

# NAVIGATING the CCA TOOL


6 STEPS TO CRAFTING YOUR CAREER ACTION PLAN

## ENGAGE *Start Your Meaningful Career Conversation*

 [ColoradoCareerAdvising.com](https://ColoradoCareerAdvising.com)

### 1 TAKE THE CCA TOOL SURVEY



 Be yourself! There are no right or wrong answers.



- Choose Student or Adult Survey
- Take the survey in 10-minutes
- Create an account

### 2 LOGIN TO VIEW YOUR RESULTS



#### RESOURCE ALERT!

To start career conversations with mentors or career advisors, share your Results using the **share link** on your Results Summary.











## EXPLORE *Discover Strengths & Envision the Future*

### BUILD SELF-AWARENESS

### 3

Career Seeker's Results

-  Results Summary
-  Career Suggestions
-  What Motivates You
-  Your DISC Profile
-  **Communication Tips**
-  Reflections and Goals
-  Resources

 Learn to communicate in other styles, not just yours.

#### Communication

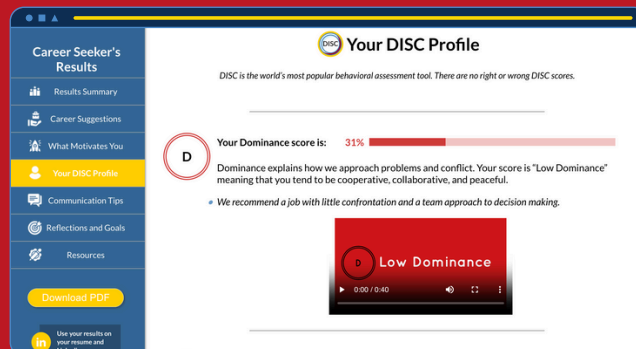
Read more on the Communication Tips tab.

How do you like others to communicate with you?



Which strengths speak to you? In what ways do these traits positively influence your life?

#### DISC Behaviors



To learn more about behaviors, visit this tab to watch short videos or read more about your DISC.



Every DISC score is equally valid. Your scores indicates if you are "low" or "high" in each behavior.

## Motivators

Your top 2 Motivators are your driving forces. They explain your "why".



How do your top 2 Motivators reveal themselves in your daily life?



### RESOURCE ALERT!

Discover more about yourself! Explore your results in-depth with our handy guides: **Maximize Your Results & Assessing Your Genius 101.**

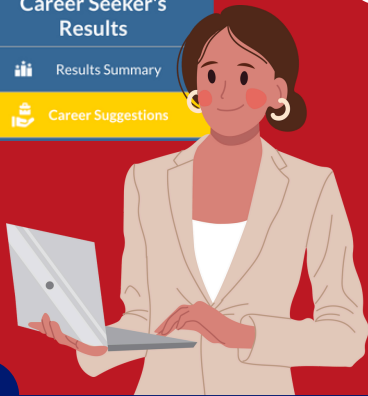


Seek out careers and work environments that align with your top motivators.

## 4

### EXPLORE CAREERS

View your personalized career matches or explore the entire list of careers!



Thumbs up your favorite careers matches. Share with family, friends, and mentors!



### RESOURCE ALERT!

To explore career and education pathways visit **Roadtrip Nation** or **My Colorado Journey**. For one-on-one support, check out **TalentFund** for free career advice.

Explore your favorite careers:

- Average Salary
- Job Descriptions
- Short Videos
- Local Job Listings

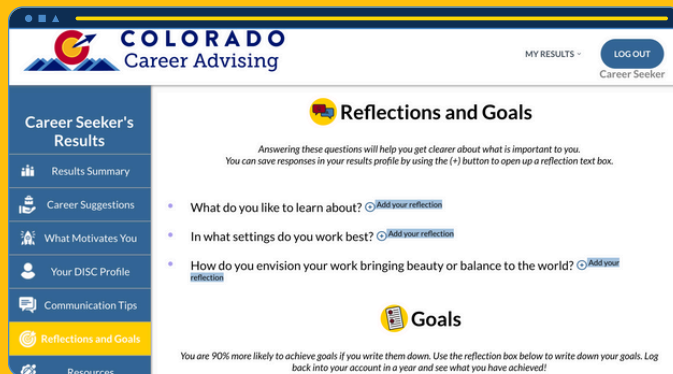


## EMPOWER *Set Goals & Make a Plan*

## 5

### REFLECTIONS & GOAL SETTING

Reflection Questions  
Asking powerful questions results in powerful answers.



Your unique behaviors and motivators inform your personalized reflections.



Choose one Reflection Question. See how reflecting can help you find your best-fit career match.



## Goal Setting Space

Set short-term and long-term goals to choose a career and map your pathway.



You are 90% more likely to achieve your goals if you write them down.



Create a mix of small and large goals.  
Short-term = daily, weekly, monthly  
Long-term = 1-5 years



# 6

## MAKE AN ACTION PLAN

Create an action plan to achieve your goals. Small steps pave the way for big accomplishments.



### ACTION PLAN

Action Step: Choose a goal from Step 5.	<i>My first step is...</i>
Timeline: Pick a due date that feels reasonable, but challenging.	
Resources: Identify the resources needed to complete this Action Step.	
Accountability: How will you stay on track? Find an accountability partner.	



Connect with your mentor regularly. Discuss your progress and areas where you need support. Communication is key to success!

Each completed step of your Action Plan fuels your larger career goal.

## RESOURCE ALERT!



- Research education pathways to achieve your goals with CCA's **Education & Training Program Resources**.
- Download CEI's **Action Planning Form** from the CCA site to assist you in your Meaningful Career Conversations.
- Use **Lightcast's** resume creator. Visit **Get Schooled** to receive actionable feedback to perfect it for job applications.
- Review the **Interview Tips** blog post on the CCA site to build confidence before interviews!



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