



## MODULE 5

---

# Trade & Clean-Energy Career Readiness

*“Don't Just Get Hired. Build a Career.”*

*Adapted from the “Journey Up: Workforce Foundations” Learner Workbook (WF-1.0-RC1) — Journey Forward Life Skills Curriculum.*



# From Everything You've Built to a Real Plan

- ✓ Reliability, communication, finances, and self-advocacy support this step.
- ✓ Many workers stall not from lack of skill, but lack of a plan.
- ✓ Legitimate opportunities require careful verification.
- ✓ By the end: you'll have a 12-month advancement plan.



## LESSON 1

# Career Pathway Map

## What Does “Career” Actually Look Like for You?

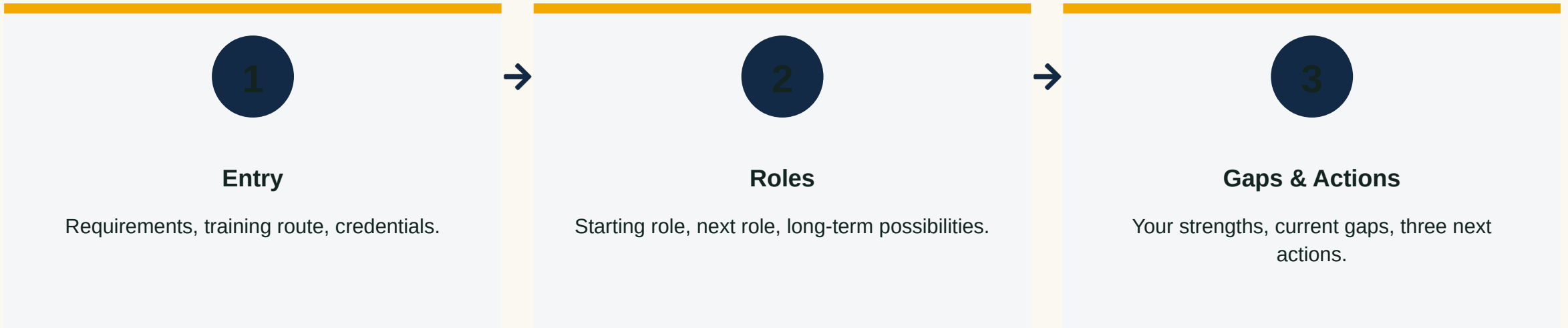
- ✓ Most people plan their next job, not their career.
- ✓ A pathway map shows entry point through long-term possibility.
- ✓ Knowing the path helps you evaluate any opportunity.
- ✓ Today: map your own trade or clean-energy pathway.

## THE HOOK & CONCEPT



# Entry to Long-Term, Mapped Out

## DEEP DIVE & FRAMEWORK





# Sample: Entry-Level to Journeyman Electrician

PRACTICAL APPLICATION / EXAMPLE

|                       |                                               |
|-----------------------|-----------------------------------------------|
| <b>Starting role:</b> | Apprentice; Next role: journeyman electrician |
| <b>Strength:</b>      | Hands-on mechanical aptitude                  |
| <b>Gap:</b>           | No OSHA 10 certification yet                  |

*Draft your own Career Pathway Map for a real target occupation.*



## LESSON 1 RECAP

# Career Pathway Map

### KEY TAKEAWAYS



A pathway map reveals gaps you can act on now.



Long-term possibilities should inform today's decisions.



