

SECTION:

1.1 Deal With Stress

SUGGESTED TIME: 30 Minutes

TRANSPARENCIES:

T-1.1-1 Objectives

T-1.1-2 What Is Stress?

T-1.1-3 Stress as a Part of Living

T-1.1-4 Coping with Stress

PARTICIPANT OBJECTIVES:

- Recognize the importance of developing a stress reduction plan

1.1 DEAL WITH STRESS (Page 2)

1. Display T-1.1-1 and review objectives.
2. Ask the class: "What do you think of when you hear the word 'stress'?" and/or "What stressful changes are you anticipating from your transition?"
*Record participant responses on chart paper. Display T-1.1-2.
3. You might want to use the "Stress Checklist" during this time. This item is available on the TAP Facilitator website.
4. Display and discuss T-1.1-3.

KEY POINTS

- We are programmed to react to change with fear and stress. All transitions cause stress: graduating from high school; marriage; joining the military; etc.
 - Transition and job search cause a great deal of stress that can be reduced if recognized and dealt with effectively.
 - We know that stress is a normal part of life. We must pay careful attention to ourselves and seek professional help when needed.
5. Display T-1.1-4.
 6. For additional information on stress management and other topics, please refer to the facilitator website.

SECTIONS:

1.2 Create a Career Catalog

NOTES

1.3 Identify Strengths and Challenges Arising From Military Experience

1.4 Analyze Your Skills

SUGGESTED TIME: 1 HOUR

TRANSPARENCIES:

T-1.2-1 Objectives

T-1.2-2 Types of Records Chart

T-1.2-3 Master Application

T-1.3-1 Veterans' Employment Strengths

T-1.3-2 Veterans' Employment Strengths

T-1.3-3 Veterans' Employment Challenges

PARTICIPANT OBJECTIVES:

- Gather the information and records you need in order to create a resume, fill out a job application, and prepare for a job interview
- Deal effectively with the strengths and challenges arising from military experience
- Identify your transferable skills that can be used in a variety of jobs

1.2 CREATE A CAREER CATALOG (Page 5)

1. Display T-1.2.1 and discuss objectives.

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20 Personal Appraisal

2. Ask: "What information and records are needed for a Job Search?" Record on chart paper.
2. Display and Compare T-1.2-2 with the list generated by the class and discuss reasons for including each item.
3. Discuss page 5, the importance of assembling information for resumes, applications and interviews.

KEY POINT

- Taking the time to assemble the necessary information and records will save time and frustration. They will need the items suggested for creating a resume, filling out a job application, developing answers for interview questions and to complete forms such as the I-9.
4. Discuss pages 7-13 using T-1.2-3. Emphasize how creating a master application will help keep you organized and make it easier to complete job applications. Explain how to complete each section and to include volunteer work or experience. Discuss using customer service in the area of Other Information. If possible allow time for participants to complete the master application.

ACTIVITY

1.3 IDENTIFY STRENGTHS AND CHALLENGES ARISING FROM MILITARY EXPERIENCE (Page 14)

1. Ask the class to list and discuss strengths and challenges of military experience. Record their answers.
2. Display T-1.3-1, 2 & 3. Discuss any items not included on class list.

KEY POINT

- It is important to look honestly at what your own personal strengths are and to recognize that challenges are what an employer may perceive and therefore must be addressed.

(See Discussion Notes on the following pages of this section.)

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DISCUSSION NOTES

VETERANS' EMPLOYMENT STRENGTHS (Page 14)

1. **Leadership training** — Regardless of your rank, you have probably had an opportunity to be a leader. Leadership training in the civilian world is costly and not as widely respected. Employers know that military leadership training is both intense and extensive, assuring them that you are experienced and qualified in this area.
2. **Ability to conform to rules and structure** — Military life demands conformity. Employers can be assured that you understand the importance of rules and that you are disciplined.
3. **Ability to learn with advanced training** — Military training is respected by many in the civilian work force because it is intensive. You are well trained and can advance with further training.
4. **Familiarity with records** — The military requires you to account for all of your equipment as well as your time and actions.
5. **Ability to work as a team member and a team leader** — In the military, you have developed the ability to work in close coordination with your co-workers. Employers may appreciate your ability to lead when asked, or to participate in team efforts concertedly.
6. **Ability to work in a diverse group** — In the military you worked productively with others, regardless of their race, religion, age, etc. Civilian life also demands this ability, and employers appreciate that they can count on you to participate with all team members.
7. **Ability to work under pressure and meet deadlines** — By the nature of its mission, the military requires that you learn to work under pressure. Employers are aware that you have handled potentially life-or-death scenarios. Military experience establishes that you are able to cope with frustration and fatigue, and employers want employees who persevere despite obstacles.
8. **Systematic planning** — Most military operations require careful planning at all levels. You have been trained to consider outcomes carefully. Employers want employees who are forward thinking and keep unwanted outcomes to a minimum.
9. **Emphasis on safety** — The military requires safety training and maintenance. You have safety training that is among the best available and ensures that an employer can count on you to work safely.
10. **Ability to give and follow directions** — You have proven your ability to follow directions well, simply by being in the military.
11. **Drug-free** — Many employers are interested in providing a drug-free workplace and therefore appreciate the fact that you are certified drug-free by the military.

