

3. What are some of the advantages of getting a GED?

Preparing for the GED

Although many people take the GED without preparation, there are good ways to study and prepare. They can help you get a better score on the GED.

There are many different study guides, which can be obtained from bookstores and libraries. These study guides can help you review the basic areas that will be covered by the GED exam. In addition, most study guides also contain sample questions and practice sessions.

There are a number of adult education programs and businesses that offer classroom reviews of the subject matter, instruction for taking the exam, practice sessions, and study guides. In addition, the public library can provide information on preparing for the GED exam.



EXERCISE 5

Please answer the following questions:

1. Are you planning to take the GED?

Yes No

If so, what have you done to prepare for the exam?



Part 2: Vocational Goals



LEARNER OBJECTIVES FOR PART 2:

You will

- Consider which types of jobs you should apply for, given your interests, skills, and goals
- Understand how to prepare a cover letter and résumé and how to participate in an interview when applying for a job
- Use some basic resources for finding a job
- Prepare for dealing with drug triggers in the workplace



DEFINITION OF EMPLOYABILITY PLAN:

A plan that organizes personal information about your job skills, interests, and goals.

Self-Examination

An important aspect of recovery is ongoing self-examination. The goal of self-examination is to improve those areas where you are weak and to reinforce areas of strength. This self-examination also applies to a person’s vocational or employment situation. In order to get and keep a job, you need to be aware of your skills and also know what types of jobs you don’t have the skills for. You will need to do some planning to figure out what jobs you should apply for based on what skills you have.

The first part of a job search should include the development of an *employability plan*. An employability plan organizes on paper the collection of personal information about your job skills, interests, and goals. By organizing and writing this information down, it is much easier to understand your goals and what steps you need to take to achieve them.

Because recovery is a time of self-examination, it is useful to examine your skills, qualifications, and career goals, even if you are not planning to change jobs.



EXERCISE 8

Please answer the following questions:

1. Are you currently unemployed?

- Yes No (If yes, please explain.)
