

### Career Girls: Group Leaders Toolkit

Tips, Activities, and Ready-to-Use Printables

### Inspire. Educate. Empower.





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### **About Career Girls**

Do you know an aspiring astronaut, sports anchor, or surgeon? How about a budding marine biologist, novelist, or activist?

Career Girls is a free, noncommercial, online platform that introduces girls to these careers and hundreds more, inspiring them to discover possibilities, improve their academic performance, and dream big about their futures.

Career Girls puts a face on wide-ranging careers—in STEM fields, medicine, business and finance, public service, media and communications, education, law, food and nutrition, sports, arts and entertainment, and more—connecting academic studies with a real world context and guiding girls in learning more about careers they may already be planning to pursue and many others they may not have known were even possible.

How does Career Girls do this? Career Girls brings together hundreds of accomplished women working in cities across the United States—Houston, Chicago, Philadelphia, Washington, D.C., St. Louis, Boston, New York City, Detroit, Atlanta, San Diego, Los Angeles, San Francisco, and more. Through a series of high-quality videos, each role model shares the story of her career, in her own words and in an easily accessible format: What skills from her childhood does she still rely on today? What's a typical day like in her career? What are challenges she's faced and obstacles she's overcome? Who are her heroes? Career Girls role models answer these questions and many others to provide an engaging and comprehensive look at diverse careers. Role models also share favorite subjects in school, discuss the education they pursued to achieve their professional goals, suggest reasons to consider pursuing particular careers, and offer helpful advice for getting there.

Career Girls is dedicated to providing girls of all income levels and ethnic backgrounds with the tools and support they need to achieve their professional aspirations. We hope you find Career Girls educational resources helpful as you support the girls you're working with in realizing their full potential.

With sincere appreciation for your commitment to making an impact in the lives of girls,

### The Team at Career Girls

### **Using Career Girls**

At Career Girls, we know the road to empowerment and independence for girls begins with education: Girls need to start early building skills for their future careers.

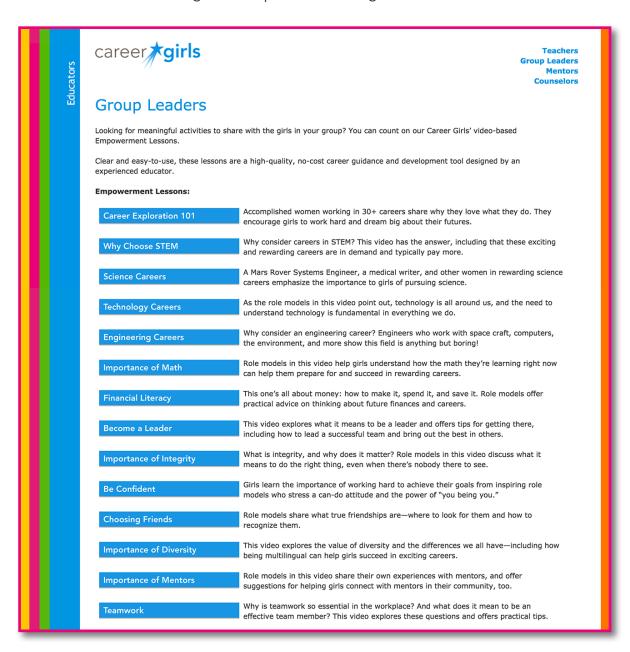
Research shows that women role models have a powerful and positive impact on girls, including their attitudes toward various careers, such as in STEM fields. Career Girls videos make it easy to bring these role models right to the girls you work with, engaging and empowering them to set and achieve academic and career goals and to believe in their ability to succeed.

