



Career/Life Planning Resources

What tools do you need to help you find your way? Planning for your life and career can feel overwhelming, but with the right resources and tools, you can map a path and plan for your future.

The following resources provide information about education, employment and leadership opportunities. Accessing timely, relevant and accurate information can help you discover who you want to be and where you want your career journey to take you.

Imagine the possibilities!

Your Career Development

Career development is a circular process, which you can expect to revisit several times as you gain self-knowledge and career/life experience. The online resources that follow are organized according to the interrelated stages of career development.



Stages of Career Development

Online resources are suggested for each stage of career/life planning:

Self-exploration (assessment) resources and tools will help you learn about your values, interests, likes and dislikes, strengths, skills, abilities, motivation, desired lifestyle and personality.

Career exploration (investigation) resources can be used to research career opportunities, industry trends, educational and training paths and work environments.

Career discovery (preparation) information, resources and tools will help you plan and prepare how to achieve your goals. They will help you with your decision making, goal setting, task prioritization and financial planning. Research how and where to gain knowledge and experience to assist with goal setting.

Planning (commitment) tools will help you plan for and create your future, including personal career branding, job searches, social and online networking, applications, resumés, interviews and work experience opportunities.

Self-Exploration (ASSESSMENT)

Manitoba Education and Training Resources

K-12 Career Development Education

www.edu.gov.mb.ca/k12/cur/cardev/index.html

Visit this website to explore Manitoba's career development curricula for high school students (Grades 9 to 12). These optional career education courses and credits help students develop self-awareness and personal skills, explore and "try on" careers, and engage in career and community experiences to

- help determine career interests and passions
- build career-readiness and essential skills
- locate and effectively use career/life information
- learn about health and safety at the workplace
- engage in and manage their own work/life-building process
- connect relevant lifelong learning supportive of career goals with transitioning workplace and labour market realities

The courses and credits enrich students' career development knowledge and help prepare them for a smoother transition between high school graduation and appropriate post-secondary education and training. The website also provides information on the Career Development Internship (CDI) and Credit for Employment (CFE) options, Workers Compensation coverage, Community Service Student-Initiated Projects (CSSIP) and Take Our Kids to Work Day.

A Self-Managed Career Portfolio Guide

www.edu.gov.mb.ca/k12/docs/support/c_portfolio/index.html

Students can use the portfolio to guide and capture all aspects of their career development, including self-assessment, goal setting, skill identification, career and educational transitions, and strategies for obtaining and maintaining meaningful employment.

Successful Futures for All Students

www.edu.gov.mb.ca/k12/docs/support/success_futures/index.html

This guide for Manitoba school leaders and career development educators focuses on the importance of a comprehensive career development education for students, before and after graduation. Implementation guidelines and strategies are provided.

Senior Years Technology Education Program

www.edu.gov.mb.ca/k12/cur/teched/index.html

Explore learning opportunities in the subject areas of technical-vocational education, industrial arts education, human ecology education/home economics, applied commerce education and High School Apprenticeship Program (HSAP). Students can explore ideas and gain practical experiences while discovering new skills and abilities.

Arts Education

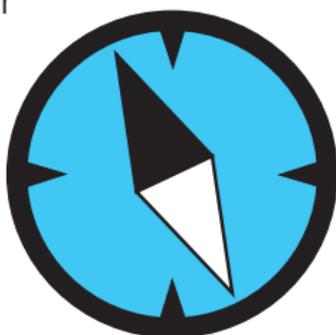
www.edu.gov.mb.ca/k12/cur/arts/index.html

Discover the arts education options available in dance, dramatic arts, music and visual arts to enrich, inspire and open opportunities for creative expression, artistic literacy and career enrichment.

Information and Communication Technology (ICT)

www.edu.gov.mb.ca/k12/tech/index.html

Literacy with ICT is about choosing and using ICT, responsibly and ethically, to support critical and creative thinking about information and about communication as citizens of the global community. Literacy with ICT is the basis for the infusion of ICT across the Manitoba curriculum.



Graduation Requirements

www.edu.gov.mb.ca/k12/policy/grad_require.html

This website provides information about requirements for obtaining a Manitoba high school graduation diploma.

Career Cruising

<https://public.careercruising.com/en>

Career Cruising "is a self-exploration and planning program that helps people of all ages achieve their potential in school, career and life."