### QUICK KNOWLEDGE CHECK

**What's your biggest gap right now?**

*Exercise: Name one action that would close that gap.*



## LESSON 2

# Opportunity Verification

### THE HOOK & CONCEPT

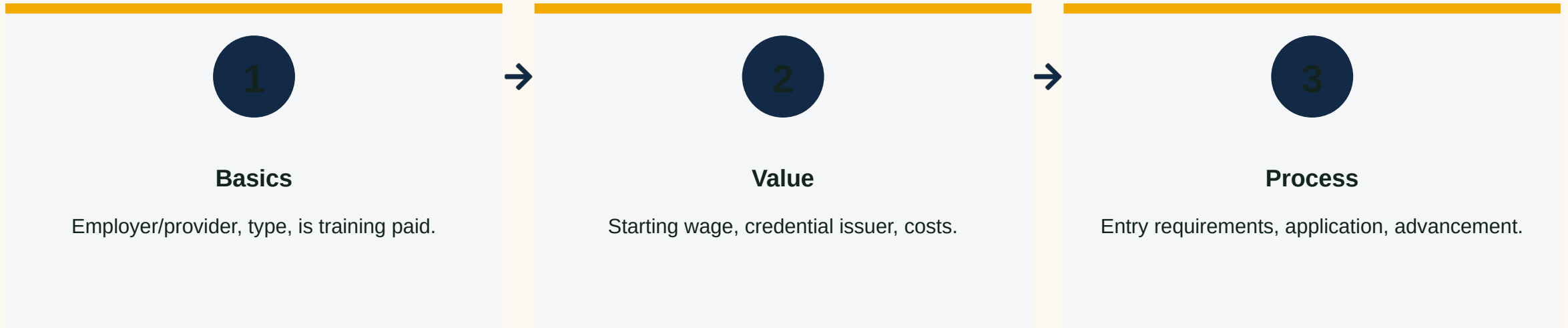
## Not Every “Opportunity” Is What It Claims to Be

- ✓ Some job and training offers misrepresent costs or outcomes.
- ✓ A legitimate opportunity can answer basic questions clearly.
- ✓ Verification takes minutes; a bad decision costs months.
- ✓ Today: learn to verify before you commit.



# Ten Questions Before You Commit

## DEEP DIVE & FRAMEWORK





# Sample: Solar Installer Training Offer

PRACTICAL APPLICATION / EXAMPLE

|             |                                            |
|-------------|--------------------------------------------|
| Type:       | Paid apprenticeship; \$16/hr starting wage |
| Credential: | NABCEP-aligned, accredited provider        |
| Unanswered: | Exact apprenticeship completion timeline   |

*Verify a real opportunity you're considering or a sample provided.*



## LESSON 2 RECAP

# Opportunity Verification

### KEY TAKEAWAYS



Verification protects your time and money.



An unanswered question is a next step, not a dead end.



### QUICK KNOWLEDGE CHECK

**What are three warning signs of a bad offer?**

---

*Exercise: Verify one real opportunity before your next session.*



LESSON 3

## Résumé Targeting Sheet

THE HOOK & CONCEPT

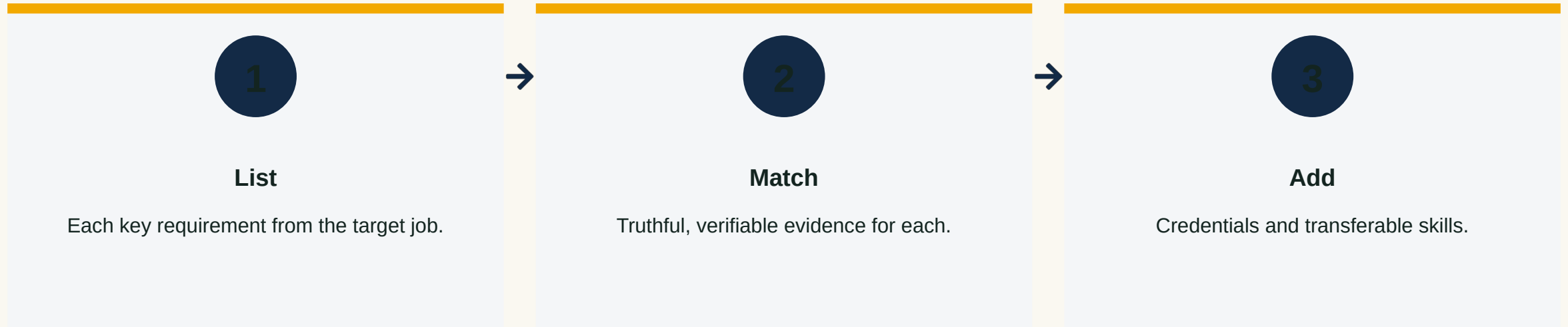
# Your Résumé Should Answer One Question

- ✓ A generic résumé forces employers to guess.
- ✓ A targeted résumé matches requirements to evidence directly.
- ✓ Truthful, specific evidence beats vague self-description.
- ✓ Today: target a résumé to one specific job.