### Career Girls provides:

- Thousands of short, informative videos that introduce girls to inspiring role models and their careers, with a search tool that makes it easy to explore the video library by interest categories, such as Working With Numbers, Media and Current Events, Problem Solving, and Sports.
- Fact sheets that answer questions about each career, so that girls can set goals for getting there. Click on "How do I do this?" to learn more about what a particular job is like, the education and training it requires, skills to develop, even the job outlook.
- An Educators section that features the Empowerment Series, focusing on topics such as teamwork, confidence, leadership, financial literacy, and diversity. Each video in this series is paired with a Lesson Plan (suitable for use with small and large groups), an Independent Learner Guide (suitable for groups, self-directed learning, and one-on-one work), and a Fun Page Activity. (For guidelines on using the Empowerment Series, please see page 5.)
- An easy-to-use tool for exploring college majors that lead to particular careers. Girls interested in a career in computer science, for example, can click on a graphic for that field to review related college courses.
- An annotated list of additional resources.
- This Group Leaders Toolkit, which offers activities and additional resources to support more in-depth learning.

### **Part 1: The Empowerment Series**

Career Girls Empowerment lessons are based on two-minute video clips that feature real-world role models who share straight-to-the-point career insights and advice.



Lessons in this series address a range of topics to build essential understanding across key areas of career development. For example, "Science Careers" helps girls realize that studying science is empowering, and that pursuing science can lead to many rewarding career choices. "Become a Leader" offers practical advice for leading a successful team. Additional lessons focus on integrity, diversity, teamwork, and more. These videos are an ideal jumping-off point for meaningful and lasting learning experiences, and are designed to help you support girls in building success while they're still in school.

### **Guidelines for Using the Empowerment Series**

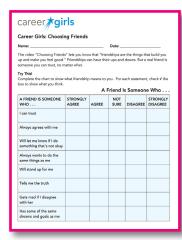
### 1. Choose a video.

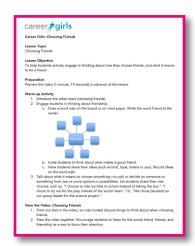
Each Career Girls Empowerment video is about two minutes and focuses on a different topic. Review the video descriptions (and/or preview the videos), and introduce them in any order that best meets the needs and interests of the students you are working with.

### 2. Download the PDFs.

Empowerment videos are paired with a corresponding **Independent Learning Guide** and **Fun Page Activity**. These resources are available as PDFs and are suitable for use with small and large groups as well as with individual students. Empowerment lessons are also paired with **Lesson Plans**, designed for classroom use. You may find them helpful as a general guide for making the most of the Empowerment lessons.







### 3. View the video.

Before viewing the video, briefly review the topic with girls. For example, with "Be Confident," take a few minutes to discuss what it means to be confident: Is confidence something you just have or something that you develop? What are some things you feel confident about? How did you become confident in this area? What is something you'd like to have more confidence in? What are some steps you can take?

### 4. Discuss the video.

Guide a discussion about the video: What did you learn about [topic] that you didn't know before? How can what you learned help in a future career?

### 5. Use the Positively Empowered! Certificate. (See template, page 24.)

Print the Certificate and have the girls you're working with use it to keep track of Empowerment lessons they explore. Set a goal with students to explore at least 10 topics in the Empowerment series.



### Part 2: The STEM Series

Young people are hearing a lot about the importance of STEM (Science, Technology, Engineering, Math). What is STEM and why is there so much attention on STEM careers? As role models in the STEM videos explain, careers in STEM fields are growing, and the good news is that these exciting and rewarding careers typically pay well and are more secure than many other jobs.

Following are guidelines for using the STEM videos and resources with students.

### 1. Introduce STEM disciplines.

A good place to start is with videos and learning materials in the Empowerment series that introduce STEM disciplines. Use the guidelines on page 6 for viewing these videos.

