**Discussion GUIDE: Education & Training, Government, & Public Administration Careers**

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| **TEACHER DISCUSSION LEADERS:**  1. Lead a class discussion about Education & Training, Government, &  Public Administration (ET & G & PA) careers using the Proposed Student  Discussion Questions and Prompts.  2. Discuss which high school CTE courses help students get ready for a  career in ET&GPA.  3. Key ET & G & PA introductory concepts include: a) Complex Problem  Solving, b) Deductive Reasoning, and c) Time Management.  4. Find additional ET & G & PA resources on the TREES website at  <https://www.cteintrees.org/career-exploration-resources>. | **STUDENT OPTIONS:**  1. Take the Career Assessment in the *TREES Career Guide for Students*. Then,  review ET & G & PA job titles on pages 32 and 33.  2. Take the *True Colors Personality Quiz* at  <https://www.ira.esc14.net/upload/page/0255/True%20Colors.pdf>.  3. Watch the 2-minute *How to be an Excellent Teacher* video at  <https://www.youtube.com/watch?v=VfK7tfDCSIk> and the 4-minute  *25 Things You Should Know About Becoming a Teacher* at  <https://www.youtube.com/watch?v=ukEKu3b2FD8>.  4. Do your own research about ET&GPA careers to learn more.  5. Participate in a class discussion. |

Proposed Student Questions and Prompts

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| Q1a. What do people in Education & Training, Government, & Public Administration careers do? Which ET & G & PA jobs (page 32 of the *Career Guide for Students*) are most interesting to you? Characteristics of ET & G & PA professionals include:  ***Creators*** are enthusiastic, curious, analytical, and must communicate a message clearly. ***Persuaders*** have the power to convince. *Making judgments* and *evaluating performance* is a key attribute of these careers. Assigning and grading/judging class work, homework, and employee performance in the workplace are part of the job.  Q1b. What strengths did *True Colors* identify about you? | **In an Education & Training career** you will plan and conduct activities and/or training sessions for a program, demonstration, and work time so that students and employees may observe, question, and investigate a topic. You may confer with other adults to resolve behavioral, and workplace issues.  **In Government & Public Administration careers** you may issue public notification of official activities/meetings. You may record/edit/distribute meeting minutes to officials or staff members. You may ensure the safekeeping of documents.  What skills might you need to improve to be more successful in ET & G & PA careers? Skills are the ability to do something well. |
| Q2. What did you learn from the *How to be an Excellent Teacher* and *25*  *Things You Should Know* videos? | What skills do teachers and trainers need? Which of those skills do you already have? What skills might you need to improve for an ET & G & PA career? |
| Q3. Do you know someone who works in the ET & G & PA industry such as  a Counselor, County Clerk, Inspector, Mayor, Teacher, Trainer, etc.? | What do they do at work?  What high school courses would help you get ready for ET & G & PA careers? |
| Q4. What Education and Training, Government, and Public Administration  employers are in your local area? | *Joliet Township High School District 204* is one local ET & G & PA employer. Can you list 3 more employers?  1.  2.  3. |