Helping Job Seekers to Create a Vocational Plan

Creating the Plan

Once an employment goal has been chosen, a plan should be made to assist the member in achieving his or her goals.

The plan should clearly outline all the steps that need to be taken in order for the member to become as self-reliant as possible.
Create a Vocational Plan

**Step One**

Leader and member work together to make a list of all the things that must be done for the member to reach his or her employment goal. Make sure the employment goal is sufficient and realistic.

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**Step Two**

Leader and member work together to prioritize the list into goals that need to be done first, second, third, fourth, and so on.
**Example**

Morgan and her branch president have made a list of all the steps that must be taken for her to become a nurse. Now they work together to prioritize the steps by identifying the first four things that need to be accomplished:

**Steps to Becoming a Nurse:**
- Go To nursing school
- Get a nursing job
- Transportation
- Get childcare for children
- Complete high school/GED
- Get money for school
- Apply for local college
- Buy school supplies
- Complete nursing prerequisites
- Apply for nursing school
- Get money For immediate needs

**Prioritized List of Goals:**
1. Get money for immediate needs
2. Get childcare for children
3. Get money for school
4. Complete high school/GED

**Step Three**

Leader and member work together to break down large goals into smaller steps by using the Career Development Plan worksheet.
Create a Vocational Plan

**Example**

<table>
<thead>
<tr>
<th>Name: Morgan</th>
<th>Date: 22 August 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Goal: Registered Nurse (RN)</td>
<td></td>
</tr>
</tbody>
</table>

**First Goal: Get Money for Immediate Needs**
- Step 1: Review Finances With Bishop
- Step 2: Make Family Budget
- Step 3: Get a Part-Time Job
- Step 4: Save a Little Money Each Month
- Step 5:
- Step 6:

**Second Goal: Get Childcare for Children**
- Step 1: Ask Family For Support
- Step 2: Ask Friends For Support
- Step 3: Look into Community/Government Programs
- Step 4: Coordinate Times
- Step 5: Coordinate Transportation
- Step 6:

**Third Goal: Get Money for School**

**Step Four**

Leader and member work together to set a date by which the first step(s) will completed. Repeat this step until all first steps are accomplished. If needed, record these dates on the Career Development Plan.
Other Career Planning Tips

- Each goal should be directly tied to the attainment of the employment goal.
- Goals should be created by the member, not forced upon the member.
- Set goals that are SMART:
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Time-limited
- Goals should have clear who, what, how, where, and when components.
- Break down large steps into smaller ones.