- Career Exploration 101 (offers snapshots of numerous careers, including STEM)
- Why Choose STEM?
- Science Careers
- Technology Careers
- Engineering Careers
- Importance of Math

### 2. Explore specific STEM careers.

Following an overview of each STEM discipline, guide your girls in exploring exciting and wide-ranging STEM careers. (For tips on using these videos, see basic guidelines on pages 9–11.) There are several options for getting started:

- Search STEM careers by keyword (choose Search: 7,000+ Videos). For example, a search of "Space" turns up dozens of options, including interviews with Ellen Ochoa, current director of the Johnson Space Center, and Betty Sanders, Ph.D., who works with NASA scientists to create better tasting space food!
- Choose Explore by Interest to search for STEM careers in 12 categories.
   Girls will discover that whether they're interested in building things, being creative, or helping animals, there are STEM careers to match.

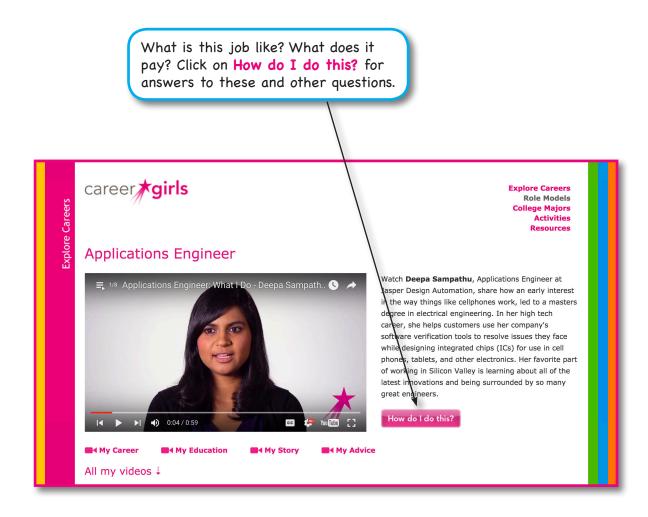
Introduce the girls you're working with to data scientist <u>Tara Maddala</u>, and learn why her STEM career has been called "the hottest job of the 21st century!"



• Click on **Search All Role Models** to choose from more than 100 role models with careers in STEM fields.

### 3. Learn more.

Use Career Girls resources to dig deeper into STEM fields. After viewing a video, click on **How do I do this?** to learn more about the particular career, including academic preparation, pay, and job prospects. Select **College Majors** to take a look at courses that help prepare students for various STEM careers.



### 4. Use the Smart About STEM Certificate.

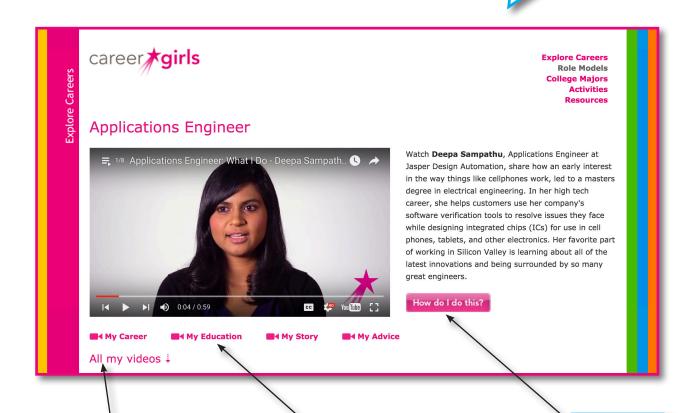
(See template, page 25.) Set a goal with the girls you're working with to earn this certificate by exploring careers in each STEM discipline.



### **Part 3: Explore Careers**

Videos in the Empowerment Series are supported with supplemental teaching and learning materials. However, you can easily use any of the Career Girls videos to provide meaningful career exploration activities. Following are basic guidelines for using the Career Girls videos in your work.

Learn how an early interest in cellphones inspired <u>Deepa Sampathu</u> to pursue a career in engineering.



Click on All my videos to learn about a role model's favorite school subjects, accomplishments, tips for overcoming challenges, goals, heroes, and more.

Click on My Career, My Education, My Story, and My Advice for helpful tips and fun facts about each career.

