

Transition Tips: Enhancing Career-Related Skills at Home

Enhancing career-related skills can help you be successful after you graduate. Review the activities below to learn about how you can practice career-related skills while you are at home.

1. Identify Interests

Identifying interests is the first step towards choosing a career path. Explore websites like [Virginia Career View](http://vaview.vt.edu) (vaview.vt.edu), [Virginia Education Wizard](http://vawizard.org) (vawizard.org), and [Explore Work](http://explore-work.com) (explore-work.com) to discover more about your interests and how they relate to the world of work.

2. Explore Careers

Learn more about career options that match your interests. Talk to family about their careers and utilize online resources such as [My Next Move](http://mynextmove.org) (mynextmove.org) to explore career videos of interest.

3. Show Initiative

Taking initiative is vital to becoming a successful employee. If you see something that needs to be done at home, do it. Create a chore schedule and complete your tasks without being told.

4. Set Goals

Setting goals helps you take control of your future. Create a list of goals you want to accomplish and pick one goal to focus on. Create a plan of action for reaching that goal and keep track of your progress daily.

5. Enhance Communication Skills

Job interviews provide an opportunity to practice your communication skills. Ask family members and friends to conduct practice interviews with you. Be open to feedback on your performance.

6. Develop Writing Skills

Knowing how to write a professional email is a critical skill in the workplace. Email your family, friends, and teachers! Check out [How to Write a Professional Email](https://www.indeed.com/career-advice/career-development/how-to-write-a-professional-email) (indeed.com/career-advice/career-development/how-to-write-a-professional-email).

7. Practice Phone Etiquette

In the workplace, you will use your phone to talk with professionals and supervisors. Practice professional phone conversations by researching phone etiquette, practice with family, and begin scheduling your own appointments.

8. Build Teamwork Skills

The need for effective teamwork is required in almost all jobs. Practice being a team player at home by working on projects, playing games, or putting puzzles together with family.

9. Develop a Schedule

Having a home routine can help you to develop basic work and time management skills. Create a home routine and make sure you include waking up at the same time every day. Just because you are not going to school, doesn't mean you cannot create a schedule and be productive!

10. Get familiar with Virginia's Workplace Readiness Skills

Workplace readiness skills are the skills you will need to be successful on a job. Visit Virginia's Department of Education's website for more information on [Virginia's Workplace Readiness Skills](https://doe.virginia.gov/instruction/career_technical/workplace_readiness) (doe.virginia.gov/instruction/career_technical/workplace_readiness).