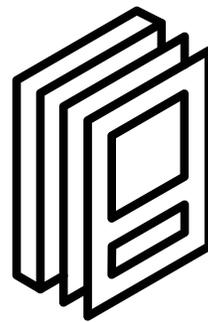


LESSON



INDEX



INTRODUCTION

An Introduction to Industries (15:18)

This lesson is a brief overview of all Industry lessons.

Industry Lessons - Educator Introduction (03:09)

This lesson will provide an introduction to educators on the Industries lesson series.

Industry Lessons - Learner Introduction (02:27)

This lesson will provide an introduction to learners on the Industries lesson series.

INDUSTRIES

Agriculture & Natural Resources (10:19)

Agriculture is an important economic industry that touches many aspects of our society. People in this sector aim to care for nature in sustainable ways that provide food for the world. It's a place to solve some of the world's greatest challenges, like hunger and climate change.

Arts, Media, & Entertainment (06:57)

Art and performances can help people see things differently. It's a window into people's thoughts, the way they think, and how they feel. Arts, media and entertainment industry creates opportunities for people to learn from and enjoy time with one another.

Building & Construction Trades (06:27)

Each animal in the animal kingdom has their own way to survive in the environment, including humans. For thousands of years, we've changed the environment. Making millions of homes, miles of roads, as well as two-thousand foot buildings, and a five-thousand mile wall. Most of which were built by hand.

Education, Child Development, & Family Services

(06:07)

Greek philosophers like Socrates and Aristotle were curious about what motivates people to learn. This opened the door to ask the same questions today as we did thousands of years ago. How might we teach each other better? In human history, we've had women and men who changed the world for the better. And each of them, at some point, had a teacher who helped.

Engineering & Architecture (06:55)

Like the pulley, lever, and wheel, drones are an engineering achievement. And humans have been creating these tools for a very long time. As we grow and share knowledge about building the best architectures, our creations and structures became better.

Health Science & Medical Technology (06:26)

How long someone lives, also known as their life expectancy, has changed over the years. And people today, will likely live much longer than those in the past. The health science and medical technology field is filled with biologists, engineers, and technologists that all use what they know and research what they don't to advance technology and human health.

Hospitality, Tourism, & Recreation (06:26)

Hospitality is more than an industry that just provides hotels for people. It refers to the relationship between a guest and a host. It was once described as the virtue of a great soul that cares for the whole universe through the ties of humanity. It involves showing respect for one's guests, providing for their needs, and treating them as equals.

Information & Communication Technology (06:03)

Information and communication technology is growing in all areas of our lives. Humans have been around for thousands of years, and in the last few years alone, we have collected 90 percent of all the data and information we have today. We build technology so people can teach, learn, and communicate easier and faster than ever.

Manufacturing & Production (05:41)

From space travel to animated space movies, this industry works to solve a very diverse range of problems in new ways. It's about looking at an issue and finding a way to solve it more efficiently using the skills and resources we have, or inventing new technologies to help us fill in the gaps.

Marketing, Sales, & Services (10:38)

Marketing is a way of telling people what something is and why it matters. Whether it's through word of mouth, a piece of paper, or a video, it's about telling a good story. Marketing, sales, and service can change people's minds, make people care, and get the world to collaborate and solve global challenges.

Public Service (05:13)

Some might say that we gain happiness from helping others or believe that we should treat other people the way we want to be treated. This is called altruism, the idea that we help others even if we get very little back. Altruism is the essence of the public service field, which is concerned with the health, safety, and belonging of people from all communities.

Transportation (09:26)

We have come a long way as humans from traveling with just our feet. Going into transportation means you think about people and how to get them to their destination easily and safely. Tools in transportation have allowed people to move further, explore more, and expand to different areas of the world. The transportation of today will change in the future.

CAREER PATHWAYS

Explore the pathways, education needed, and careers available in these industries



INTRODUCTION

.....

First Steps In Exploration (06:02)

This lesson will cover an overview of the 15 industry sectors and the possibilities to consider for the rewarding careers in each area.

Pathways Quick Selection Assessment (01:06)

If you're not sure which Pathway to start with, take this collection of exploration quiz's to narrow the search for pathway industries you may enjoy.

EXPLORATION

These career exploration lessons will cover a variety of highlighted jobs, pathways to those jobs and what to expect when you begin working in the following industry sectors.

.....

