

PLAN
YOUR CAREER
NOW!

THE SURVIVAL GUIDE
for the
AMERICAN WORKPLACE
and
A GUIDE TO EMPLOYABILITY
in the
21ST CENTURY WORKPLACE

By Roger Ingbretsen

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**THE SURVIVAL GUIDE FOR THE
AMERICAN WORKPLACE**

By Roger M. Ingbretsen Copyright ©2008

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*- From a declaration of principles jointly adopted
by a committee of the American Bar Association
and a committee of publishers -*

The information contained in this book is based on over twenty-five years of research and personal observation. It is presented as a challenge to all who read it to become engaged in developing and protecting our collective future, as well as their own. Welcome to the 21st Century American workplace

Roger M. Ingbretsen

TABLE OF CONTENTS

SECTION I

- Page 7. INTRO**
- Page 11. SOUND THE ALARM!**
- Page 16. CHANGE: ALWAYS PRESENT**
AND ...THE DEFINING WORD OF THE WORKPLACE
- Page 24. REALITY CHECK... REAL WORLD PREP 101**
- Page 34. COLLECTIVE PREPARATION FOR THE REAL WORLD**
- Page 43. DEVELOPING THE KNOWLEDGE WORKER FOR THE**
REAL WORLD
- Page 48. BUILDING A VISION FOR THE REAL WORLD**

SECTION II

- Page 53. UNDERSTANDING THE REAL WORLD OF WORK**
- Page 57. SPECIAL MESSAGE FOR THE “Y” GENERATION**
- Page 62. CHANGE: IT IS THE LAW OF LIFE...**
LEARN TO DEAL WITH IT!
- Page 72. “WIIFM” OR... WHAT’S IN IT FOR ME?**
- Page 76. STUDENTS...TAKE CONTROL OF YOUR LEARNING**
- Page 82. REQUIRED WORKPLACE CORE COMPETENCIES**
- Page 88. SELF-RELIANCE SKILLS**
- Page 92. PERSONAL RESPONSIBILITY**
- Page 95. A+B+C DETERMINES YOUR DESTIN**
- Page 100. DEVELOPING YOUR REPUTATION CAPITAL**

Plan Your Careers Now! Survival Guide for the American Workplace

Page 112. SUNRISE JOBS OF THE 21ST CENTURY

Page 119. HOT WEBSITES FOR CAREER & JOB INFORMATION

Page 125. “EMPLOYABILITY” TOOL KIT

Page 132. YOUR PERSONAL JOB INTERVIEW GUIDE

Page 145. STAYING EMPLOYED

Page 151. CALL TO ACTION

SECTION III

Page 161. GLOSSARY OF CAREER AND JOB TERMS

Page 173. CREATE YOUR PERSONAL “CAREER PORTFOLIO”

IMPORTANT NOTE:

The material in this eBook is extensive. To take advantage of this information will require **effort and commitment** on your part, as does anything of importance that yields **personal rewards**. Career planning is a critical process which will produce amazing results.

You may be tempted to go right to the chapters which interest you the most. The best way to proceed is to **take the time to read and fully digest the material in the order it is presented...** before taking the prescribed action steps. The first section will provide you a great background of the present world of work. **You will understand the "real world of work" and "career planning" perhaps as never before.** The second section is designed to help you to create your answers to important career development questions you will use both in your career search and on-the-job in your career.

Please do not feel you have to rush this process. However, it is critical that you set daily goals so that you keep your career action planning process fresh and moving at a pace comfortable for you. **Just like in sports – No pain, no gain.** Some days you will be able to devote large blocks of time while on other days you will only spend 15 – 30 minutes of effort. **The key is to set aside a realistic amount of time each day to invest in your career.**

I suggest you print a hard copy of this eBook so you can take it with you and make notes in the margins as you see fit. Underline the parts **you feel are important.** I promise that you will get lots of knowledge and inspiration as you go along. You can then go back to your down loaded copy and begin to answer and use the interactive material.

SECTION I

INTRO

SOUND THE ALARM!

CHANGE: ALWAYS PRESENT

AND ...THE DEFINING WORD OF THE WORKPLACE

REALITY CHECK... REAL WORLD PREP 101

COLLECTIVE PREPARATION FOR THE REAL WORLD

**DEVELOPING THE KNOWLEDGE WORKER FOR THE REAL
WORLD**

BUILDING A VISION FOR THE REAL WORLD

INTRO

There is a growing disparity between school and work and between the sunset jobs of yesterday and the sunrise jobs of tomorrow. Changes in the global economy, failure to update our current education system, the poor learning ability or lack of understanding by many American students, technology, and the need to develop a “knowledge-based” workforce, have combined to significantly limit the “employability” of millions of Americans.

