

Introduction

The Guidance Division of the Oklahoma Department of Career and Technology Education is pleased to provide the **2006 Career Activity File** to teachers and counselors. This booklet will provide some practical ideas and suggestions on leadership and Career Clusters, with an emphasis on listening skills, service learning, and volunteerism.

Leadership

An emphasis on service learning and volunteering is not new. Past presidents have promoted it by introducing Peace Corps, VISTA, and AmeriCorps. President George W. Bush, in his January 2002 State of the Union Address, called upon all citizens to dedicate 4,000 hours to national service and volunteering over their lifetime. By including this concept in schools, we will teach our children to volunteer, and they, in turn, will become better citizens, develop greater communication skills, and put their leadership skills into practice as they mature.

The number one leadership communication tool is being an effective listener. Listening is a skill that is not taught, and yet it is the hardest skill to master. Improving active listening skills requires both commitment and effort.

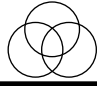
Career Clusters

Why are Career Clusters in the news? The world of work is changing constantly, and few, if any, students will have the pleasure of choosing a single career, training for it, and working solely in that career. The Career Clusters can be used as a tool to support our students as they transition through their work lives. Students will work across a career web, rather than a career ladder, mixing and matching pathways from different clusters to create a new occupation.

Career Clusters are broad occupational groupings that counselors, teachers, and parents may use as a tool to help students prepare for employment and/or further training. The goal of Career Clusters is to link what students learn in school with the knowledge and skills they will need to be successful in college and in their chosen careers. Four of the 16 clusters are highlighted — Architecture and Construction; Business, Management and Communications; Education and Training; and Information Technology.

Please duplicate and share the enclosed materials with parents, teachers, administrators, and others concerned with career development. You may view or download the Career Activity File at <http://www.okcareertech.org/guidance/CareerInfo/caf.htm>. For new and related information throughout the year, view the Guidance Web site at www.okcareertech.org/guidance.

Web site addresses were accurate, and all content on referenced Web sites was appropriate during development and production of this product. However, because Web sites sometimes change, the Guidance Division takes no responsibility for a site's content. The inclusion of a Web site does not constitute an endorsement of that site's other pages, products, or owners. You are encouraged to verify all Web sites prior to use.



I consider my ability to arouse enthusiasm among my people the greatest asset I possess, and the way to develop the best that is in a person is by appreciation and encouragement.

Charles Schwab, Steel Magnate (1862-1939)

To accomplish great things, we must not only act but also dream; not only plan but also believe.

Anatole France, The Nobel Prize in Literature 1921 (1844-1924)

Some are born great, some achieve greatness, and some have greatness thrust upon 'em.

William Shakespeare, *Twelfth Night*

We make a living by what we get, we make a life by what we give.

Sir Winston Churchill, Prime Minister and Minister of Defense (1874-1965)

Greatness is not standing above our fellows and ordering them around — it is standing with them and helping them to be all they can be.

G. Arthur Keough, Educator (1909-1989)

Listen or your tongue will keep you deaf.

Native American Proverb

A road to success is always under construction.

Unknown

If you don't know where you're going to, you will end up somewhere else.

Lewis Carrol, *Alice in Wonderland*

If Plan A isn't working, I have Plan B, Plan C, and even Plan D.

Serena Williams, Tennis Star

You don't lead by pointing a finger and telling people some place to go. You lead by going to that place and making a case.

Ken Kesey, Writer (1935-2001)

Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.

Vince Lombardi, Football Coach (1913-1970)