Xello

<https://xello.world/en/>

Xello can help students discover the pathway that is right for them, whether it involves a trade, college, university, entrepreneurship, or other training. As students gain self-knowledge through assessments and reflection, they select careers, schools, programs, and experiences to form a visual roadmap they can update and share. In Xello, students can create actionable plans that outline the steps needed to achieve school, career and life goals.

myBlueprint Education Planner

<https://myblueprint.ca/>

This website provides counsellors, teachers and students with online education and career planning tools for course selection and college and university research. It also offers information on building a portfolio and exploring career opportunities. Resources for setting short- and long-term career goals are also available.

ChatterHigh

<http://chatterhigh.com/en/general/about>

ChatterHigh has created a community in career education that encourages students to talk about their future. It offers a "gamifying exploration" of post-secondary and career options, as well as health and financial literacy information.

CurioCity: Careers & STEM Connections

<http://explorecuriocity.org/Explore/ArticleId/4853/careers.aspx>

In Canada, 70 percent of the top jobs require some form of STEM (science, technology, engineering and math) education. Careers in law, arts, skilled trades, entrepreneurship, natural resources and other areas all need or benefit from a STEM background. Explore the variety of STEM careers using virtual reality field trips and profiles of people in those careers.

The Learning Partnership Resources

Take Our Kids to Work Day

www.thelearningpartnership.ca/what-we-do/student-programs/take-our-kids-to-work

Each year in November, every Grade 9 student in Canada is invited to spend a day at work with a parent, relative, adult friend or volunteer host. This national annual program enables the entire community—parents, teachers and employers—to play an important role in the career development of young Canadians.

Real Talk

www.realtalk.careers/web#/home

The Real Talk career app provides students with crowdsourced stories from young professionals. You can bookmark, like and share the careers that interest you the most and build a checklist of resources.

Rotary Career Symposium—Winnipeg

<http://careersymposium.ca/>

The Rotary Career Symposium, the largest and most comprehensive career symposium in Canada, provides a dynamic venue where students and adults receive information about various education and employment options available in Manitoba, Canada and internationally. You can visit informative and interactive exhibitor displays, attend speaker sessions and participate in career chats with professionals.

Brandon Career Symposium

<http://career-symposium.ca/>

Brandon's career symposium offers you the chance to network with professionals and learn about provincial education and employment opportunities. Visit local and provincial displays and chat with engaging presenters about your educational and professional future.

Youth Parliament of Manitoba (YPM)

<https://www.ypmanitoba.ca/>

Ask tough political questions and learn about Manitoba's political system while attending the Youth Parliament of Manitoba (YPM). Since 1922, YPM has been hosting youth aged 16 to 20 at the Manitoba Legislature where they participate in a mock parliament. Participants have the opportunity to meet current members of the Manitoba Legislature while debating and voting on a range of current issues. Financial assistance and travel subsidies are available for eligible participants.

Career Exploration (INVESTIGATION)

SAFE Work Manitoba Resources

SAFE Youth

<https://www.safemanitoba.com/Campaigns/Pages/SAFE-Youth.aspx>

SAFE Youth is a campaign to help youth understand their rights and responsibilities as workers in Manitoba. This website offers a wealth of information about your most important priority on the job—your safety.

Worked Up

<http://workedup.ca/>

Young workers are far more likely to have a workplace injury than more experienced workers. Worked Up can help you understand your right to job safety and learn strategies to prevent workplace injuries.



Young Worker Readiness Certificate Course

<https://ywrcc.safemanitoba.com/>

This course is administered by the Manitoba government and was developed in partnership with SAFE Work Manitoba. The course teaches youth the basics about workers' and employers' rights and responsibilities for safety and health in the workplace and about employment standards. Employers seeking to hire a worker aged 13, 14 or 15 are required to confirm the prospective worker's successful completion of the course and obtain a copy of the Certificate of Completion as an employment record. The Certificate of Completion is transferable to different employers, which means youth only need to complete the course once.

Junior Achievement (JA) Canada

<http://jacanada.org/>

JA Canada helps Canadian youth engage in financial literacy, work readiness and entrepreneurship so that they may succeed in their careers, launch businesses and face future challenges. JA Canada offers programs for Early, Middle and Senior Years, including Dream Big, Dollars with Sense, and Our Community—Needs, Jobs, Tools.

Manitoba Education and Training—Young Entrepreneurs Program

www.gov.mb.ca/cyo/youth/businesses/youngentrepreneurs.html

This program aims to assist young Manitobans in starting and developing their business ventures. It offers grants of up to \$4000 for Manitobans 18 to 29 years of age.

Healthy Child Manitoba– After School Leaders (ASL)

<https://www.gov.mb.ca/healthychild/afterschoolleaders/index.html>

The ASL program offered in Winnipeg provides youth aged 14 to 18 with the opportunity to meet new people, explore their interests and develop new skills. Participants can gain experience in various industries, including broadcasting, culinary arts, videography and dance.