Exploration – Ag & Natural Resources (06:26)

Exploration – Arts, Media, & Entertainment (07:05)

Exploration – Building Trades & Construction (06:53)

Exploration – Business & Finance (06:42)

Exploration – Education, Child Dev & Family Services (06:00)

Exploration – Energy & Utilities (06:22)

Exploration – Engineering & Design (06:33)

Exploration – Fashion & Interior Design (06:49)

Exploration – Health Science & Medical Tech (06:10)

Exploration – Hospitality, Tourism & Recreation (06:43)

Exploration – Information Technology (06:47)

Exploration – Manufacturing & Product Dev (06:38)

Exploration – Marketing, Sales & Service (07:30)

Exploration – Public Services (06:37)

Exploration – Transportation (07:26)

ACTION PLAN

These lessons present career possibilities with levels of education, and activities you can start right away to further prepare for a successful career in the following industry sectors.

.....

Action Plan – Ag & Natural Resources (06:40)

Action Plan – Arts, Media, & Entertainment (06:11)

Action Plan – Building Trades & Construction (06:28)

Action Plan – Business & Finance (06:41)

Action Plan – Education, Child Dev & Family Services (06:35)

Action Plan – Energy & Utilities (05:44)

Action Plan – Engineering & Design (05:59)

Action Plan – Fashion & Interior Design (06:33)

Action Plan – Health Science & Medical Tech (06:33)

Action Plan – Hospitality, Tourism & Recreation (06:28)

Action Plan – Information Technology (05:58)

Action Plan – Manufacturing & Product Dev (06:26)

Action Plan – Marketing, Sales & Service (06:24)

Action Plan – Public Services (06:31)

Action Plan – Transportation (05:50)



BEHAVIORS

.....

Attention (03:36)

This lesson will cover the effects of multi-tasking in individual and social settings as well as things to consider when attempting to complete a task.

Body Language (04:23)

This lesson will cover how our body language communicates things to those around us, sometimes without us even noticing.

Eye Contact (03:49)

This lesson will cover the value of eye contact in western culture and tips to show respect and attention.

Handshake (04:07)

This lesson will cover the ins and outs of a handshake and things to consider when greeting someone in person.

Networking (04:19)

This lesson will cover various types of networks, how they might bring value or importance, and how to network in a professional setting.

REASONING

.....

Etiquette (04:23)

This lesson will cover how etiquettes or codes of behavior inform our manners and the way we interact with others.

Feedback (04:00)

This lesson will cover components of giving and receiving constructive feedback and how to determine what valuable feedback is.

Financial Literacy (24:00)

Learners will understand the importance of financial health by learning about balancing budgets and how to manage credit and debit to build a lifelong skill.

SELF-CARE

.....

Appearance (08:23)

This lesson will provide a guideline for appearance based on the situation or event; shifting from casual, business casual, and formal.

Hygiene (04:05)

This lesson will cover the most important elements of cleanliness in communal spaces and professional settings.



ETHICAL DECISION MAKER

Accountability (12:00)

Learners will understand what accountability is, the benefits of being accountable, and how to hold themselves and others accountable.

Civic Engagement (11:00)

Learners will understand the basics of civic engagement, how to build a civic mindset, and where you can begin practicing civic engagement in your life right now.

Design Solutions (03:36)

This lesson will cover a crash-course on design thinking as a way to explore, develop and iterate solutions to ill defined problems.

Ethics (04:07)

This lesson will cover famous philosophies on right and wrong and encouraged to consider their thought process behind their decisions and how those decisions reflect their moral values and attitudes.

Fairness & Justice (04:19)

This lesson will cover the differences between fairness and justice through the lens of social equity and challenges that impact some, but not always all peoples. and their unique circumstances.

Systems Collaboration (04:07)

This lesson will cover how learners can build upon their own work through collaborating with others on similar ideas and processes.

Values & Attitudes (04:19)

This lesson will cover how learners consider the items, people and ideas that are important to them, how they demonstrate that importance and how they prioritize that expression of value.

GLOBAL AWARENESS

Cognitive Flexibility (08:23)

This lesson will cover how learners can begin to identify, understand, and overcome common fixed perceptions, assumption and mental shortcuts they have.

Convergent Thinking (04:05)

This lesson will break down problems into their elements and develop steps to a solution and develop an understanding of the steps it takes to reach a logical conclusion.