# Requirement → Truthful Evidence

## DEEP DIVE & FRAMEWORK





# Sample: Matching Requirements to Evidence

PRACTICAL APPLICATION / EXAMPLE

|                            |                                            |
|----------------------------|--------------------------------------------|
| <b>Requirement:</b>        | Comfortable working at heights             |
| <b>Evidence:</b>           | Two years roofing experience, no incidents |
| <b>Transferable skill:</b> | Restaurant shift lead, fast-paced teamwork |

*Complete a targeting sheet for a real job posting.*



## LESSON 3 RECAP

# Résumé Targeting Sheet

### KEY TAKEAWAYS

- ✓ Match every requirement to specific, truthful evidence.
- ✓ Transferable skills count, even from unrelated jobs.



### QUICK KNOWLEDGE CHECK

**What transferable skill did you almost overlook?**

*Exercise: Update your résumé to target one real opening.*



## LESSON 4

# START Interview Evidence Bank

## Stop Guessing What to Say in Interviews

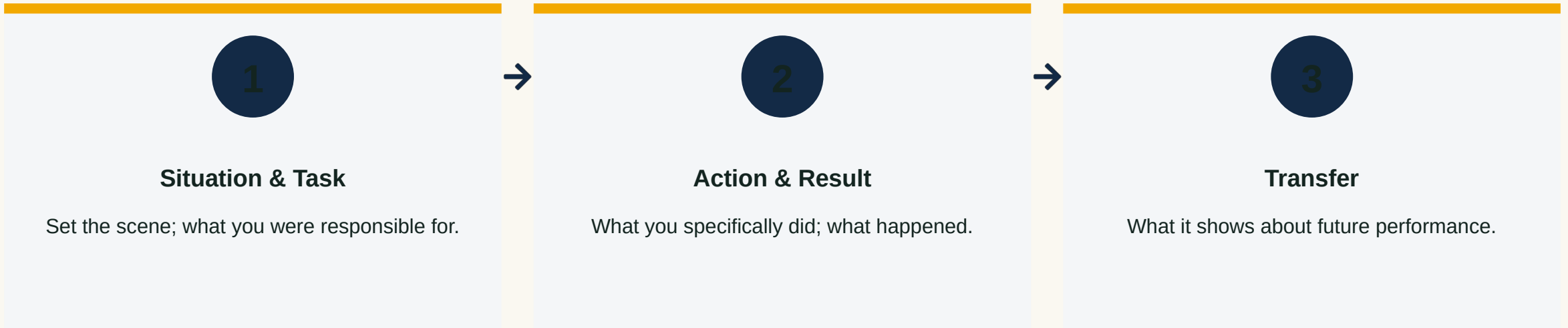
- ✓ Interview answers shouldn't be improvised on the spot.
- ✓ Real stories prove skills better than claims do.
- ✓ Preparation reduces nerves and improves clarity.
- ✓ Today: build five interview stories using STAR/START.

## THE HOOK & CONCEPT



# Situation → Task → Action → Result → Transfer

## DEEP DIVE & FRAMEWORK





# Sample Story: Covering a Coworker's Shift

PRACTICAL APPLICATION / EXAMPLE

|                        |                                             |
|------------------------|---------------------------------------------|
|                        |                                             |
| <b>Situation/Task:</b> | Coworker's family emergency mid-shift       |
| <b>Action:</b>         | Reprioritized my work, finished both safely |
| <b>Transfer:</b>       | Shows I stay flexible under real pressure   |

*Draft one story now and plan to complete the remaining four.*



## LESSON 4 RECAP

# START Interview Evidence Bank

### KEY TAKEAWAYS



Real stories beat rehearsed claims every time.



'Transfer' connects your story directly to the job.



