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4-H Workplace Prep Project

Step It Up!

Pass it on! Now that you know how, share it with others. Here are ideas to get you started

Citizenship/ Leadership

• Interview a public official
• Make arrangements for a career day at your club or county

Are you Into It?

Get the job you want and build your future.

Finding work that's right for us and makes us happy is important because the reality is that most of us will spend the best part of our day on the job. What careers are out there? What career is a good fit? What kind of education will I need? How do I prepare for finding and keeping a job? If these are questions you're asking, 4-H's career preparation opportunities, through events such as Exploration Days, can help you find the right path. 4-H also offers help preparing for the job market, through skills such as resume writing, interviewing, networking and more.

Communication

• Give a speech about a career or job you learned about

Here's what you can do all year!

Starting Out Basic	Learning More Intermediate	Expanding Horizons Advanced
• Create a "career inventory" • Write a letter to ask for career information • Do an Internet/library search on possible careers • Think of ways you can earn money in your neighborhood with your own business	• From your "career inventory," job shadow or interview several people in that field • Write a summary and/or give a speech about an interesting career • Make a "career interest" journal • Participate in a mock interview • Look in the newspaper/Internet for job listings • Continue to expand your "business." • Visit your local chamber of commerce	• Check on internships in your area. • Fill out a senior portfolio •Go to the US Small Business Administration webpage and research its resources • Apply for a job • Fill out a senior portfolio • Volunteer for a local organization to learn job skills • Explore possible college majors • Make a business plan

Healthy Living

• Help set up a health fair in your community or participate in a health fair

Science

• Interview a scientist

Learn more at florida4h.org
or contact your local UF/IFAS Extension County Office

4-H
GROWING TOGETHER

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Expand Your Experiences in Workplace Prep!

• Have experiences that assist you in choosing and preparing for a job.
• Increase your knowledge of your career possibilities
• Learn the advantages and disadvantages of becoming an entrepreneur, as well as the parts that make up a business plan.
• Analyze scenarios to understand how actions on the job can affect one's career and advancement

Project Sharing Ideas

• Make a poster about your selected career path
• Make an exhibit for your fair describing your career interest

Resources

4-H Project Resources	Connections and Events	Record Keeping	Awards and Recognition

Project materials to assist youth in learning may be available through your county 4-H office or you can order directly.
 	
Available at National 4-H: 4-hmall.org
 	
•Build Your Future
•Entrepreneurship: Be The E
•Get in the Act: Take 1
	Attending events and taking advantage of opportunities that will expand your project learning will help you become the best you can be.
	
	Attend other statewide events. Check them all out at florida4h.org
	
	Career Days & Open Houses at the UF/IFAS Research Center
		Learning to take good records of what you do and what you spend for your project is a 4-H life skill.
		The following record keeping forms can help you keep a record of your activities.
		
		Project Report Forms can be found at florida4h.org
		• Junior (ages 8-10)
		• Intermediate (ages 11-13)
		• Senior (ages 14-18)
		• Financial Summary
		• Member Portfolio (ages 8-13)
			Florida's Recognition Program involves feedback through:
			    Participation
			    Setting Goals
			    Meeting Standards
			    Peer Competition
			    Cooperation
			
			Certificates, pins, ribbons, trophies, trips an/or scholarships are awarded based on quality of performance at the county, district, state and national levels.
			
			To learn more about current recognition opportunities visit the Florida 4-H website at florida4h.org or contact your county 4-H agent.

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