Design Thinking (03:49)

This lesson will cover the concepts of design and develop a design thinking mindset to solve complex problems with empathy, iteration and experimentation.

Digital Investigation (04:07)

This lesson will cover an investigative (i.e., question, identify, collect, analyze, evaluate, organize, and construct) crash-course using the Internet.

Divergent Thinking (04:19)

This lesson covers ways of leveraging both creativity and revision to arrive at multiple solutions to solving complex problems facing the world of today and tomorrow.

Finding Knowledge (04:07)

What is the difference between fact and opinion? This lesson covers the skills (source identification, fact-checking, summarizing information, and identifying patterns) that can help you tell the difference between the two.

Lifelong Learning (04:19)

As we live, we must continue to explore and learn...this has been the history of humanity. And this will continue into the future. Exploration and learning allows us to pinpoint why life exists, where we can place ourselves in history, and how we can make it better.

Pattern Seeking (04:19)

Pattern seeking is about looking for common themes, relationships, and patterns that exist all over the place. Sometimes we overlook it as trivial information. But if we practice looking for relationships, especially among things that don't seem relatable at first, not only will we become better at thinking through complexity, But we'll open doors and questions to new fields and ways of thinking.

RELATIONSHIP SKILLS

Building Relationships (13:00)

Learners will learn why people build relationships, how technology impacts this, and how to build diverse relationships.

Communication Skills (08:23)

There are many ways of sharing and exchanging information between people, across places, and over time. The purpose of communication is not to create conflict and strife, but instead, to make progress, share information, learn, and be contributing members of society.

Conflict Resolution (13:00)

Learners will be able to identify conflict types and resolution styles for application.

Digital Communication (04:05)

Digital communication is the ability to connect with others through websites, video, audio, text or animated multimedia. Technology is an important skill to have as a community citizen and in business. It helps people pass and receive information faster than flying pigeons and snail mail.

Effective Listening (03:49)

Effective listening is the act of tuning out yourself and your thoughts, and tuning into what you are hearing. If you're effectively listening to someone, you are listening to what the person is saying, and how they are saying it.

MINDSETS



Teamwork (04:07)

Teamwork extends further than a school classroom, a group project, or a business plan. The purpose is to commit to a non-zero sum perspective, where our very own success and survival is dependent on the success and survival of everyone.

SELF-AWARENESS

.....

Heuristics (09:00)

This lesson will help learners identify subtle ways people solve problems and how this may lead to implicit biases. By identifying such methods, we can be better at interrupting them when they are unnecessary.

Introspection (07:00)

This lesson will teach learners how to reflect and identify what makes up their identity.

Personal Development (07:00)

Personal development is about improving your self-awareness and talents to enhance your life, as well as contribute to the world.

Purpose (03:36)

We exist currently because by definition, we are living in this moment, talking to each other right now. But, what's the point of existing right now? Is there any purpose to existence at all? To life?

Reflection (04:23)

It's easy to reflect and change the way we look, but can we look at our own thoughts and feelings to make sure we are making good choices? This lesson will cover tools to be able to do just that.

Resilience (03:49)

This lesson will cover how resilience is about working really hard to make your future, your reality. And knowing full well that anyone can learn from mistakes, and giving up is not an option.

Self-Awareness (04:07)

This lesson will cover how self-awareness is often understood as knowing your strengths and weaknesses. Many people identify their skills by exploring and placing themselves in different situations.

Self-Control (04:19)

This lesson will cover how self-control is about considering the consequences before acting and making choices.

SELF-MANAGEMENT

.....

Adaptability (08:23)

Adaptability is about changing according to people, places, and situations around you.

Choose Your Path (13:00)

Learners will identify their interests, use those interests to identify the relevant industry, and explore those industries to identify career options that are related to their interests.

Digital Safety (04:05)

This lesson will cover the importance of why digital tools must be used with careful thought and consideration.

Organization (03:49)

In this lesson, participants will learn about different forms of organization to effectively convey a message.

Perspective (04:07)

This lesson will cover the value of understanding your own perspective and also others.

Self-Regulation (04:19)

In this lesson you will learn the elements of virtue and how virtue plays a role in the ability for a person to self-regulate and solve problems.

Systems Thinking (04:07)

This lesson will cover how to break down the various parts, actions or steps that create a system in order to understand that adjusting one element or action might adjust the outcome.

Tenacity (14:00)

Learners will be able to identify the components needed for tenacity and work towards them to create the conditions needed for challenging circumstances.

