

Job Preparation



	Beginning	Intermediate	Advanced
1	Outline what is needed to write a resume. Explain why a resume is important.	Create a one-page resume.	Create a one-page resume and a one-page cover letter.
2	Write some questions you may be asked during a job interview for a pretend job. Have your project helper or parent conduct a practice interview.	Select 2 jobs. For each job write some questions you may be asked during each job interview. Describe what questions were similar and what were different, and how the responses were different for each job. Have your project helper or parent conduct a practice interview for 1 of the jobs.	Select 3 jobs. Write some questions you may be asked during each job interview. Describe what questions were similar and what were different, and how the responses were different for each job. Have your project helper or parent conduct a practice interview for 1 of the jobs.
3	Talk to 3 different people about jobs they had, what went well, what didn't go well, and what they learned from the experience.	Talk to 6 different people about jobs they had, what went well, what didn't go well, and what they learned from the experience.	Complete an Ohio 4-H Achievement Record. ohio4h.org/awardsandscholarships
4	Find a person in a career you are interested in and conduct a practice interview.	Find 2 people in careers you are interested in. For each person, conduct a practice interview.	Find 4 people in a career you are interested in. For each, conduct a practice interview.
5	Create a one-page resume for your dog, including areas such as education, additional activities, and community service.	Help 2 dog owners create one-page resumes for their dogs, including areas such as education, additional activities, and community service. What did they learn about their dogs?	Research different styles of resumes and learn why certain styles are more acceptable than others. Teach this to 1 other person.

People Skills

	Beginning	Intermediate	Advanced
1	Research about nonverbal communication in humans. Create a chart to compare human nonverbal communication to dog body language.	Learn about nonverbal communication in humans. Create a Venn diagram to compare non verbal communication in humans to dog body language.	Learn about nonverbal communication in humans. Compare this to dog body language. Share this in a creative way.
2	Read about how to solve conflicts. Share what you learn with your 4-H club.	Research conflict resolution. Create 3 scenarios where a dog owner may need to use these skills. Use role playing to practice these skills.	Find or create an activity to teach your 4-H club about communication. You could use an activity such as the ones in this packet. uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=11399
3	Learn about active listening. Practice this during 3 conversations with dog owner/s. Record your experience after each conversation.	Learn about active listening. Practice this during 5 conversations with dog owner/s. Record your experience after each conversation.	Learn about active listening. Practice this during 5 conversations with dog owner/s. Record your experience after each conversation.
4	Share teamwork tips with your 4-H club. Play a game to practice good teamwork.	Find 10 teamwork tips for working with other people. Compare these to what makes good teamwork with your dog.	Research conflict resolution. Create 5 scenarios where a dog owner may need to use these skills. Use role playing to practice these skills.
5	Create a persuasive talk to a dog owner who does not want to clean up after his or her dog. Do a role playing activity with your project helper or a club member.	Create a persuasive talk to a dog owner who does not want to walk his or her dog on leash when in town. Do a role playing activity with your project helper or a club member.	Create a persuasive talk to a dog owner who wants to breed his or her very nervous dog with hip dysplasia. Do a role playing activity with your project helper or a club member in front of your 4-H club.



Researching Careers



	Beginning	Intermediate	Advanced
1	Find out what type of education is needed for at least 3 dog-related careers. Create a chart to record your findings.	Find out what type of education or schooling is needed for at least 6 dog-related careers. Create a chart to record your findings.	Find out what type of education or schooling is needed for at least 9 dog-related careers. Create a chart to record your findings.
2	For 3 dog-related careers, create a list of 5 interview questions.	For 3 dog-related careers, create a list of 8 interview questions.	For 5 dog-related careers, create a list of 10 interview questions.
3	Interview 2 people who work in <u>different</u> dog-related careers. Discuss what you learned from these interviews.	Interview 3 people who work in <u>different</u> dog-related careers. Discuss what you learned from these interviews.	Interview 4 people who work in <u>different</u> dog-related careers. Discuss what you learned from these interviews.
4	Select and research 2 careers of your choice. Discuss/record the pros and cons of choosing these as a career.	Select and research 3 careers of your choice. Discuss/record the pros and cons of choosing these as a career.	Select and research 5 careers of your choice. Discuss/record the pros and cons of choosing these as a career.
5	Interview 2 people in the <u>same</u> career or field. How are their responses similar or different?	Interview 3 people in the <u>same</u> career or field. How are their responses similar or different?	Interview 4 people in the <u>same</u> career or field. How are their responses similar or different?

Shadow a Professional

Note: Activities 1 – 5 are expected to be completed in sequence for all experience levels.

	Beginning	Intermediate	Advanced
1	Identify 1 dog-related business and research this business.	Identify 2 dog-related businesses and research these businesses.	Identify 3 dog-related businesses and research these businesses.
2	Contact a dog-related professional in the business you identified and set up an opportunity to shadow.	Contact a dog-related professional in each of the businesses you identified and set up an opportunity to shadow.	Contact a dog-related professional in each of the businesses you identified and set up an opportunity to shadow.
3	Create and ask at least 5 questions to the professional.	Create and ask at least 10 questions to the professionals.	Create and ask at least 15 questions to the professionals.
4	Write a report about your experience and send it to the professional along with a thank you note.	Write a report about your experiences and send it to the professionals along with a thank you note.	Write a report about your experiences and send it to the professionals along with a thank you note.
5	Create a photo display of your experience. If you were not allowed to take photos at the site, recreate portions of your day at home to photograph.	Create a photo display of your experience. If you were not allowed to take photos at the site, recreate portions of your day at home to photograph.	Create a photo display of your experience. If you were not allowed to take photos at the site, recreate portions of your day at home to photograph.





Note: For these activities, create a pretend dog-related business. Complete activities 1 – 5 in sequence for all experience levels.

	Beginning	Intermediate	Advanced
1	Create a simple business plan. http://teachingkidsbusiness.com/business-plan-templates.htm	Create a simple business plan. http://teachingkidsbusiness.com/business-plan-templates.htm	Create a simple business plan. http://teachingkidsbusiness.com/business-plan-templates.htm
2	Create a marketing brochure or flyer for your business.	Create a marketing brochure or flyer for your business.	Create a marketing brochure or flyer for your business. Research how colors and design can impact consumers.
3	Figure out how many customers you could help in a day. Do some basic math to find out how much income you would have, what expenses you would have, and if there would be a profit.	Figure out how many customers you could help in a day. Do some basic math to find out how much income you would have, what expenses you would have, and if there would be a profit.	Figure out how much income you could make in a week, what your expenses would be, and whether you could make a profit.
4	Create a logo and name for your business.	Create a logo and name for your business.	Create a logo and name for your business.
5	With your project helper or a small business owner, learn how to write a check and how to track finances.	With your project helper or a small business owner, learn how to write a check and how to track finances.	Create a financial plan for the future of your business.