What is this job like? What does it pay? Click on How do I do this? for answers to these and other questions.

### 1. Select a video.

Preview the video in advance.

- Note potentially challenging language that you may want to review.
- Get a sense of key ideas and details. Use these to guide viewing of the video and follow-up discussions.
- Introduce the video topic, such as Marine Biologist. Use questions to set a purpose for viewing the video—for example: What do you think someone in this career does? What skills might be important in this career? What education/knowledge might be useful in this career?

Learn what a typical day is like for <u>Sasha Williams</u>, whose career in coding began after attending a Black Girls Code workshop.

### 2. View the video.

Promote active listening of each short video by drawing attention to particular features.

- Point out highlights of a particular video that are likely to relate to the lives of the girls you're working with. For example, if you're viewing the "Coder" video in the STEM section, you'll want to mention that Sasha, at age 14, is the youngest Career Girls role model! (Background information such as this is provided on the Career Girls website when you select each role model.)
- Suggest something in particular to listen for—such as how the role model became interested in her career, or what a typical day on the job is like.



• Consider viewing the video a second time to deepen understanding.

### 3. Discuss the video.

Follow-up with a short discussion to clarify any confusing details, point out interesting or surprising facts about a career, and so on.

- Revisit potentially confusing language in the video, such as expressions and
  figurative language. For example, Morning Sports Anchor Kate Scott talks about
  obstacles and stopping to "break it down." As needed, clarify the meaning of
  "break" as used in the video, discussing the multiple meanings of the word to
  make sure girls understand the advice Kate is sharing.
- Use questions to review details in the video, such as: Why did [role model's name] choose to pursue this career? What skills from her childhood is she using in her career? What are the best parts of this career for her?

• Notice opportunities to connect to positive traits girls share with Career Girls role models. For example, Alma Tapia, a Materials Engineer at NASA, advises girls to be persistent, and explains the importance of this characteristic in her own life. Ask: How did Alma show the importance of persistence in her life? (For example, the first time she interviewed for a job with NASA, she didn't get it. She kept working hard, and was interviewed four times before being hired by NASA.) Ask: How do you show persistence in your own life? (Alma points out, for example, that if you don't get an A the first time in class, you can keep working hard and get it the next time.)

### 4. Learn more.

Spark curiosity about careers by continuing to build connections.

- Encourage girls to imagine themselves in the careers they are exploring. After viewing a video, ask: Can you picture yourself in this career? What interests [skills, abilities] do you have that are a good match? (For a related activity, see page 23, "Is This a Career for Me?")
- Use tools on the Career Girls website to investigate the skills and education required for particular careers. Make connections to what girls are learning in school and how this helps them prepare for future careers. Brainstorm steps to prepare for different careers.
- Discuss the concept of "preparing today's students for tomorrow's careers." Ask: What do you think that means? What are some jobs that you think will always be in demand? Why? How have occupations changed over time?

Keisha Perry, entertainment attorney and founder of her own law firm, answers the question: Why should girls consider a career in law? Find out what she says here!



- Use newspaper employment sections, online job sites, and other resources to research actual job postings for particular careers. What new information can students locate?
- See pages 12–14 for additional activities you can use with any video.
- 5. Use the Career Connections Certificate.

(See template, page 26.) Set a goal with students to earn this certificate by exploring careers in 10 different categories.



### **Activities to Use With Career Girls Videos**

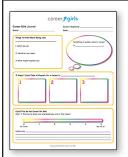
### **Printable Activity Pages**

Consider providing the girls in your group with Career Exploration binders. In addition to keeping the career exploration materials in one place, this system can stengthen useful organization skills.



### Career Tracker (See template, page 15.)

Setting college and career goals can motivate improved academic performance. The girls you're working with can use this page to maintain a record of careers they explore. This record sheet can also serve as an important reminder to them of the active role they are taking in their future, and provide them a handy resource to revisit careers.



