

OFFICE OF CAREER SERVICES

ROARING INTO YOUR FUTURE

PHASE 6: PROFESSIONALISM



A CAREER PLANNING WORKBOOK
FOR GOVERNORS STATE JAGUARS
EXPLORATION, DISCOVERY, EXPERIENCE, PRESENTATION



SHARPEN YOUR CLAWS

— ELEMENTS OF PROFESSIONALISM

Professionalism: Your Jungle Reputation on the Line

Alright, Jaguars, let's talk about something that's as important in the workplace as a sharp set of claws: professionalism! This isn't just about wearing a suit and tie (although that can help!). It's about how you carry yourself, communicate, and interact with others in the professional jungle.

Think of professionalism as your personal brand, your reputation among the pride. It's what sets you apart as a reliable, respectful, and valuable member of the team.

What Does Professionalism Look Like in the Workplace Jungle?

Professionalism is a combination of several key elements:

1. **Appearance:** Dress appropriately for your workplace culture. If you're not sure what to wear, err on the side of being slightly overdressed. Remember, you're representing yourself and your company.
2. **Communication:** Speak and write clearly, concisely, and respectfully. Avoid using slang, jargon, or offensive language. Be mindful of your tone and body language.
3. **Work Ethic:** Show up on time, meet deadlines, and take pride in your work. Be proactive, take initiative, and go the extra mile when needed.
4. **Attitude:** Maintain a positive and enthusiastic attitude. Be a team player, support your colleagues, and avoid negativity and gossip.
5. **Ethical Behavior:** Always act with integrity and honesty. Follow company policies and procedures. Avoid conflicts of interest and maintain confidentiality.

Jungle Journal: Reflection on Professionalism

Take a moment to reflect on your own professionalism:

- How do I typically dress for work or school?

- How would I describe my communication style?
- Do I consistently meet deadlines and take initiative?
- What kind of attitude do I bring to the workplace?
- Do I always act with integrity and honesty?

Jungle Trek: Enhancing Your Professional Prowess

1. **Dress for Success:** Research the dress code for your workplace or industry and make sure you're following it. Invest in a few key pieces of professional attire that you can mix and match.
2. **Polish Your Communication:** Practice active listening, clear communication, and respectful language. Consider taking a public speaking or writing course to improve your skills.
3. **Develop Your Work Ethic:** Set goals for yourself and hold yourself accountable. Learn to prioritize tasks and manage your time effectively.
4. **Cultivate a Positive Attitude:** Focus on the positive aspects of your work and avoid negativity and gossip. Be supportive of your colleagues and celebrate their successes.
5. **Uphold Ethical Standards:** Familiarize yourself with your company's code of ethics and always act with integrity and honesty.

Remember, Jaguars, professionalism is a journey, not a destination. It's about continuously striving to improve your skills, behavior, and attitude. By investing in your professional development, you'll not only make a positive impression on others but also set yourself up for long-term success in the workplace jungle.



EFFECTIVE COMMUNICATION – MORE THAN JUST A MIGHTY ROAR

Alright Jaguars, gather 'round for a communication crash course! In the professional jungle, communication isn't just about roaring your thoughts and opinions. It's a complex dance of sending and receiving messages, interpreting cues, and building understanding. Mastering this skill is key to thriving in any workplace, so let's break it down.

Communication: More Than Just a Mighty Roar

Think of communication as the lifeblood of the jungle – it connects individuals, fosters collaboration, and ensures the smooth functioning of the entire ecosystem. But effective communication isn't always easy. It requires practice, empathy, and a willingness to adapt your style to different situations and audiences.

In the workplace jungle, you'll encounter a variety of communication channels and styles:

- **Verbal:** Face-to-face conversations, phone calls, presentations, meetings
- **Written:** Emails, memos, reports, proposals, instant messages
- **Nonverbal:** Body language, facial expressions, tone of voice
- **Visual:** Charts, graphs, diagrams, presentations, infographics

Each channel has its own strengths and weaknesses, and the best way to communicate often depends on the situation and your audience.

The Communication Cycle: Your Jungle Signal System

The communication cycle is like a jungle signal system, with each component playing a crucial role in transmitting and receiving messages:

1. **Sender:** This is the person who initiates the communication. They have a message they want to convey.
2. **Encoding:** The sender translates their thoughts and ideas into a message that can be understood by the receiver. This could be through words, tone of voice, body language, or even visual aids.
3. **Channel:** This is the medium through which the message is transmitted. It could be a face-to-face conversation, an email, a phone call, a presentation, or even a social media post.
4. **Receiver:** This is the person who receives the message. They need to decode the message and understand its meaning.

5. **Decoding:** The receiver interprets the message, taking into account the sender's words, tone, and nonverbal cues.
6. **Feedback:** The receiver responds to the message, either verbally or nonverbally. This feedback allows the sender to gauge whether their message was understood and to make adjustments if necessary.

Jungle Communication Tips:

- **Be Clear and Concise:** Avoid jargon and ambiguity. Get to the point and make sure your message is easy to understand.
- **Consider Your Audience:** Tailor your communication style to your audience. What works for your boss might not work for a colleague or client.
- **Be an Active Listener:** Pay attention to not only what is being said but also how it's being said. Observe body language and tone of voice to gain a deeper understanding of the message.
- **Ask Questions:** Don't be afraid to ask for clarification if you're unsure about something.
- **Give and Receive Feedback:** Constructive feedback is essential for growth and improvement. Be open to receiving feedback, and offer it in a respectful and helpful way.

Jungle Journal: Reflection on Communication

What are my preferred communication styles?

