

Lesson Title	3. Creating an Action Plan
Lesson Designer	Gabrielle Milano
Standards	<input type="checkbox"/> CCSS <input type="checkbox"/> NGSS <input checked="" type="checkbox"/> ASCA <input type="checkbox"/> Other A:A3.5 - Share knowledge A:B2.7 - Identify post-secondary options consistent with interests, achievement, aptitude and abilities A:C1.6 - Understand how school success and academic achievement enhance future career and vocational opportunities C:A1.1 - Develop skills to locate, evaluate and interpret career information PS:A1.3 - Learn the goal-setting process PS:B1.12 - Develop an action plan to set and achieve realistic goals
Learning Objectives	Students will be able to: <ul style="list-style-type: none"> • Practice research and data collection • Practice creating action plan • Understand the importance of goal-setting • Share their knowledge with peers

Timeline	Duration
<ul style="list-style-type: none"> • 5 minutes: Identifying career • 15 minutes: Data collection • 10-15 minutes: Action Plan Mapping • 10-15 minutes: Group share 	1 class period

Teaching Strategies/Student Actions	Monitoring
<ol style="list-style-type: none"> 1. Teacher will model tasks. 2. Students will identify a Health Occupation and Technology career that they are interested in learning more about from the AHEC H.O.T. Guide. Refer to the H.O.T. Guide Directions for further explanation about the website. 3. Students will use the AHEC H.O.T. Guide to collect data on their chosen career, and record it on the H.O.T. Guide Career Data Worksheet. 4. Students will use information from the H.O.T. Guide Career Data Worksheet to create an Action Plan Map, detailing action steps to get from this moment to their desired career. This can be created on the Action Plan Map & S.M.A.R.T. Goal Worksheet. 5. Students will identify a goal they have to reach their desired career, and create a S.M.A.R.T. Goal. 6. Students will share their Action Plan Maps and S.M.A.R.T. Goal with their peers, and reflect on the experience of making a goal based off of career-related data. Use these questions to guide small and large group discussions: 7. Describe the experience of creating an Action Plan Map to get to your desired career. 8. Why is it important to plan? 9. Why is it important to have short-long term goals? 	<ul style="list-style-type: none"> • Teacher will model and explain expectations - task oriented and behavioral. • Teacher will move around the room to observe student progress. • Teacher will provide feedback and suggestions for students. • Teacher will remind students of time remaining for each portion of the activity (i.e., You have five minutes remaining to collect data).

Product Description	Planning is an important tool to effectively reaching career goals. Students will collect data on their desired career in the Health Occupations and Technology field to help create an Action Plan Map to achieve their desired career.
Evaluation	Students will exhibit mastery of these skills by completing this activity: <ul style="list-style-type: none"> • Career Exploration • Data collection • Creating a plan • Goal Setting

Resources and Materials	Additional Notes
<ul style="list-style-type: none">• Connecticut Area Health Education Center Program (AHEC) HOT Guide https://healthcareersinct.com/• H.O.T. Guide Career Data Worksheet• Action Plan Map• Computer or device with Internet access• Writing utensils	

HOT Guide Career Data Worksheet

Before we can devise a plan to achieve a desired career, we first need to understand the factors that contribute to the position. Using the AHEC HOT Guide, select a career that interests you. Then, record the specific information about the position below:

Career	
Necessary Skills to be successful	
Characteristics of the job	
Average Annual Salary	
Work placement (Where could I work?)	
Future career projection	
Education or training needed	
Programs that offer education or training	

(EXAMPLE) HOT Guide Career Data Worksheet

Before we can devise a plan to achieve a desired career, we first need to understand the factors that contribute to the position. Using the AHEC HOT Guide, select a career that interests you. Then, record the specific information about the position below:

Career	Clinical Laboratory Technician
Necessary Skills to be successful	<ul style="list-style-type: none"> • Enjoy and understand science • Putting theory into practice • Like to learn and grow as professional • Good hand/eye coordination and dexterity • Have ability to see small details • Good listening and communication skills • Works well under pressure
Characteristics of the job	<ul style="list-style-type: none"> • Specializations include: Blood Bank Technology, Chemistry and Hematology • Use microscopes, computers and other lab equipment • Run tests on blood, body fluids and tissue to help doctor diagnose and treat illness <ul style="list-style-type: none"> ▪ Collect specimen ▪ Use different instruments to test them ▪ Oversee the quality of the tests ▪ Report results to supervisor
Average Annual Salary	\$56,800
Work placement (Where could I work?)	<ul style="list-style-type: none"> • Labs • Research facilities • Colleges or universities • Military • Nursing homes
Future career projection	<ul style="list-style-type: none"> • 13% from 2016-2020, faster than average for all occupations • An increase of older generation leads to greater need to diagnose disease
Education or training needed	<ul style="list-style-type: none"> • An associate degree • Must have one year of clinical education • Pass exam from one of these agencies: <ul style="list-style-type: none"> ▪ Board of Registry of Medical Technologists of the American Society of Clinical Pathologists ▪ National Certification Agency for Medical Laboratory Personnel ▪ American Medical Technologists
Programs that offer education or training	<ul style="list-style-type: none"> • Quinebaug Valley Community College • Quinnipiac University • University of Bridgeport

Action Plan Map and S.M.A.R.T. Goal

Using the information from the HOT Guide Career Data Worksheet, create an Action Plan Map to get from this point in your life to your desired career! The Action Plan Map will be a step-by-step process detailing the education, training and necessary skill building to be successful in that career!

