

# Invest in Yourself

## Advanced Level

A **job** is an activity through which an individual can earn money. Working as a cook at a fast food restaurant, as a day care provider or as a cashier at your local home improvement center are examples of jobs. It is very likely you'll have more than one job during your lifetime.

A **career** is an occupation or profession requiring special training; it's a lifetime journey of building and applying skills, knowledge and experiences in paid employment positions. A health care professional, a teacher and even a member of a professional sports team are examples of careers. Careers normally span many years, and possibly a lifetime.

When hiring new workers, employers evaluate applications to determine who is most qualified to fill the advertised position. You will be considered the most employable applicant if you invest in your human capital and develop your transferable skills. This investment could lead to a career.

**Human capital** refers to the skills, knowledge and experiences possessed by an individual. It is the result of investing in yourself. By working and gaining experience at different jobs, going to school, volunteering, attending workshops, participating in activities, reading, etc. you are investing in your human capital.

**Transferable skills** are versatile skills that are applied to personal and professional roles. Your ability to organize, clearly communicate, problem solve, and be creative are examples of valuable skills that can be used on the job or transferred to a variety of other jobs you may wish to pursue.



Transferable skills that are useful across many jobs can be organized into four categories:

<p><b>Interpersonal Skills</b>, also known as people skills or soft skills, allow you to positively relate to, communicate with, influence, and inspire others. Some examples of interpersonal skills are delegating, coaching, listening, presenting and demonstrating cooperation between yourself and others.</p>	
<p><b>Analytical skills</b> are the intellectual skills that enable you to identify and analyze problems and find solutions. If you develop your analytical skills, you will be able to research topics, gather and analyze data, be creative and identify risks.</p>	
<p><b>Technical Skills</b> are specific skills such as computer proficiency and your ability to work with and/or repair specific equipment, instruments or software.</p>	
<p><b>Organizational Skills</b> provide you with an opportunity to demonstrate your ability to sort data, plan, arrange projects, maintain accurate records and coordinate multiple resources/tasks. Solid organizational skills make it possible for you to prioritize and manage time, tasks and resources.</p>	

## Why develop your career?

A **career** is a lifetime journey of building and applying skills, knowledge and experiences in paid employment positions.

In addition to making you more qualified for a variety of jobs, developing your career has many benefits:

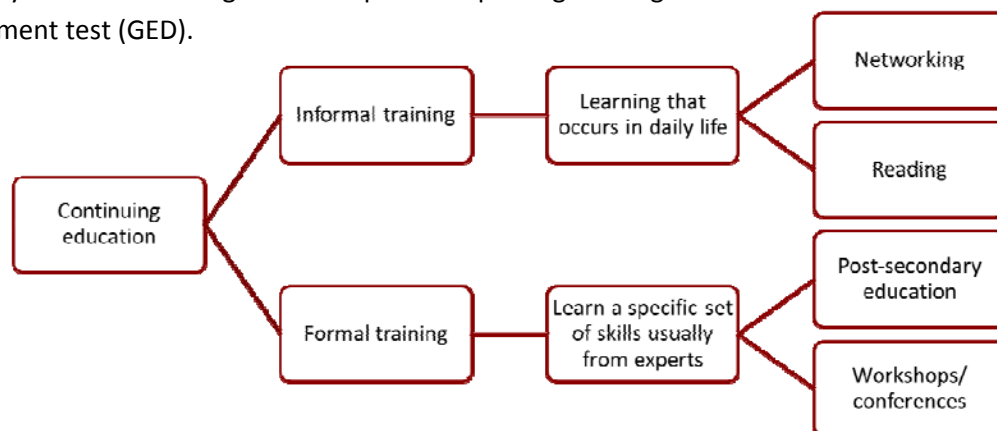
- **Enhanced Well-Being** – An elevated sense of well-being comes from feeling good about your life. Developing your career opportunities contributes to a secure feeling of well-being, creates an outlook of success, results in meaningful work and can be a personally rewarding process. Investing in a career that creates these feelings will contribute your well-being.
- **Greater Earnings** – By investing in your human capital to advance your career, you create the opportunity to earn more money. This in turn creates the potential for you to elevate your current lifestyle to a higher standard of living. Your current level of **lifestyle** is defined by your habits, attitudes, tastes, moral standards and the amount of goods and services that you consume. Your **standard of living** is the level of material comfort as measured by the goods, services and luxuries you are able to purchase.

## How do you invest in yourself?

**Continuing education** is one of the most common career-enhancing forms of investing in yourself.

- **Informal** continuing education occurs through social interactions, networking, life's experiences, reading, etc.
- **Formal** continuing education helps you learn a specific set of new skills. Experts in a particular field provide this type of training. Formal continuing education includes post-secondary education, workshops, conferences and on-the-job training provided by your employer. These classes are often required for jobs that demand advanced skills (teaching, medical field, business and even real estate).
  - Post-secondary education is a form of formal training. A prerequisite to post-secondary education is a high school diploma or passing of the general education development test (GED).