### QUICK KNOWLEDGE CHECK

**Which of your five stories is strongest right now?**

---

*Exercise: Practice telling one story out loud today.*



## LESSON 5

# First-Day Readiness Checklist

## First Impressions Are Made Before You Say a Word

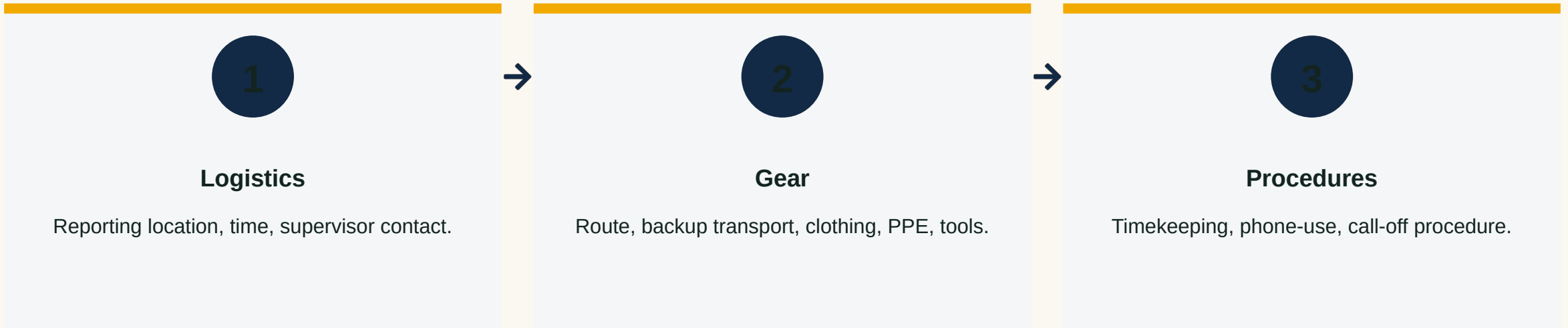
- ✓ Small unknowns cause outsized first-day stress.
- ✓ Confirming details early prevents a rocky start.
- ✓ A prepared first day builds instant credibility.
- ✓ Today: build your own first-day readiness checklist.

## THE HOOK & CONCEPT



# Confirm These Before Day One

## DEEP DIVE & FRAMEWORK





# Sample: Confirmed and Unconfirmed Items

PRACTICAL APPLICATION / EXAMPLE

|                           |                                             |
|---------------------------|---------------------------------------------|
| <b>Confirmed:</b>         | Reporting location, PPE, supervisor contact |
| <b>Still unconfirmed:</b> | Exact timekeeping app to use                |
| <b>Action:</b>            | Text supervisor this week to confirm        |

*Complete your own checklist for an upcoming or hypothetical first day.*



## LESSON 5 RECAP

# First-Day Readiness Checklist

### KEY TAKEAWAYS



Confirming details early prevents first-day stress.



An unconfirmed item is a prompt to ask, not worry.