SOCIAL-AWARENESS

.....

Diverse Perspectives (08:23)

This lesson will cover ways to observe and consider how our view or experience might differ from another person or community based on physical, familial or community environments.

Empathy (04:05)

This lesson will cover how to learn and understand what empathy is, the various types of empathy and how empathy effects our interactions with ourselves and others.

Social Awareness (03:49)

This lesson will cover how the effectiveness of a group is not determined by the intelligence of the group; it's determined by how well they communicate.



BEST IMPRESSIONS

Interviewing Appearance & Hygiene (05:00)

Leaving a lasting first impression is critical if you want to move to the next level in the interview process. Learn the basics regarding your appearance, hygiene, body language and verbal communications.

Interviewing Body Language (03:31)

This lesson will cover the right and wrong ways to exhibit good body language during a job interview.

Interviewing Verbal Communication (04:05)

This lesson will cover the right and wrong ways to show good verbal communication during a job interview.

INTERVIEWING QUESTIONS (CRIMINAL BACKGROUND)

Overcoming a Criminal Background - Job Search (05:16)

This lesson will focus on ways to answer common questions about a criminal background and how to create clear and simple answers to them.

Overcoming a Criminal Background - Your Answer (06:44)

This lesson will focus on allowing learners to develop their answers to common questions in the job interview and application process.

INTERVIEWING QUESTIONS (EXPERIENCED)

Describe a Conflict and Its Resolution - Do's & Don'ts (06:10)

A question about Conflict Resolution is a behavior-based question. The interviewer asks these questions because they believe that past behavior and performance predicts future behavior and performance.

Describe a Conflict and Its Resolution - Your Answer (03:42)

In this course we help you create your own custom answer to the question 'Describe a Conflict and Its Resolution'

Tell Me About Yourself - Do's & Don'ts (5:57)

"Tell me about yourself" is the most common job interview request. It may be used as a warm-up question, to help you feel comfortable and get you talking about a topic you know a lot about - yourself.

Tell Me About Yourself - Your Answer (2:46)

Create your personalized answer to the most common interview question, "tell me about yourself".

What Is Your Greatest Weakness? - Do's & Don'ts (06:13)

What Is Your Greatest Weakness? is a legitimate question. The interviewer is looking to see how you approach a difficult question.

What Is Your Greatest Weakness - Your Answer (04:32)

Create your personalized answer to the question "what is your greatest weakness".

Why Do You Want to Work Here? - Do's & Don'ts (06:00)

Often the make or break factor determining whether or not one would fit the position. The employer wishes to observe if your answer indicates that you have thought about what you want.

Why Do You Want To Work Here - Your Answer (02:44)

Employers want to hire someone who feels drawn to that business or type of work, and will perform at his or her best. Your answer should let the interviewer know you are being selective about where you want to work, as well as why you believe you are a good fit for the position.

Why Should We Hire You? - Do's & Don'ts (06:35)

When asking the question, "Why Should We Hire You?" the interviewer is evaluating your ability to confidently connect your skills and abilities with the needs of the company.

Why Should We Hire You - Your Answer (03:35)

Think of this as an opportunity to "sell" yourself to the hiring manager. Your answer should describe your skills and experience, and the benefits they would bring to the company.

INTERVIEWING QUESTIONS (INEXPERIENCED)

Describe a Conflict & Its Resolution (10:15)

A question about Conflict Resolution is a behavior-based question. The interviewer asks these questions because they believe that past behavior and performance predicts future behavior and performance.

Describe a Conflict & Its Resolution - Español (11:05)

Una pregunta sobre la resolución de conflictos es una pregunta basada en el comportamiento. El entrevistador hace estas preguntas porque creen que el comportamiento y el rendimiento del pasado predicen el comportamiento y el rendimiento futuros.

Tell Me About Yourself (10:16)

"Tell me about yourself" is the most common job interview request. It may be used as a warm-up question, to help you feel comfortable and get you talking about a topic you know a lot about - yourself.

What is Your Greatest Weakness? (09:58)

What Is Your Greatest Weakness? is a legitimate question. The interviewer is looking to see how you approach a difficult question.

WORK SKILLS



Why Do You Want To Work Here? (08:36)

Often the make or break factor determining whether or not one would fit the position. The employer wishes to observe if your answer indicates that you have thought about what you want.