### Career Girls Journal (See template, page 16.)

Use this activity page and the questions that follow to examine careers more closely and build connections.

- What are the important things to know about this career?
- What guestions do I have about this career or role model?
- What steps can I take to prepare for a career in \_\_\_\_\_?
- Is this the career for me? (rating scale)



### Motivational Mini-Poster (See template, page 17.)

Career Girls role models share advice to help girls discover their own interests and passions and instill in them the importance of believing in themselves. While viewing Career Girl videos with the girls you're working with, pay special attention to the My Advice and Overcoming Obstacles video clips. Invite them to listen for words that inspire them. Have them use those inspirational words to create a mini-poster that reminds them each day, "You can do anything!"



### **Career Comics**

These comic strip templates invite girls to put their imaginations to work while exploring careers. There are three templates to choose from:

Career Comics 1 (See template, page 18.)

After viewing a career video, your girls can use this activity page to explore the question: How do I do this?



### Career Comics 2 (See template, page 19.)

After viewing a career video, use this activity page with girls to explore the question: What is this job like?

### **Printable Activity Pages**



### Career Comics 3 (See template, page 20.)

Invite your young comic enthusiasts to create a serial comic strip starring themselves in future careers. Share examples of published comic strips to learn about common characteristics of this genre, such as dialogue and onomatopoeia.



### Career Action Plan (See template, page 21.)

Use this activity page and the questions that follow to examine careers more closely and build connections.

- What do I know about careers in this area?
- What skills will I need for a career in \_\_\_\_\_? What are some ways to build those skills?
- What is one step I can take now if I'm interested in a career in
- Where does college fit in? If I wanted to pursue this career, who can help me get there?



### Cool Career Facts (See template, page 22.)

Career Girls videos are full of surprising and fun facts about widely diverse careers. Imagine this: Jaime Catchen, Mars Rover Systems Engineer at NASA's Jet Propulsion Laboratory (JPL), helps plan the Rover's driving—which rocks are safe to drive over and how to best position the Rover to carry out its mission for the day. No wonder Jamie says her job is "really fun!"

- Create opportunities to notice moments like this that might spark interest. What makes a career stand out?
- Use the printable record sheet on page 15 to focus attention on fun facts about careers. While viewing videos, invite girls to note details that capture their attention. Notice patterns that emerge: Is a student drawn to certain fields? This may inform further exploration about particular careers.



### Is This a Career for Me? (See template, page 23.)

This Venn diagram is a fun way to explore careers alongside interests and strengths. Guide students to notice careers that intersect with interests and abilities.

### **Printable Career Girls Certificates**



**Positively Empowered! Certificate** (Page 24) Use this certificate to track completion of Career Girls Empowerment lessons, with a goal of having girls do at least 10.



Smart About STEM Certificate (Page 25) Guide the girls you're working with in exploring 10 STEM careers to complete this certificate. Set a goal of exploring careers in each STEM area (Science, Technology, Engineering, Math). Learn more about STEM on pages 7–8.



Career Connections Certificate (Page 26) Use this certificate with girls to set a goal of exploring at least one career in each of the following categories:

- 1 STFM
- 2. Arts, Entertainment & Sports
- 3. Medical
- 4. Business & Finance
- 5. Media & Communications
- 6. Education
- 7. Legal
- 8. Food
- 9. Public Safety
- 10. Public Service



Think about your interests and favorite subjects. How do they relate to careers

you're exploring?

### **Career Tracker**

Name:

ט פ

Use this chart to keep track of careers you explore. Which careers do you find most interesting?