### QUICK KNOWLEDGE CHECK

**What detail do people most often forget to confirm?**

---

*Exercise: Send one question to confirm before your next start date.*



## LESSON 6

# Career Opportunity Tracker

## Untracked Opportunities Quietly Disappear

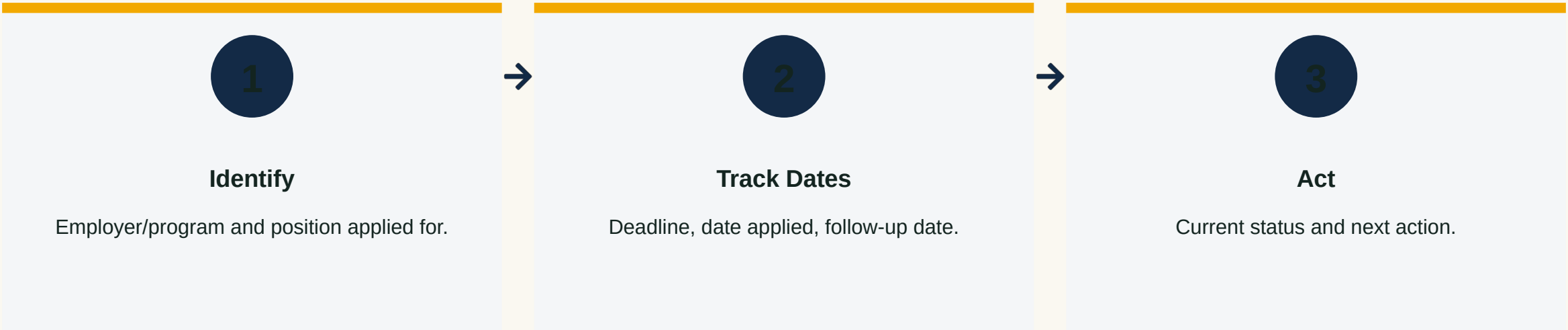
- ✓ Job searches often involve several applications simultaneously.
- ✓ Without tracking, deadlines and follow-ups get missed.
- ✓ A simple tracker keeps every opportunity visible.
- ✓ Today: build your own career opportunity tracker.

### THE HOOK & CONCEPT



# One Row Per Opportunity

## DEEP DIVE & FRAMEWORK





# Sample Tracker Entries

PRACTICAL APPLICATION / EXAMPLE

|                |                                     |
|----------------|-------------------------------------|
| Opportunity A: | Applied, follow-up in 5 days        |
| Opportunity B: | Interview scheduled, confirm attire |
| Opportunity C: | Deadline passed, mark closed        |

*Start your own tracker with real opportunities in progress.*



## LESSON 6 RECAP

# Career Opportunity Tracker

### KEY TAKEAWAYS

- ✓ A tracker prevents opportunities from being forgotten.
- ✓ Every row needs a next action, not just a status.



### QUICK KNOWLEDGE CHECK

**What happens to untracked opportunities?**

*Exercise: Add one real opportunity to your tracker today.*



## LESSON 7

# 12-Month Career Advancement Plan

## THE HOOK & CONCEPT

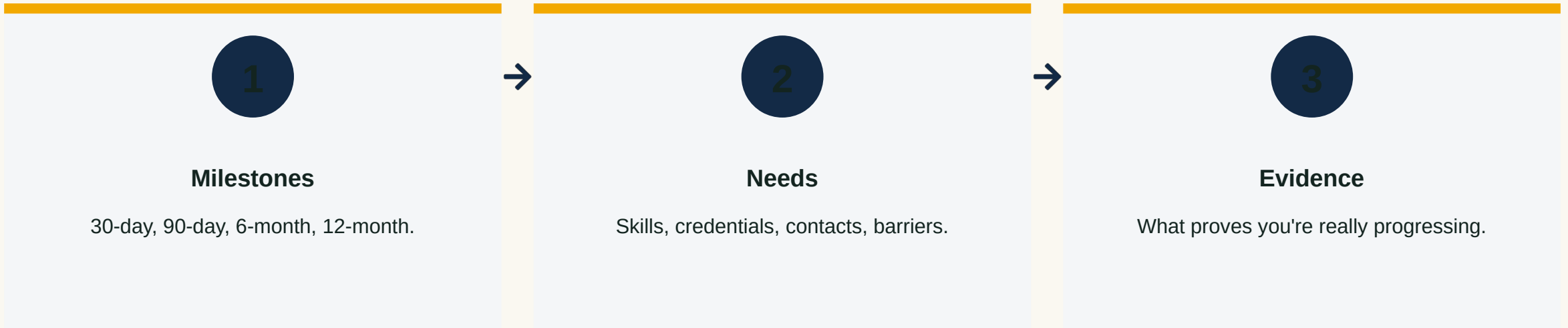
## Where Will You Be in 12 Months?

- ✓ A career goal without milestones rarely gets reached.
- ✓ Breaking a year into checkpoints makes progress visible.
- ✓ Evidence of progress matters more than staying busy.
- ✓ Today: build your own 12-month advancement plan.