Why Should We Hire You? (09:59)

When asking the question, "Why Should We Hire You?" the interviewer is evaluating your ability to confidently connect your skills and abilities with the needs of the company.

JOB SEARCH

.....

Clearly Defining What You Want (03:35)

Whether you are currently unemployed or considering a career change, the idea of beginning to search for a new job can feel overwhelming. By focusing on just one step at a time, you can make gradual progress toward your goal of a new rewarding career.

Creating a Daily System (04:00)

Creating an organized daily system can be the key to helping you stay on track, accomplish daily goals, and quickly receive your next job offer.

Leveraging Conferences & Career Fair Tactics (06:41)

Industry conferences, events and luncheons are underutilized and under-appreciated tools of a job search. It's easier to develop strong relationships when conversing face to face, as body language and tone of voice are almost impossible to decipher on-line.

Manipulating Job Boards (07:56)

According to a recent study, over 75% of job seekers use job boards as their first resource for identifying potential employers. We will share tips to help you understand how you can make the most of job boards to increase your chances for success."

Maximizing Your Personal Network (01:52)

It's not what you know, but who you know. Networking is the exchanging of information or services in order to cultivate productive relationships for employment or business. We will give you tools to help you.

Setting Realistic Goals (06:59)

The best way to accomplish something that seems overwhelming is to break it down into smaller, more attainable steps. By focusing on just one step at a time, you can make gradual progress toward rewarding new career.

Working With Employment Agencies (09:48)

Signing up with an employment agency may at first have a negative connotation in your mind, but staffing firms can play a valuable role in your job search.

PREPARATIONS

.....

Developing a Winning Mindset (06:34)

If you are able to understand and control your negative emotions, you'll be able to develop this mindset by focusing on the positive and practicing patience.

PROFESSIONAL DEVELOPMENT

.....

Personal Life Situations (05:00)

The things that come up in one's personal life can easily affect your mood, focus, and ability to perform at your best.

Teamwork & Attitude (04:55)

Employers are usually willing to invest time in training and coaching a person who lacks certain skills but genuinely wants to learn and become a valuable part of the team.

RESUME

.....

Resumes - Action Plan (08:53)

Step by step practice through the creation of a resume and along with templates for learners to customize their own resume.

Resumes - Action Plan - Español (11:02)

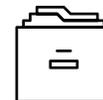
Resumes - Introduction (05:02)

Your resume is likely competing with many others for the manager's attention, so it should be well written and easy to read. It should show an understanding of your own skills and qualifications, and how they relate to the position you want.

Resumes - Introduction - Español (06:17)

Your Interview Story (04:00)

This course will help pull out all your strengths, weaknesses, achievements and job history to create your interview story.



HANDOUTS

.....

IMAGO's Emotional Intelligence Venn Diagram (PDF)

This handout illustrates Emotional Intelligence's core and sub components, including where they overlap and intersect.

Learner Navigation Cheat Sheet (PDF)

This handout for learners includes screenshots of where to find assigned lessons, experiences, and their portfolio.

Lesson Index (PDF)

This handout includes all lessons and resources currently available on the platform, sorted by category and subcategory.

Master Resource Guide (PDF)

This packet includes suggested lessons to assign for different learner interests, ranging from job interview preparation, career exploration, and more.

Printing Certificates (PDF)

This handout details step-by-step for learners how to view and print certificates from their portfolio.

Remove Students from Classes (PDF)

This handout is a step-by-step guide on how to remove students from a specific class, including screenshots of each step.

HOW-TO VIDEOS

.....

How to Add Students to a Class (01:38)

This video tutorial details how students can create accounts on our platform and add themselves to your classes.

How to Create and Copy a Class (01:51)

This video tutorial shows facilitators how to create classes in the platform, including how to add lessons and duplicate existing classes.

How to Find a Facilitator Guide (01:36)

This tutorial shows facilitators how to find facilitator guides for each lesson in our platform. Facilitator guides are provided for Mindsets, Industries, and Life Skills lessons.

How to Find Your Enrollment Key (01:41)

This tutorial shows facilitators how to locate their unique enrollment key in the IMAGO platform. Enrollment keys link learners to a specific organization.

How to Run Reports (01:34)

This tutorial shows facilitators how to utilize our reporting system to examine data about logins, study guide completions, and more in their classes.

Introduction to Facilitator Guides (03:20)

This tutorial introduces our Facilitator Guides, their different components, and how to utilize them with learners for different lessons.