The period of time between creating something and its obsolescence becomes shorter and shorter, including workers skills. Every 36 months the skills of many technology-related workers need significant updating. Our knowledge-based economy has created the obsolescence of many traditional industries most processes and a great deal of traditional education and training practices. This underscores the need to quickly develop new and innovative ways to create employable workers to remain competitive. China, the sleeping giant, is poised to compete with 800 million workers willing to work harder and longer for less money than the 100 million workers in the U.S. Global competition is real! Plan your careers now!

As demand for knowledge workers increases, we are faced with a national high school drop out rate of thirty percent and over fifty percent of students having to take remedial English or math courses sometime in their college career. At a time when we need to be preparing individuals for a “knowledge-based

Plan Your Careers Now! Survival Guide for the American Workplace

workplace” the average school year is 180 days or less, and little more than five hours a day of actual teacher – student classroom subject time is the norm. Add to this the millions of retiring baby boomers; it quickly becomes apparent **the number of “employable” workers is shrinking. “We are truly becoming a Nation at Risk.”**

“An aging society coupled with job growth will lead to a workforce shortage in the U.S. as severe as 7 million in 2009, 10 million in 2012, and 35 million in 2030. Many within the current and emerging workforce pool do not have the skills needed by employers. A “global war for talent” exists as developed and developing economies pursue workers with advanced skills.” Ed Barlow, Creating the Future, Inc.

Employers are discovering increasing numbers of High school graduates who cannot do “applied” math, perform basic measurements and fill out job applications. On the job, many college graduates are having difficulty writing clear concise reports. Although computer skills are generally good with the young generation of new workers, many rely on spell-check, not realizing the difference between words such as “there” and “their.”

“Plan Your Career Now! The Survival Guide for the American Workplace” is a wake up call for you to change – and in turn help change our culture. This message is presented as a challenge to all citizens to truly get serious about how we can prepare the next generation of workers for the present and future workplace.

But most importantly...How do YOU Plan for “Your Career!” The word **“Careers”** could have been substituted for the word **“Career”** in the title of this eBook. The days of working in one career for 30 years and retiring with a gold watch are virtually gone. **You will be faced**

with working in “several careers” before you reach retirement age. The workplace landscape is constantly changing and being reshaped, mainly by technology and the global economy. Also, your personal desire to do something different, will most likely contribute to your “many careers.”

Americans must immediately begin to acquire the workplace skills needed to protect our standard of living and strengthen our competitiveness. **Our survival depends upon our desire to gain the “relevant knowledge” required in the workplace!**

American students at all levels – as well as the employed and the unemployed – must acquire the “learning ability” and “workplace ability” required to get a job, keep a job, change careers, and maintain their employability skills, so they can collectively survive in the 21st Century global economy.

Very Important Point: As a society we have overrated grade-point average and obtaining a degree, rather than the ability to learn for a lifetime and the acquisition and understanding of relevant knowledge. With few exceptions, a high grade-point and a degree are valuable only if they are received for relevant subjects.

According to one study, “60 percent of employers’ question whether a diploma means students have learned applied academic basics.” Many employers put relatively low priority on candidates’ years of schooling and grade-point average. **A Very Important Point: What matters far more are the applicants’ attitude and work ethic, their ability to be flexible, continually learn new processes and equipment, and have the desire to apply what they have learned, so they can have a positive impact on the organizations ability to both survive and economically grow!**

Plan Your Careers Now! Survival Guide for the American Workplace

If you are a student, teacher or administrator, a parent, employed or unemployed, an employee or an employer... the information in this eBook will provide a powerful message for you personally.

If you are concerned, confused, alarmed or discouraged with what is happening in your work-life or your preparation for a job, **the information you are about to receive will have a major impact on your thinking and actions.**

It has been said people spend more time preparing for the wedding than for the marriage. **My research has found that most people spend more time preparing for a vacation than for their career!** My promise to you...Read and apply the information in this eBook, and you will be in position to make wise career choices and be ahead of your contemporaries and competition in the search for a rewarding career. **You are about to enter "the real world of work." You will receive survival information that will increase both your awareness and your employability!**