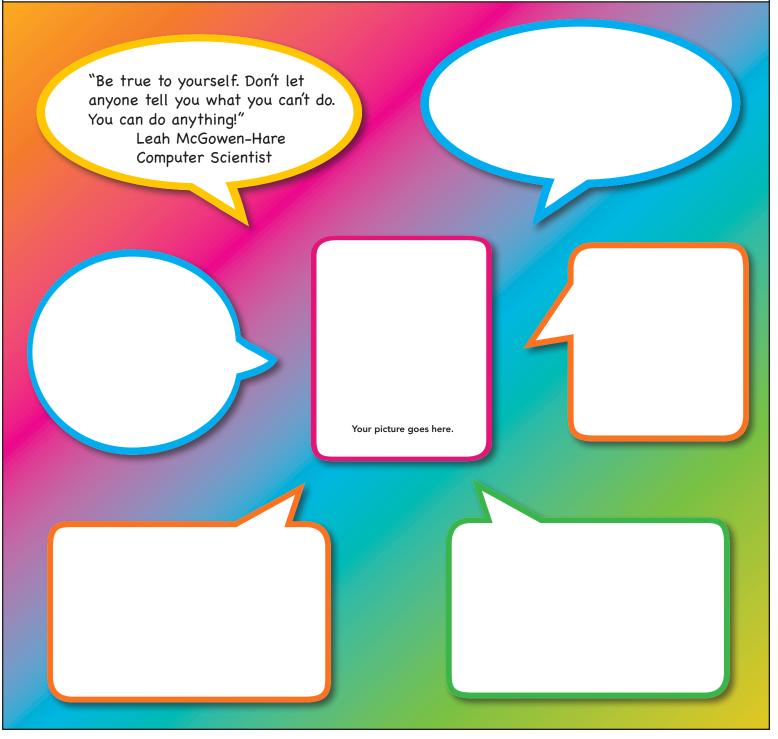
טאר ב	USE THIS CHAIL TO REED HACK OF CAREETS YOU EXPLOYE. WITHOUT CAREETS	spiore: writch careers do you into most interesting:	בוסו. סיים ביים ביים ביים ביים ביים ביים ביים	
	Career	What's Most Interesting?	Fun Fact!	College? Yes or No
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Career Girls Journal	Career I Explored:
Name:	Date:
Things to Know About Being a/an	
1. What you do:	Something I wonder about a career in:
2. Education you need:	
3. What might surprise you:	
3 Steps I Could Take to Prepare for a Caree	r in
1	3
Could This Be the Career for Me?  Color in the line to show how interested you are	e in this career.
O 1 2 No thanks.	3 4 5 Sign me up!
Here's why:	







### **Career Comics 1**

Career	Video:		
Carcer	VIGCO.		

View the video. Then ask yourself: What is this job like? Create a comic starring you in this career. At the top, fill in the career and sign your name. Use words and pictures to tell what happens on the job!

I want to be	Ву
If you like and, you might like to be(career)	How do you get ready for this career?  You can start by and
You'll need some skills, too.  Like these:  1.  2.  3.	What else can you do to prepare?



Hint: Use speech bubbles to show what you're saying.

### **Career Comics 2**

		\ /	•		
(.a	ree	r V	ıde	20	•

View the video. Then ask yourself: *How do I do this?* Create a comic strip that uses pictures and words to help answer this question. At the top, write the career title (for example, "an Astronaut") and sign your name.