*Advancing your skills through continuing education typically results in greater job security, increased employability and increased career earnings.*



**Post-Secondary Education**

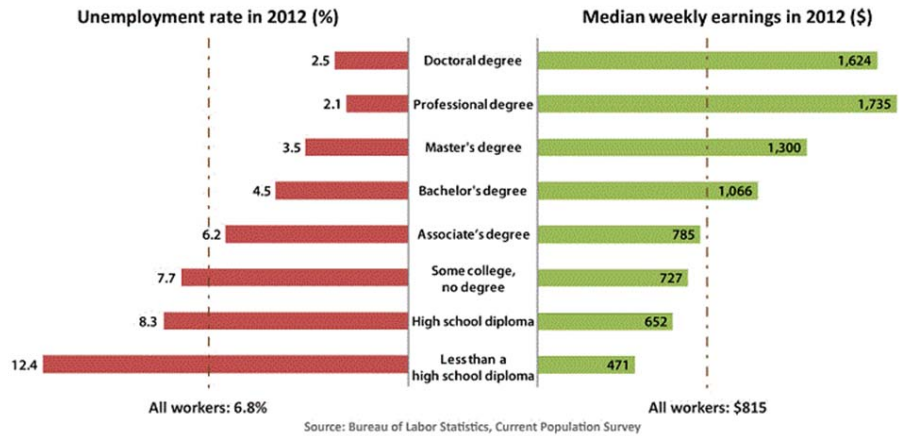
	<b>Explanation</b>	<b>What is awarded?</b>	<b>Where can training occur?</b>
<b>Formal training with no degree</b>	<ul style="list-style-type: none"> <li>Different forms of training to become a specialist in one area</li> </ul>	Certificate or Non-Certificate: <ul style="list-style-type: none"> <li>May be awarded a certificate as acknowledgement that the person is qualified within the particular area</li> </ul>	A variety of post-secondary institutions: <ul style="list-style-type: none"> <li>Community colleges</li> <li>Technical/vocational schools</li> <li>Colleges</li> <li>Universities</li> <li>Private institutions</li> <li>Academies</li> </ul>
<b>Some college, no degree completed</b>	<ul style="list-style-type: none"> <li>Attend college but do not complete the requirements needed to obtain an official degree</li> </ul> <div style="border: 1px solid red; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p><b>Not completing a degree can be an expensive investment if the cost of education is greater than the available earnings from the eligible jobs</b></p> </div>	No degree - a transcript of the classes taken may make these individuals more qualified for a particular job versus those with no formal training in the area	<ul style="list-style-type: none"> <li>Community colleges</li> <li>Technical/vocational schools</li> <li>Colleges</li> <li>Universities</li> </ul>
<b>Associate</b>	<ul style="list-style-type: none"> <li>Also referred to as a two-year degree although time of completion varies</li> </ul>	Associate degree in a specific area of study	<ul style="list-style-type: none"> <li>Community colleges</li> <li>Technical/vocational schools</li> <li>Colleges</li> <li>Universities</li> </ul>
<b>Bachelor's</b>	<ul style="list-style-type: none"> <li>Also referred to as a four-year degree although time of completion varies</li> <li>Most common form of degree awarded from colleges and universities</li> </ul>	Bachelor's degree in a specific area of study	<ul style="list-style-type: none"> <li>Colleges</li> <li>Universities</li> </ul>
<b>Master's</b>	<ul style="list-style-type: none"> <li>Must have a Bachelor's degree to pursue a Master's degree</li> <li>Requires an average of two or more years of college or university study</li> </ul>	Master's degree in a specific area of study	<ul style="list-style-type: none"> <li>Colleges</li> <li>Universities</li> </ul>
<b>Doctorate</b>	<ul style="list-style-type: none"> <li>Must have at least a Bachelor's degree, although also having a Master's degree is a common requirement for those entering into a doctorate study program</li> <li>Time of completion varies depending upon the area of study but is an average of four or five years in addition to the time already spent to obtain a bachelor and/or master's degree</li> </ul>	Doctorate degree in a specific area of study	<ul style="list-style-type: none"> <li>Colleges</li> <li>Universities</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>Special type of advanced degree required by some occupations such as physicians and attorneys</li> <li>Often recognized by a professional standards board for that occupation</li> <li>Time to complete varies depending upon the area of study and specialization</li> </ul>	Professional degree in a specific area of study	<ul style="list-style-type: none"> <li>Colleges</li> <li>Universities</li> </ul>

## Education pays...

Education has an effect on your earning potential. Generally, the more education you acquire the better potential you have to earn more money over a lifetime. In addition to affecting income, those with more education tend to have lower rates of unemployment. View the “Education Pays...” table to see the relationship between education and income and education and unemployment.