The Conference Board of Canada– Employability Skills

www.conferenceboard.ca/spse/employability-skills.aspx

The Conference Board of Canada assists students in understanding their essential skills and their employability skills, attitudes and behaviours. The tools on this website can be used in developing a career or education portfolio, or in preparing for an interview. The website also offers resources and research publications about Canadian workforce trends.

Apprenticeship Manitoba

<http://gov.mb.ca/wd/apprenticeship/>

Visit the Apprenticeship Manitoba website for information on how to begin an apprenticeship in one of more than 55 trades. Apprenticeship Manitoba coordinates the training and qualifications system that delivers accredited, structured, workplace-based skills and technical training leading to journey person certification.

Red Seal

www.red-seal.ca/

Red Seal provides information about financial support for apprentices, Red Seal examinations and standards for the various Red Seal trades.

Canadian Manufactures and Exporters– Dare to Discover

www.daretodiscover.ca/

The Dare to Discover program introduces you to various future career paths in the manufacturing sector. It can help you experience the manufacturing process first hand, from research and development to product launch.

Skills Canada–Manitoba

www.skillsmanitoba.ca/

Skills Canada guides students toward opportunities in skilled trades and technology. It works with employers, educators, governments, labour groups and students to foster trades and technology interests in young Manitobans. Skills Canada has launched an Essential Skills app to help students and teachers evaluate proficiency in the nine essential skills as they relate to trades and technology careers.

North End Trades Discovery Initiatives (NETDI)

<https://www.skillsmanitoba.ca/program/north-end-trades-discovery-initiatives/>

The North End Trades Discovery Initiatives program promotes skilled trade awareness and opportunities for students across Winnipeg's North End. Students have the opportunity to complete a variety of work cooperatives, industry tours, as well as summer and after-school programs. These options are available to Grades 9 to 12 students enrolled in the Community Education Development Association (CEDA) Pathways to Education Program at Children of the Earth, R. B. Russell and St. John's high schools.

TradeUp Manitoba

<http://tradeupmanitoba.com/>

Explore the wealth of career opportunities in the construction industry. Learn about the more than 30 apprenticeable trades with Apprenticeship Manitoba and more than 30 related non-apprenticeable trades.

Canadian Foundation for Economic Education (CFEE)

<http://cfee.org/>

CFEE offers a wide range of tips and tricks to help you learn money-saving skills and financial literacy, which will help you in your education, career and life planning.

Career Discovery (PREPARATION)

Manitoba Education and Training Resources

Post-Secondary Education

www.edu.gov.mb.ca/ald/index.html

Here you can find information about the various post-secondary institutions in Manitoba, including links to Manitoba Student Aid and Campus Manitoba.

Manitoba Student Aid (MSA)

www.edu.gov.mb.ca/msa/

MSA provides supplemental financial assistance for post-secondary educational purposes to Manitobans with limited finances. MSA offers loans, grants, bursaries and other awards.

Manitoba Scholarship and Bursary Initiative

www.gov.mb.ca/bursaries/

Here you can find information about Manitoba bursaries and scholarships, funding for post-secondary education and financial planning.

Scholarships Canada

www.scholarshipscanada.com/

Scholarships Canada provides access to a repository of scholarships from across Canada.



Government of Canada– Canada Learning Bond (CLB)

<https://www.canada.ca/en/employment-social-development/services/learning-bond.html>

The CLB is a grant of \$500 to \$2000 from the Government of Canada available to eligible families to help with the cost of a child's education after high school. It is deposited directly into a child's Registered Education Savings Plan (RESP). There is no cost to obtain a CLB. An RESP must be opened to access a CLB. There are no-cost RESPs that have no fees and do not require a financial contribution. A CLB will not impact any other government assistance that may be received.

SmartSAVER

<https://www.smartsaver.org/index.shtml>

SmartSAVER is a charitable program that assists modest-income Canadian families in getting their children on the path to post-secondary education. SmartSAVER is available in 16 languages. Families can complete their RESP application using StartMyRESP on the SmartSAVER website.

Business Council of Manitoba– Aboriginal Education Awards

<http://businesscouncil.mb.ca/aboriginal-education-awards/>

The Business Council of Manitoba has been providing Indigenous students with scholarships to attend Manitoba universities and colleges since 2001. Recipients are eligible for scholarships of \$2000 to \$3000 toward furthering their education.