12. **Maturity** — Think about the responsibilities and experiences you gained from the military. You have not taken your responsibilities lightly, and bring focus and flexibility to tasks.

13. **Security clearance** — Being in the military might make it easier for you to obtain a clearance for government contracting and for employment with the federal government. These clearances are highly prized in certain civilian fields.

14. **Initiative** — You have been trained to pitch in and help wherever opportunities exist. Employers know that you look for such opportunities.

15. **Problem-solving** — Military experience connotes that you are experienced with complex challenges. Civilian employers count on veterans to consider situations, explore alternatives, overcome obstacles and suggest/implement improvements.

16. **Minimized need for supervision** — You are skilled and conscientious. Veterans are used to having work to do on their own, and do not require excessive prompting. You understand the importance of accountability.

CHALLENGES

1. **Communication** — The military talks in acronyms. You must learn to describe your military experience in civilian terms. Interaction in the military is often very formal. In civilian life, you should get used to being called by your first name and also avoid addressing your superiors as Sir or Ma'am.

2. **Stereotypes** — It may be necessary for you to overcome stereotypes some employers hold about the military:

- That you always follow orders so you don't have to think for yourself;
- That you are lazy; and
- That you don't want to work hard.

3. **Unrealistic Expectations** — You may have to adjust your thinking on the type of job you can qualify for and the salary you can expect. Despite your military experience, you may be expected to work your way up and may have to take a lower level job than you are actually qualified for. It may be difficult for you to adjust to living on the wages or salary you are likely to be offered by an employer. You are used to a relatively small paycheck in the military, but you also have certain benefits and privileges you won't have in civilian life.

4. **Credentials** — While you may have extensive training in a particular field, making the transition into an equivalent civilian position may require state and/or local licensing or certification. When planning your transition, consider carefully the time and/or investment required to obtain necessary credentials.

1.4 ANALYZE YOUR SKILLS

(Page 17)

1. Discuss importance of analyzing skills in all areas.
2. Discuss concept of transferable skills. Explain that it is important to look at specific job skills, not just job titles.
3. Have participants complete the transferable skills inventory beginning on page 18.
4. Ask the group to choose a common military MOS. Ask the group to brainstorm specific skills that someone with this experience would have. Record on chart paper if available.

KEY POINT

- Point out each person may have skills that qualify him or her for different jobs but they have to learn to relate their skills to each job. In a job interview, if they can discuss exactly how their skills can be transferred to an available job, they will be a stronger candidate.

Some examples of transferable skills are:

Accounting	Computers
Construction	Education
Electronics	Engineering
Financial administration	
Foreign languages	
Law enforcement	

5. Ask the group the importance of identifying skills they enjoy and would like to use in their next position.
6. Discuss page 22 and point out how once they have completed this form it will be a valuable tool when creating a resume.

See the facilitator website for suggested resources that discuss transferable skills.

The participant website also offers links to various resources on skills analysis.

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SECTIONS:

1.5 Determine Your Work Preferences

1.6 Analyze Work Related Values

SUGGESTED TIME: 1 HOUR

TRANSPARENCIES:

T-1.5-1 Objectives

PARTICIPANT OBJECTIVES:

- Identify your work-related values
- Determine your personal preferences
- Explain why your work-related values and preferences are important in making job decisions

ACTIVITIES

1.5 DETERMINE YOUR WORK PREFERENCES (Page 23)

1. Discuss importance of understanding your work preferences in order to find employment with maximum satisfaction.
2. Require the class to answer questions on pages 23-25.
3. Ask several people how they answered specific questions and why.

KEY POINT

It is not possible to find a job that satisfies you without first understanding your own personal preferences. Try to meet as many work preferences as you can and still meet your basic needs.

4. Summarize by asking that the participants keep these preferences in mind when exploring and evaluating careers.

Links to more information about choosing careers are available on the facilitator website.

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1.6 ANALYZE WORK RELATED VALUES (Page 26)

1. Discuss importance of knowing your work-related values in order to avoid work situations that cause conflict in your personal and professional life.
2. Ask class to brainstorm their work-related values. Record on chart paper and compare to the list on page 26.
3. Require class to rate values on page 26.
4. Ask several people how they rated specific values and how they arrived at each rating.
5. Emphasize the importance of finding a career that is in line with personal work values.

KEY POINT

- As life circumstances change, work related preferences and values also change. For example, the importance of job security may increase as their family responsibilities increase; or involvement in decision-making may take on more importance as they gain experience and competence.

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