*Education pays in the form of higher earnings and lower unemployment rates.*

### Earnings and unemployment rates by educational attainment



## What levels of education are you interested in pursuing?

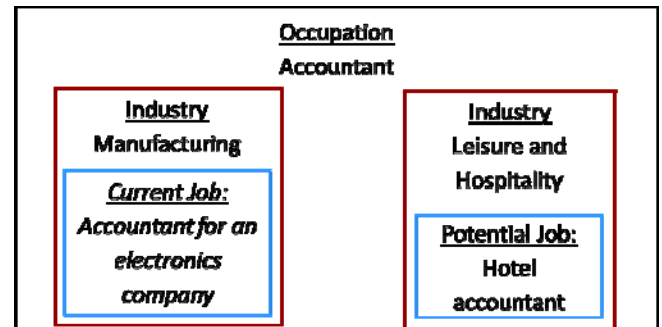
## Pursuing continuing education

Jobs are divided into different groupings known as occupations and industries. These groupings help you determine what type of continuing education to pursue to become qualified for the jobs that interest you.

- **Occupation** - An **occupation** is a grouping of jobs that perform similar tasks.
- **Industry** - An **industry** is a group of establishments (businesses) that produce similar products or provides similar services. Within an industry there could be employees in many occupations. Some occupations are concentrated in a particular industry; other occupations are found in many industries.

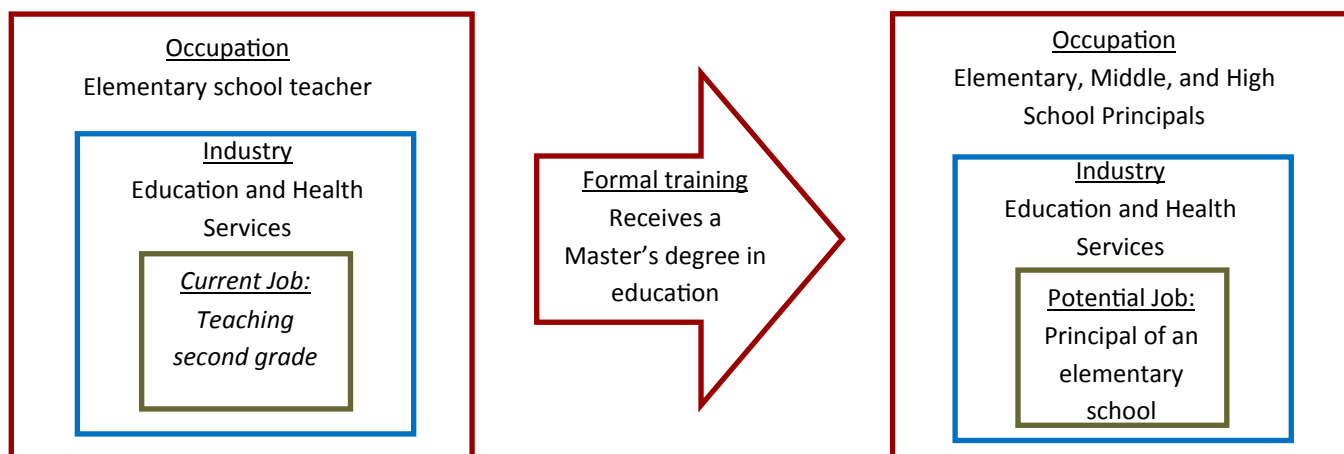
#### Jenny's occupation = Accountant

Jenny is employed as an accountant for a company that creates electronics, which is within the manufacturing industry. However, her occupation (accountant) makes her qualified to hold different jobs within various industries. For example, she could change jobs and become the accountant for a large hotel. In this case, she would be working within the leisure and hospitality industry.



Jacob's occupation = Elementary school teacher

Jacob is employed as a second grade teacher at an elementary school that is within the education and health services industry. If he were to obtain a Master's degree in Education Administration, Education Leadership, or a similar area of study he could become an elementary school principal, although he would still work in the same industry.



*Tip: Choose an occupation that allows for career advancement as a result of formal and informal training.*

Knowing the types of jobs, occupations, and industries that interest you helps you to identify the type of continuing education that will meet your needs. Many high schools offer career clusters to help students prepare for employment. A **career cluster** is a grouping of occupations and industries based on the knowledge and skills required. Find out if you can begin taking classes, shadow someone at a job that interests you, earn internships, etc. to prepare for your continuing education and employment.

**A Lifetime of Jobs Which Create Well-Being**

*Your present self impacts your future self.*

Begin thinking today about how you will invest in your human capital, transferable skills and education to be qualified for a variety of job opportunities in the future that create a better well-being for yourself.

**How are you currently investing in your human capital?**