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# THE NON-FORMAL CAREER COUNSELING GUIDE



DEVELOPED BY



## **ADAPTED VERSION FOR STUDENTS WITH SPECIAL NEEDS**

### General Adaptation Principles (for facilitators)

- Use simple, short sentences
- Read instructions out loud
- Allow extra time
- Accept spoken answers, drawings, symbols, or stickers
- Offer one task at a time
- Use examples from daily life
- Avoid pressure: there are no right or wrong answers

## **INTRODUCTION**

This guide helps students learn more about themselves and think about their future in a friendly and practical way.

You will:

- learn what you are good at
- discover what you like
- understand what is important to you
- explore jobs and activities

All activities can be done:

- alone
- with a partner
- or in a small group
- with help from a teacher or facilitator.

The goal is not to choose a job now, but to get to know yourself better.

## WHO AM I? – THE PUZZLE SELF (ADAPTED)

**Objective:** To help students understand what they are good at / what they find difficult / what they enjoy doing

**Task:** You will complete a puzzle about yourself.

**Duration:** 10 minutes or more

**! Facilitator writes answers if needed**

# WHO AM I?

<b>I AM GOOD AT</b>	<b>I LIKE TO</b>	<b>I FEEL PROUD WHEN</b>
<b>I FIND IT HARD TO</b>	<b>I NEED HELP WITH</b>	

## CAREER INTEREST QUESTIONNAIRE (SIMPLIFIED)

**Objective:** to find out what kind of activities students like, not what they are good at.

**Task:** for each activity, choose ONE of the 3 boxes:

😊 <b>I like it</b>	Put X here if you WOULD LIKE to do this activity
? <b>Not sure</b>	Put X here if you DON'T KNOW if you would like it
☹ <b>I don't like it</b>	Put X here if you WOULD NOT LIKE to do this activity

**Duration:** 20 minutes or more

**IMPORTANT:** Don't think about whether you know how to do it. Just think: WOULD I LIKE IT?

### GROUP A

Activity	I like 😊	Not sure ?	I don't like it ☹
Work with tools (hammer, screwdriver)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair broken things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build or make things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with plants or animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work outside in the open air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive cars or machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Example careers:** mechanic, carpenter, gardener, electrician, builder, driver

**GROUP B**

<b>Activity</b>	<b>I like</b> 😊	<b>Not sure</b> ?	<b>I don't like it</b> 😞
Work with money and do calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work on a computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize files and documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep track of things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete forms and tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow precise instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Example careers:** administrator, accountant, computer operator, secretary, cashier, file clerk

**GROUP C**

<b>Activity</b>	<b>I like</b> 😊	<b>Not sure</b> ?	<b>I don't like it</b> 😞
Help children learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care for sick or elderly people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen to and help people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize activities for other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Example careers:** nurse aide, educator, counselor, social worker, instructor, physical therapy assistant

**GROUP D**

<b>Activity</b>	<b>I like</b> 😊	<b>Not sure</b> ?	<b>I don't like it</b> 😞
Study how things work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do experiments and tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solve complicated problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observe plants, animals, or objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in a laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discover how technology works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Example careers:** lab technician, biologist, research assistant, IT technician, analyst

**GROUP E**

<b>Activity</b>	<b>I like</b> 😊	<b>Not sure</b> ?	<b>I don't like it</b> 😞
Talk to people and sell products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead a group or team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convince people about something	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make important decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start new projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Example careers:** salesperson, manager, travel agent, event organizer, entrepreneur

**GROUP F**

Activity	I like 😊	Not sure ?	I don't like it 😞
Draw, paint, or sculpt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sing or play an instrument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write stories or articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take photos or videos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create decorations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make new and original things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Example careers:** artist, musician, photographer, designer, actor, decorator, craftsperson

## YOUR RESULTS

Your counselor will count the answers for each group.

### MY INTERESTS TABLE:

Group	Type of activities	How many 😊?	Result
<b>A</b>	Practical activities		
<b>B</b>	Numbers and computers		
<b>C</b>	Helping people		
<b>D</b>	Research and science		
<b>E</b>	Business and leadership		
<b>F</b>	Art and creativity		

How to interpret:

- 5-6 happy faces 😊 = You REALLY like these activities!
- 3-4 happy faces 😊 = You like these activities
- 0-2 happy faces 😊 = You don't like these activities much



## PERSONAL VALUES – WHAT IS IMPORTANT TO ME

**Objective:** to help students understand what matters most to them.

**Task:** choose 3 values

**Duration:** 10 minutes or more

### List of values:

**My family** - being close to family

**Friends** - having good friends

**Money** - having enough money

**Being my own boss** - having my own business

**Learning new things** - education is important

**Helping people** - being useful

**Adventure** - experiencing new and exciting things

**Creating** - making new things (art, inventions)

**Order** - everything being organized

**Nature** - being in nature

**Power** - leading and being respected

### The 3 things important to me are:

1. ....

2. ....

3. ....

## VOLUNTEER ACTIVITIES

**Objective:** to discover activities students might enjoy helping with.

**Task:** Ask students “Would you like to try this?” “Yes / No / Maybe”

**Duration:** 10 minutes or more



Waste collection  
(when you go for a walk)



Helping the elderly in your  
community



Recycling activities



Mentoring activities for  
children from social centers



Collecting and donating  
clothes to those in need



Volunteer at an animal  
shelter



Volunteer in a nursing  
home



Socialization with children  
from social centers

## MY CAREER PROFILE

**Objective:** to collect everything learned.

**Duration:** 30 minutes or more

### Who am I?

Things I am good at:

What I like to do (top 3 interests):

### What are my values?

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- 
- 

### Where am I now?

**Where do I want to be in 3 years?** (What high school? What career do I want to learn?)

**What can I do to get there?** (For example: study more, take courses, ask for help)