Here are some strategies to help you develop your [Action Plan Map](#):

- Research all of the qualifications that go into the career, using the Career Data Worksheet.
- Identify areas (i.e., skills, training, certifications, exam scores) that have already been achieved, and those that still are needed to proceed into this career. The missing pieces are the information that will be highlighted in the Action Plan Map.
- Starting from today, list the steps that are necessary to enter this field. These can be bullet points, a timeline, process chart – whatever your preference is.
- Next to each step, elaborate more on the actions required. *For example, if one of the missing pieces is 100 Hours of Community Service in a Medical Field, then the elaboration may include a list of community organizations to get involved in, or how many hours you want to dedicate to volunteering each week.*
- Write next to each step when it should be completed, or how long each step may take. *For example, if one of the action steps is "Get RNA certification", the student may also put information about how long the certificate program takes.*
- From these action steps, use this information to write one SMART Goal.

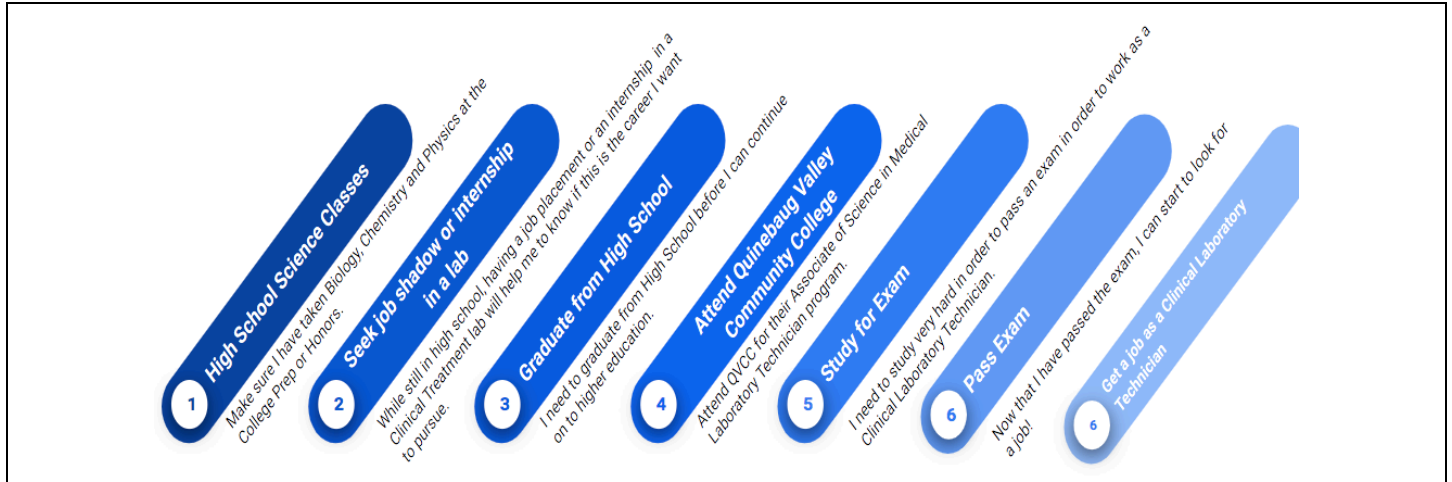
Now, reflect on your Action Plan Map. What is one thing that you want to achieve? Use that goal to create a S.M.A.R.T. Goal and fill out the information below.

S	M	A	R	T
Specific	Measurable	Attainable	Relevant	Time-based

Now put the pieces of your S.M.A.R.T. Goal together

(EXAMPLE) Action Plan Map and S.M.A.R.T. Goal

Using the information from the HOT Guide Career Data Worksheet, create an Action Plan Map to get from this point in your life to your desired career! The Action Plan Map will be a step-by-step process detailing the education, training and necessary skill building to be successful in that career!



Now, reflect on your Action Plan Map. What is one thing that you want to achieve? Use that goal to create a S.M.A.R.T. Goal and fill out the information below.

S	M	A	R	T
Specific	Measurable	Attainable	Relevant	Time-based
I want to earn an A in my Chemistry class this semester.	The average grade of an A is 95%.	This is attainable by studying my notes 3 times a week for 30 minutes, and attending extra help sessions for the 2 exams.	It is relevant because I want to go into a Health Science field.	The semester ends on December 22.

Now put the pieces of your S.M.A.R.T. Goal together

By December 22, I want to earn a 95% in my Chemistry class by studying my notes 30 minutes 3 times a week and attending extra help sessions for the 2 exams because doing well in science will help prepare me for a career in the Health Science field.