Aboriginal Youth Entrepreneurship Program (AYEP)

<https://www.themfi.ca/programs/aboriginal-youth-entrepreneurship-program-ayep>

AYEP provides Indigenous students in Grades 11 and 12 with opportunities to develop the skills and confidence to succeed in high school, in the workplace and in post-

secondary education. Students participate in a variety of hands-on activities, mentorship opportunities and entrepreneurial experiences to develop the skills to start their own business. Several Manitoba schools offer AYP, including Children of the Earth High School, Gordon Bell High School, Grand Rapids School and Major Pratt School.

Indspire

<http://indspire.ca/>

This charitable organization is dedicated to raising funds for programs that provide the necessary tools for Indigenous peoples, especially youth, to achieve their potential. The website offers students information about bursaries, scholarships and awards.

Youth Employment Services Manitoba

www.youthemploymentservices.com/

Youth Employment Services provides free employment services to Manitobans 16 to 29 years of age. The organization offers workshops and coaching to help you develop resumé writing, job search and interview skills.

Manitoba Education and Training—Adult Learning Centres and Adult Literacy Programs

www.edu.gov.mb.ca/all/

Visit this Adult Learning and Literacy website for information about adult learning centres (ALCs) and adult literacy programs in Manitoba. ALCs offer adult-focused high school education programming. Students may attend an ALC to complete either a Mature Student High School Diploma or a provincial High School Diploma. Students who have already graduated may attend an ALC to upgrade course marks or obtain additional high school credits to prepare for entry into post-secondary or other career/educational programs or employment. Adult literacy programs offer literacy and numeracy upgrading to adult learners seeking to enhance education and employment prospects.

eCourses Manitoba

www.ecoursesmb.ca/

This website provides access to online courses at all universities and colleges in Manitoba.

SchoolFinder.com

www.schoolfinder.com/

Search this website for Canadian universities, community colleges and scholarships to help you get the training and education you need for the careers that interest you.

Set Your Course (SYC) Manitoba

www.setyourcourse.ca/

SYC provides information about career planning and educational pathways in Manitoba. Find direct links to Manitoba's universities, colleges, apprenticeship programs, planning resources and labour market information (including the Manitoba Current).

Planning (COMMITMENT)

Manitoba Student Temporary Employment Program (STEP) Services

www.gov.mb.ca/cyo/studentjobs/

STEP Services is the Manitoba government's official student employment placement service. By applying for this program, you can access full-time, part-time and cooperative employment positions in government departments, agencies and Crown corporations.



Manitoba Legislative Assembly Internship Program

www.gov.mb.ca/legislature/resources/employment/internship.html

Experiencing an internship at the Manitoba Legislature is a unique and powerful career-building experience. Participants have the opportunity to experience academic seminars and the parliamentary process at the federal and provincial levels. The Legislative Page opportunity is also available for students in Grades 11 and 12.

The Legislative Assembly of Manitoba–Page Program

<https://www.gov.mb.ca/legislature/resources/employment/page.html>

The Legislative Page Program is available to Grades 11 and 12 students aged 16 and older. Legislative pages perform a variety of essential tasks in the Manitoba Legislative Chamber, while learning about public policy and the process of the Manitoba Legislature. Eligible students who are interested in the Page Program are encouraged to speak with their school principal.

Manitoba Education and Training Resources

Paid Work Experience Tax Credits

www.edu.gov.mb.ca/ald/tax_credit/

The Paid Work Experience Tax Credits are a group of programs that help employers create work experience opportunities for Manitoba students in, and graduates of, post-secondary programs.

Volunteers in Public Service (VIPS)

www.gov.mb.ca/cyo/youth/leadership/vips.html

Access this program to develop in-demand skills while improving your marketable career skills. Volunteer positions are available in a variety of government departments and agencies, which could help you build your skills and explore new career choices.

First Jobs Fund

www.gov.mb.ca/cyo/youth/agencies/first_jobs_fund.html

First Jobs Fund assists youth aged 15 to 29 in developing their job skills and transitioning into the world of work.

Manitoba Youth Job Centres (MYJC)

<https://www.gov.mb.ca/cyo/youth/services/manitobayouthjobcentres.html>

The MYJC program provides community-based summer employment services throughout rural and northern Manitoba. Students and youth aged 12 to 29 can access free job-search supports, resumé and interview assistance and job-matching services to help them find summer employment. Offices are open from mid-May to late August each year in 40 rural and northern locations throughout Manitoba.

Manitoba Youth Job Centres (MYJC)– Youth Engagement Leader Positions

https://www.gov.mb.ca/cyo/youth/services/myjc_yel.html

MYJC Youth Engagement Leader Positions provide opportunities for youth to develop their supervisory, public speaking and communication skills. Youth Engagement Leaders are responsible for operating community employment referral programs, developing education presentations for students and youth and providing information about relevant government and community programs.