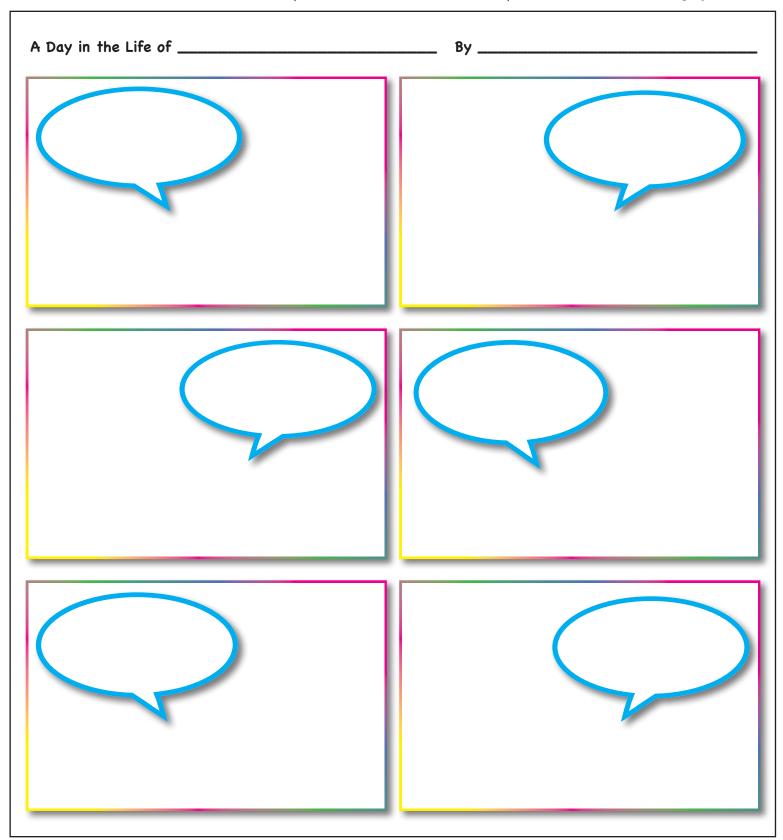
A Day in the Life of	Ву
A typical day might include:	School subjects you might use most:  Band Math Art Science
In this career, it's really true that:	One great thing about this career:
What might be challenging?	Fun fact!



Hint: Use speech bubbles to show what you're saying.

### **Career Comics 3**

Create a comic strip series that stars the future you in a career you are exploring. Use pictures and words to show what it's like to work in this career. At the top, write the career title (for example, "an Astronaut") and sign your name.





### **Career Action Plan**

Name:	Date:
Choose a Career Girls video to explore. Complete	e each section to tell about the career and what it takes to get there.
Check the career area: Arts, Entertainment & Sports Business & Finance Education Food Legal Medical Media & Communications Public Safety Public Service STEM (Science, Technology,	SKILLS FOR SUCCESS  If this is the career for you, these are four skills you'll need:  1
1. 2.	3.
4. 5.	6.



### **Cool Career Facts**

Name:	Date:

With Career Girls videos, you'll discover lots of cool things about all kinds of careers. If you're interested in space, for example, you might find it amazing that Chemical Engineer Susana Tapia Harper does safety testing on any material that goes up with an astronaut—even a guitar! Listen for more fun facts about different careers and record them here.

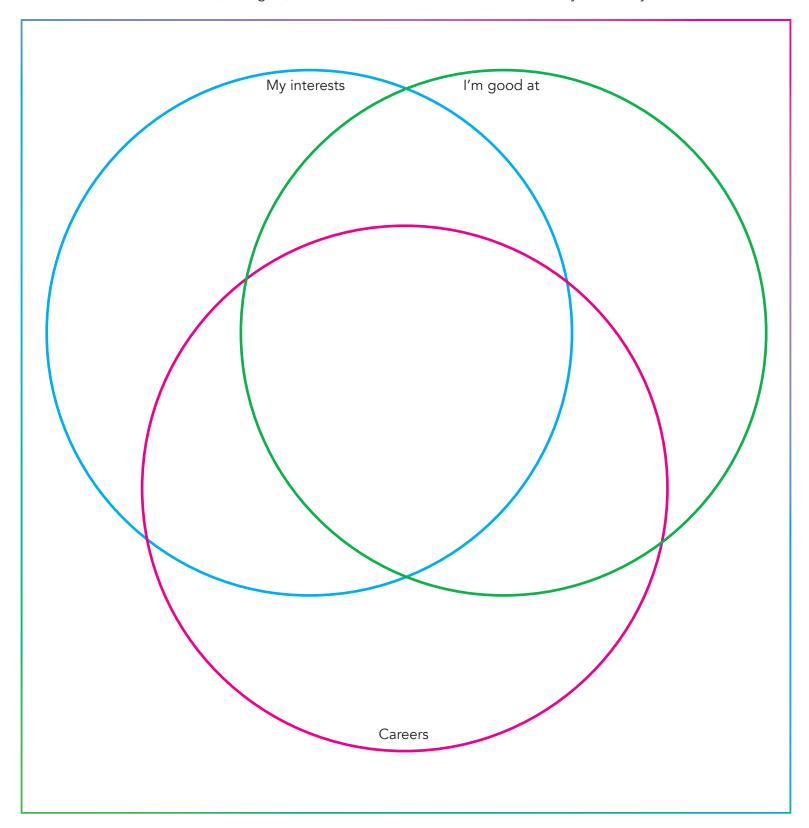
Career:	
Career:	Career:
Career:	Career:
	Career:



### Is This a Career for Me?

Name:	Date:

Fill in the circles with your interests, your strengths, and careers you're exploring. Use the overlapping areas to show where different interests, strengths, and careers connect. Add to the circles as you identify other interests.





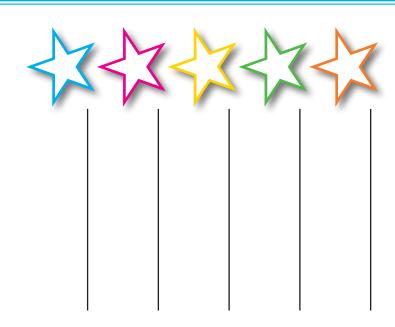
# Positively Empowered! Certificate of Completion

on Awarded to\_ for exploring 10 Career Girls Empowerment topics. Congratulations!

"Be exactly who you are. Know that who you are is awesome!"

– Jamila Glass Dancer and Filmmaker

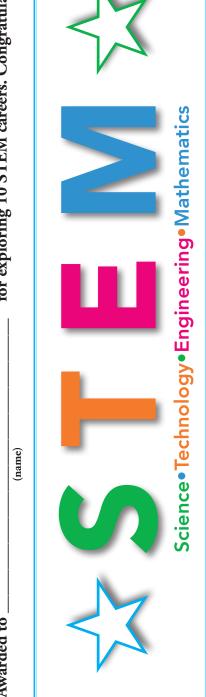




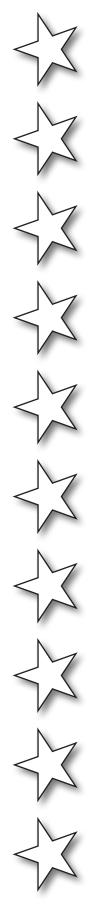


## Smart About STEM Certificate of Completion

for exploring 10 STEM careers. Congratulations! Awarded to\_



Color a star for each STEM career you explore.)



Check each STEM career you explored.

- ☐ Astronaut
- □ Astronomer
- □ Biological Scientist

Chemical Engineer

- Chemist
- Computer Programmer
- Computer Scientist
- Database Administrator

- **Environmental Engineer**
- □ Geneticist Geologist
- **Materials Engineer**
- Mathematician
- Mechanical Engineer
- Medical Physicist
- Medical Scientist

- Meteorologist
- □ Petroleum Engineer
- **Physicist**
- Software Developer
  - Statistician
- Other:
- Other:
- □ Other:

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### Career Connections Certificate of Excellence

(date) Awarded to

for exploring 10 careers. Congratulations!

Color a star for each career area you explored.



STEM: Science, Technology, Engineering & Math



**Public Safety** 





Arts, Entertainment & Sports

"Never give up. Set a goal and go after it.

– Tonya Noble Software Engineer and Systems Manager, Boeing



**Business & Finance** 

Medical

You can do it!"

Public Service

Media & Communications



Other:

7