

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## GREAT CAREERS IN 2 YEARS OR LESS

**Activity:** Use the following guide to write information learned in the video about each career field.

### DENTAL TECHNOLOGY/HYGIENE/ASSISTANT

Why might a dental tech be described as artistic or creative?

\_\_\_\_\_

Training required for dental tech: \_\_\_\_\_

Hygienist \_\_\_\_\_

Dental Assistant \_\_\_\_\_

Name 3 things that a dental hygienist does: \_\_\_\_\_

Being a dental hygienist doesn't require a license.

Circle True or False.

Where can one find more information about a career in the dental field? \_\_\_\_\_

### ENTREPRENEURSHIP

Being your own boss can be risky...but also rewarding.

List 3 "rewards" of being your own boss.

List 5 special traits required to become an entrepreneur.

\_\_\_\_\_

One of the first things to know about before starting a business is the \_\_\_\_\_ requirements.

A business plan is needed to apply for a business loan. What does a plan

include? \_\_\_\_\_

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## COSMETOLOGY/MASSAGE THERAPY/NAIL TECH

Training Required: \_\_\_\_\_

State License is required. Circle True or False.

All areas of cosmetology, whether hair stylist, nail tech or massage therapy, require the same type of license.

Circle True or False.

List skills required to be a hair stylist:

\_\_\_\_\_

Once you have your training, no further training is required.  
Circle True or False, then defend your answer in writing.

\_\_\_\_\_

## OFFICE ADMINISTRATOR/ASSISTANT

A career in office administration or management requires someone who has "great \_\_\_\_\_ skills" and can "handle a lot of \_\_\_\_\_."

What other skills and talents are needed by someone who chooses this field?

\_\_\_\_\_

Describe what it means to be a "team player."

\_\_\_\_\_

List any education or training needed for this career.

\_\_\_\_\_

### Activity: Your Career Track

Directions: Write a paragraph about what you would like and dislike about any one of the career fields shown in the video. Describe what you feel are positives about a career in that field as well as any negatives. Then tell if you would ever pursue that career; why or why not.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ANSWER KEY

### **Activity 1: Doing the Right Thing (there are numerous answers, such as)**

Avoid "just this once" thinking; you might get caught! It can get out of hand.

Real friends won't ask you to do something dishonest.

Instead of trying not to get caught, don't do it in the first place.

Take responsibility for your behavior on the job.

Pull your weight; be a team player.

Don't take office supplies or make copies without permission.

Using email at work may be against company policy.

### **Activity 2: Just This Once!**

An employee decides to do something unethical just one time, thinking s/he will get away with it. When they DO get away with it, it's easier to do it again and risk getting caught. Examples: taking home supplies or making copies at work or giving free food to a friend.

### **Activity 3: What's Your Dilemma?**

Team responses will be individual based upon their own values, morals and character. Some may even debate whether or not a behavior is really unethical, such as using email at work for personal use.

### **Activity 4: How Ethical Are You?**

Words circled will depend on the individual. Examples of sentences to describe an ethical person are: (If students don't have jobs, use sentences referring to real-life.)

CHARACTER: My good character keeps me from giving food to my friends where I work.

ATTITUDE: I have a positive attitude and show ethical behavior on the job.

VALUES: My strong family values keep me from working overtime on the weekends.

MORALS: Dating a co-worker is not acceptable moral behavior.

SELF-ESTEEM: I have great self-esteem because I know right from wrong.

INTEGRITY: I have integrity and would never lie to my boss.

SUCCESS: Ethical behavior will help me be a success one day.

### **Activity 5: Company Policies**

Responses will vary depending upon the companies selected to survey. This could be an interesting topic for a guest speaker from a large corporation in your community. Some may provide a copy of their policies and procedures manual.

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