Urban/Hometown Green Team

www.gov.mb.ca/mr/bldgcomm/recreg/greenteam.html

The Green Team creates summer employment opportunities for individuals aged 15 to 29. Available Green Team employment opportunities may be found here.

mbjobs.ca

www.mbjobs.ca/

Visit this website to search for jobs in Manitoba.

Manitoba Government Job Opportunities

www.gov.mb.ca/govjobs/

Visit this website to find postings for Manitoba Government positions requiring a variety of skills and talents.

Government of Canada Resources

Job Bank

<https://www.jobbank.gc.ca/explorecareers>

The Job Bank provides the opportunity to explore careers by occupation, wages, outlook, fields of study and trends. Employers have the opportunity to post positions on this website. Labour market information is available for specific occupations for all Canadian provinces and territories.

Manitoba–Job Search

<https://www.jobbank.gc.ca/jobsearch/jobsearch?searchstring=manitoba&button.submit=Search>

Search for Canadian jobs and explore careers and labour market trends. This website will take you directly to jobs in Manitoba to assist you with your job search.

Manitoba Career Prospects

<http://manitobacareerprospects.ca/>

The resources on this website can help you discover the different career opportunities available in Manitoba and connect you with industry professionals and employers who are looking to build their business with engaged and energetic Manitoba youth. Learn about how to connect your personal interests to various thriving career sectors.

Manitoba Career Development

<http://manitobacareerdevelopment.ca/CDI/>

Take charge of your own career path by exploring the education, training and employment options and a variety of career development resources and supports available on the Manitoba Career Development website. Resources include a Decision Making Model, a Resumé and Cover Letter Builder and Manitoba's Career and Workforce Development Month Calendar of Events.

Manitoba Growth, Enterprise and Trade– Labour Market Information

www.gov.mb.ca/jec/lmi/publications.html

This is the provincial government guide to market information featuring current employment trends. You can use this information to plan ahead and see the increasing job demand in multiple fields.

Manitoba Workforce Development– Virtual Information Centre

www.manitoba.ca/wd/

The Virtual Information Centre provides a variety of resources and links for students, educators, job seekers and employers.

Community Futures Manitoba Resources

Business Planning Workbook

https://cfmanitoba.ca/images/docs/Business_Planning_Workbook_2018.pdf

Starting a business can be complicated. The *Business Planning Workbook* provides an overview of the steps and decisions involved in starting a local business. It contains information on marketing your business, establishing a stable cash flow and all the required components of putting your entrepreneurial dreams into action.

Entrepreneurs with Disabilities Program (EDP)

<https://cfmanitoba.ca/special-programs/entrepreneurs-with-disabilities-program-edp>

EDP provides services to persons with disabilities or health conditions who are interested in starting a rural Manitoba business. EDP provides one-to-one business consultations, assistance in creating a business plan and resources and training in establishing a business.

Indigenous Business Development Services (IBDS)

<https://cfmanitoba.ca/special-programs/indigenous-business-development-services>

The IBDS program offers a variety of supports to Indigenous entrepreneurs, including assistance with starting and growing a business. Entrepreneurs are able to access a variety of workshops and seminars, advisory services and planning materials at IBDS.

Starting a Business in a First Nation Community

https://cfmanitoba.ca/images/docs/Starting_a_Business_in_a_First_Nation_Community_2018.pdf

This document provides an overview of the steps and resources needed to develop a business in a First Nation Community. The booklet includes a variety of resources, including checklists, directories and general information on starting a business.

Government of Canada Resources

Young Canadians

<https://www.canada.ca/en/services/youth.html>

This website offers youth extensive information about the employment world, such as career choices, training and education, finding a job and much more.

Student Employment

www.canada.ca/en/services/jobs/opportunities/student

This website provides extensive information about youth and student employment. You can research information on the Summer Work Experience Program for secondary and post-secondary students, the Federal Student Work Experience Program, the Skills Link Program, the National Research Council Summer Employment Program, the Youth Employment Strategy (YES), Canadian Coast Guard careers, careers in finance and internal audit, the Legal Excellence Program, the Odyssey Program for language assistants and the Research Affiliate Program.

Contacts

Ruth E. Stargardter

Career Development Consultant

Instruction, Curriculum and Assessment Branch

Email: ruth.stargardter@gov.mb.ca

Bureau de l'éducation française

Courriel : bef.admin@gov.mb.ca

Manitoba Education and Training

www.edu.gov.mb.ca/k12/cur/cardev/index.html

www.edu.gov.mb.ca/m12/progetu/carriere/index.html