# Milestones, Skills, Credentials, Evidence

## DEEP DIVE & FRAMEWORK





# Sample: Apprentice to Advancing Electrician

PRACTICAL APPLICATION / EXAMPLE

|                   |                                           |
|-------------------|-------------------------------------------|
| 30-day:           | Complete OSHA 10 certification            |
| 90-day:           | Request feedback from lead electrician    |
| 6-month/12-month: | Pass evaluation; on track for advancement |

*Draft your own 12-month plan using your Lesson 1 pathway map.*



## LESSON 7 RECAP

# 12-Month Career Advancement Plan

### KEY TAKEAWAYS



Milestones turn a big goal into manageable steps.



Real evidence of progress beats busyness alone.



### QUICK KNOWLEDGE CHECK

**What would count as real evidence for you?**

*Exercise: Set your 30-day milestone before next session.*



## LESSON 8

# Move the Career Forward (Capstone)

## Time to Take One Real Career Action

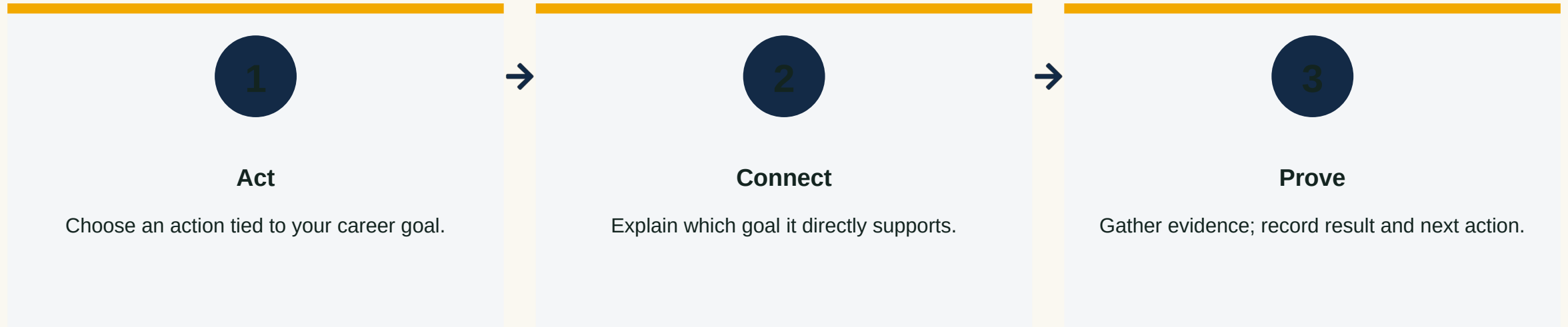
- ✓ You've mapped, verified, targeted, prepared, and planned.
- ✓ Now: take one concrete step toward your career goal.
- ✓ Momentum comes from action, not just planning.
- ✓ Today: commit to one action within 48 hours.

## THE HOOK & CONCEPT



# Act, Connect, Prove, Plan Next

## DEEP DIVE & FRAMEWORK





# Sample: Completing an OSHA 10 Module

PRACTICAL APPLICATION / EXAMPLE

|                 |                                        |
|-----------------|----------------------------------------|
| Action:         | Finished module 1 of OSHA 10 course    |
| Goal supported: | 30-day milestone from advancement plan |
| Next action:    | Complete module 2 within one week      |

*Draft your own commitment for the next 48 hours.*



## LESSON 8 RECAP

# Move the Career Forward (Capstone)

### KEY TAKEAWAYS



Getting hired is a milestone, not the finish line.



A career is built through repeated, planned action.



### QUICK KNOWLEDGE CHECK

**What's the difference between a job and a career?**

*Exercise: Name your very next career action.*



# What You Built in Module 5

- ✓ A career pathway map from entry to long-term goals.
- ✓ A method to verify opportunities and target your résumé.
- ✓ Five ready-to-use interview stories and first-day readiness.
- ✓ A tracker and a full 12-month advancement plan.



## Next: Digital Workplace Skills & Documentation

- ✓ Technology is part of the job, even in the trades.
- ✓ You'll practice professional digital communication and documentation.
- ✓ Spreadsheets, project trackers, and status reports.
- ✓ Same structure: learn, practice, demonstrate, apply.