world of work.

Personal Success will only come if a person has the motivation to stay focused on achieving the four items stated above in a consistent manner.

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STEPS IN THE CAREER DECISION MAKING PROCESS

First: Think about and write down characteristics about yourself, specifically in the areas of your interests, skills and abilities, values, goals, and most importantly your personality type. When an individual develops this kind of self-knowledge, he or she will have gained an understanding of himself or herself that he or she can take with him or her into any situation during any time of his or her life and in any job or role he or she may hold.

Second: Learn about the world of work through practical experiences (career guest speakers, informational interviews, career mentoring, and internship opportunities) in the library, in local career centers and through web research.

Third: Narrow down your list of career options by evaluating the positives and negatives of each possibility, specifically starting with discovering your personality.

Fourth: With the career options that remain on your interest list, you now need to do more in-depth research and set up informational interviews with a variety of individuals in the career field you want to pursue.

Fifth: Evaluate the career options that remain in light of your self-knowledge that you established in step one. Consider whether each possibility is a good fit with your unique skills and abilities, interests, values, life goals and your personality.

Sixth: Make an initial choice of a job that you want to pursue and the post-secondary education that this job will require.

Seventh: Plan and set milestones or goals in order to work toward that choice, such as the choice of courses or training program you need to get started.

Eighth: Take action on your choice. Apply for appropriate jobs, interview, and obtain, if you have to, a part-time position in your career field of choice.

Ninth: Become thoroughly involved in the day-to-day activities of that career position learning all you can about the pros and cons of the job. Is what you thought it would be or is not what you thought it would be?

Tenth: It is time to re-evaluate your initial career choice! If it is a good fit (you are feeling a sense of passion for the career), continue to make plans to continue in that career choice. If it is not a good fit, you will need to recycle through steps 3-9 and review other options that you established in step three. The better the fit, the more a person is likely to find a productive and satisfying career.

Career Decision Activity Summary

- I. Gather and focus self-knowledge, starting with discovering your personality type.
- II. Decide on a few (2-3) career options.
- III. Gather information about the potential career options.
- IV. Compare what you know about yourself with what you know about the career options to see what feels and looks like the best fit.

“Focus on finding a career that FITS you because what you focus on determines your future.”