

My Trades Career Planning Guide

My Next Steps: Planning for Success

Now that you have gathered information about a couple of trades you are interested in, choose one that you think suits you and your needs best and that you would like to plan for. Refer to *your Trades Research Form*, your Informational Interviews, field trips, brochures, hands-on experience and everything you have learned so far to get a clear understanding of:

- a) What you have already that will help you succeed in this career.
- b) What you still need that is required to succeed in this career.

Once you have done this, you will be asked to create a plan and get specific about how you are going to get those things that you still need. By taking the time to go through these steps, we hope that you will not only go out and get that job, but be able to keep it because you will have done your homework; you'll be prepared.



Name _____

Desired Trade _____



My Skills Plan

Although you will be getting some hands-on experience with us, as a newcomer to the industry you will greatly benefit your career if you continue to advance your skills, particularly in areas that are specific to your trade.

In the table below, list the things that you plan to do in order to continue to develop your skills - whether it's to help you get into an apprenticeship or just to continue to grow and learn in your craft. Refer to the *How to Research a Trade* handout for ideas on how you might do this. Think about classes, workshops, books, or volunteer experiences that would help you build your skills.

My Plan for Gaining Additional Skills

Date	Activity/Class You Would Like to Take	What Skills You Would Gain From It



My Math Plan

If you are considering a trade that has a higher math requirement, you may need to take additional coursework in order to enter their program.

Math Skills needed:

My plan for gaining the additional math skills I need is:



My Physical Fitness Plan

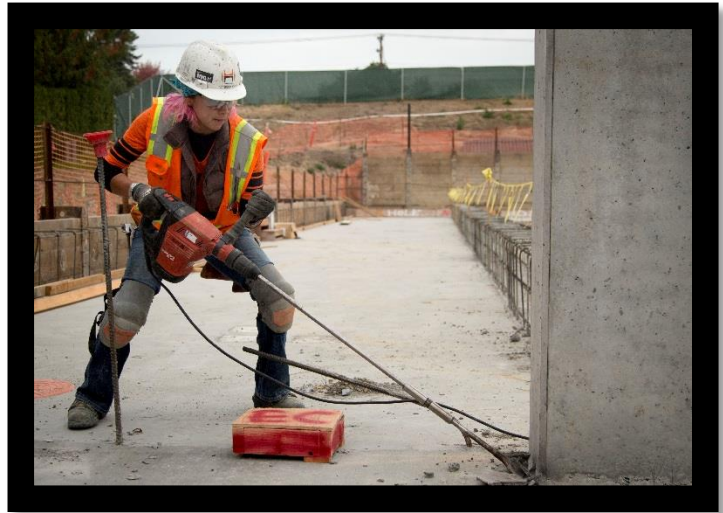
All trades require that you be able to work hard physically for 8 hours a day or longer. Some trades like laborer, ironworker, and scaffold erector may require more physical strength than others. Other opportunities like the City of Portland Utility Worker or Laborers positions require you to pass a physical strength test.

How many minutes I can jog:

How many pushups I can do:

The physical activities I am currently doing:

My plan to improve my physical fitness is:



My Transportation Plan

Many job sites are in areas with no public transportation, or the job may start earlier than the bus in that area starts running. Because early start hours and occasional, unexpected overtime make getting rides difficult, think ahead about how you will get to and from the job.

My transportation plan:

If your new job were located in downtown Portland at NW Lovejoy and 10th Avenue, how would you arrive 15 minutes early to start at 7am? List three different ways you could get to work, the daily cost for each (to and from work) **and what time you would have to leave your house by in order to arrive on time.**

Method of Transport	Daily Cost	Time I Would Need to Leave Home

My backup transportation plan:

These are two people I could call in an emergency if I need a ride:

Have you checked with them to make sure they can give you a ride?

When would paying \$25 for a taxi be worth it?



My Work Clothes/Gear/Tools Plan

What work gear and clothing will I need?

Make a list of the work gear and clothing you will need. Go to Sanderson Safety or other stores to find out prices. Items you absolutely must have include: boots, rain gear, hard hat, gloves, heavy duty work clothes, etc.

	Name of Item	Store	Price
1.			
2.			
3.			
4.			
5.			
6.			
Total:			

What tools will I need?

Make a list of the tools you will need and go to Parr, Home Depot or any quality store to find out what they cost. Shop around as prices do vary.

	Name of Item	Store	Price
1.			
2.			
3.			
4.			
5.			
6.			



7.			
8.			
9.			
10.			
11.			
12.			
13.			
			Total:

Oregon Tradeswomen has a limited number of scholarships to pay for some of these costs, thanks to the generosity of the Portlandia and the Bureau of Housing and Community Development.

My Financial Plan

Construction work can be seasonal, especially for beginning workers and, as you can see from the previous page, there will be some expenses just to get started. This is why we are asking you to take time to think about your finances so that you will know what is available to you BEFORE you need them!

My financial plan:

How will I pay for my initial investment of tools, gear, and clothing?

How can I save up money for when a job finishes or there are layoffs?

What emergency support do I have?



What public resources are available to me?

My Childcare Plan (if applicable)

Workers who are also parents need to feel certain that their children are safe in order to perform well on the job. We are asking our students with children to think ahead about their childcare plan and to have a backup plan for emergencies.

My childcare plan is:

Who will watch my child/children?

How will my child/children get to this location?

How will they get home?

How much will the childcare and transportation cost?

How will this affect my transportation to and from work?

My backup and sick childcare plan is:

Who can take care of my child/children in an emergency?

Have I checked with them to make sure that they can do this?

Have I written out childcare instructions in case my child/children has/have to stay someplace unexpected?



Keep in Mind

You should know that most trades employers require drug testing. Are you ready to pass this test? If not, what changes do you need to make in your life in order to be able to pass it?

