

# *Make a Plan:* *Facilitator Guide*



**DIGITAL  
CAREERS  
TOOLKIT**

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DOWNLOADABLE GUIDES

## 'Make a Plan': Facilitator Guide

The goal of the Toolkit is for learners to develop a concrete plan to pursue a digital career path. Facilitators support learners to 'Make a Plan' through any of these 3 ways:

### 1. Culminating Worksheet

A [Downloadable Worksheet](#) supports learners to set goals and steps. Instructions are provided for users to keep track of their planning. The worksheet can be self-directed, although facilitators can structure this activity by providing guidance on setting SMART goals. Here are some resources:

- [Set SMART goals to get ahead in your career](#)
- [How to write SMART goals by Asana](#)
- [Setting SMART goals tool by US Department of Labor](#)

Each career page in the Toolkit includes a section called 'Path Your Path'. This worksheet is a culminating activity after learners have worked through the career page in the Toolkit.

### 2. Cover Letter for a Specific Job

Each individual career page ends in a section in which learners 'Make a Plan'. For each career, an actual Job Description is provided as an activity for users to see the human skills, technical skills and know-how required to perform an entry level job.

As a reflective exercise, prompt learners to write a 250 word paragraph in response to the Job Description. While they might not be ready to apply, the activity enables learners to project into their future. This is an opportunity to integrate what they have learned about the career. The 250 word paragraph can include responses to these questions:

- Why do I want to pursue this career? What is interesting about the career to me?
- What skills do I already have that will be an asset for this kind of job?
- What skills do I plan on learning?
- What is the long term career path I see for myself?

Depending on how many careers each learner explores in the Toolkit, this could culminate in between 1 - 8 reflective paragraphs. Encourage learners to keep these in a Drive folder - or learn to use a Planning Tool like [Notion](#) to organize their reflections and keep adding to the plans.

### 3. Use Padlet

Add a techy touch by suggesting that learners use a tool like Padlet to respond as they go through the pages of the Toolkit. This is a way to develop a plan as they go. A template with instructions for using Padlet as an interactive Toolkit tool follows.

#### Instructions for setting up a Padlet

- Click on this [link](#) to see the **Digitally-Enabled Careers padlet template**. It has prompt questions to the Toolkit pages on Post-Its.  
(<https://padlet.com/SharedLane/ro67bpyh6ieo9lvo>)
- In the top right hand corner there is a small button called "Remake" - Click on it.
- Scroll down and click on the boxes "Copy Design" and "Copy Posts" -then click the "Submit" button on the top right. This makes a copy the Padlet named **Remake of Digitally-Enabled Careers Toolkit**
- Save this with your name. The setting for this Padlet is private. No-one can see it.

#### Add Post-Its to 'Make Your Plan'

- The Padlet includes prompt questions for each page of the Toolkit.
- Click in the Post-It and an 'Edit' button will appear. Click on that.
- Once you are there you will see a blank space to write your comments. Type your ideas and click the red 'Update' button in the top corner. Your responses will now appear as a Post-It
- The Padlet saves automatically as you add the Post-Its
- When you are completely finished, click on the 'Share' button in the top right.
- You can choose to email the Padlet to yourself or a family member or your teacher. You can also 'Copy Link to Clipboard' to access your Padlet that way.

Once you have completed your responses in the Padlet you have an outline for your plan. Download it as a PDF and keep it to refer to in further conversations and research.

#### SAMPLE - Digitally-Enabled Careers Plan

<https://padlet.com/SharedLane/ro67bpyh6ieo9lvo>