What are my strengths and weaknesses as a communicator?

How can I improve my communication skills in the workplace?

Jungle Trek: Enhancing Your Communication Prowess

1. **Practice Active Listening:** Pay attention to the speaker, ask clarifying questions, and summarize what you've heard.
2. **Work on Your Nonverbal Communication:** Be mindful of your body language, facial expressions, and tone of voice.
3. **Seek Feedback:** Ask a trusted colleague or mentor for feedback on your communication skills.
4. **Take a Course or Workshop:** Consider taking a communication course or workshop to learn new techniques and strategies.
5. **Read Books or Articles:** There are many resources available on effective communication.

Remember, Jaguars, communication is a two-way street. By mastering both sending and receiving messages, you'll be a more effective communicator and a valuable member of your team.

Practice Your Pounce: Email Etiquette in the Professional Jungle

Alright Jaguars, time to sharpen your communication claws! In the professional jungle, email is a primary mode of communication. But just like a jaguar's roar, your emails need to be clear, concise, and convey the right message.

Scenario: You're in a group project for a class, and your team is falling behind on a deadline. You want to email your professor, Dr. Jones, to request a short extension.

Jungle Email Template:

Subject: [Course Name] Group Project Extension Request

Dear Dr. Jones,

I hope this email finds you well.

I’m writing to you on behalf of my group for [Course Name]. We’re working on the [Project Name] project and are currently facing some challenges that have put us slightly behind schedule.

We’re requesting a [Number of Days] day extension on the deadline. We understand the importance of meeting deadlines and are committed to delivering a high-quality project. We believe this extra time will allow us to [explain why you need the extension].

Thank you for your understanding and consideration. Please let me know if you have any questions.

Sincerely,

Jax Jaguar

Jungle Trek: Draft Your Email

Now, Jaguars, it’s your turn! Using the template above as a guide, craft your own email to your professor. Remember to personalize it with your specific course and project details.

Subject:

Body:

Best Regards: (Insert your name)

Jax’s Pro Tips:

- **Keep it short and sweet:** Professors are busy, so get to the point quickly.
- **Be polite and respectful:** Use a formal tone and avoid slang or casual language.
- **Take responsibility:** Acknowledge that you’re behind schedule and explain why.
- **Be specific:** Clearly state what you’re asking for (the extension) and why you need it.

Good luck, Jaguars! Remember, clear and professional communication is key to success, even in the academic jungle



Alright, Jaguars, it’s time to step up and take charge! Leadership isn’t just for the top dogs in the corporate jungle—it’s a skill that everyone can develop and utilize in the workplace. Whether you’re leading a project team, mentoring a colleague, or simply taking the initiative on a new task, leadership skills are essential for career success.

Leadership: More Than Just Wearing the Crown

Think of leadership as a guiding roar in the jungle. It’s about inspiring others to follow you, not just because you’re in charge, but because they believe in your vision and trust your judgment. It’s about taking initiative, motivating your team, and making decisions that move everyone forward.

Leadership Styles: Which Kind of Jungle Leader Are You?

Just like different jaguars have unique hunting styles, leaders have different approaches to guiding their teams. Here are a few common leadership styles:

- **The Lion – Visionary Leadership:** Lions are charismatic and inspiring, with a clear vision for the future. They motivate their team through enthusiasm and a shared sense of purpose.
- **The Tiger – Strategic Leadership:** Tigers are analytical and methodical, carefully planning each move. They lead through expertise and a focus on results.
- **The Jaguar – Collaborative Leadership:** Jaguars are natural team players, skilled at building consensus and empowering others. They lead through collaboration and open communication.
- **The Leopard – Supportive Leadership:** Leopards are empathetic and compassionate, providing guidance and support to their team members. They lead through trust and understanding.

Complete the Leadership Quiz on the next page to discover which kind of Jungle Leader you are!

Jungle Journal: Reflection on Leadership

Reflect on your own leadership style and experiences:

- What kind of leader am I? Do I identify with any of the jungle cat styles?
- What are my strengths and weaknesses as a leader?
- Can I think of a time when I demonstrated effective leadership? What did I do well?
- What areas of leadership do I want to develop further?

Jungle Trek: Unleashing Your Leadership Potential

- 1. **Seek Opportunities to Lead:** Volunteer to lead a project, mentor a new employee, or take charge of a task.
- 2. **Develop Your Skills:** Take leadership workshops or courses, read books on leadership, and seek feedback from mentors or colleagues.
- 3. **Build Relationships:** Strong leadership is built on trust and respect. Take the time to get to know your team members and build positive relationships.
- 4. **Communicate Effectively:** Clearly communicate your vision, expectations, and feedback.
- 5. **Empower Others:** Encourage your team members to take initiative, share their ideas, and develop their own leadership skills.

Leadership in Action: Making a Difference in the Workplace

Leadership skills are valuable in any role, regardless of your title. Here are some ways you can demonstrate leadership in your workplace:

- **Take Initiative:** Don't wait for someone to tell you what to do. Identify problems and propose solutions.
- **Be a Team Player:** Support your colleagues, share your knowledge, and collaborate on projects.
- **Speak Up:** Don't be afraid to voice your opinions and ideas, even if they differ from the majority.
- **Mentor Others:** Share your expertise and help others develop their skills.
- **Embrace Change:** Be adaptable and open to new ideas and ways of doing things.

Remember, Jaguars, leadership is a journey, not a destination. It's about continuously learning, growing, and evolving as a leader. By embracing your unique leadership style and taking proactive steps to develop your skills, you can make a positive impact on your team, your company, and your career.

LEADERSHIP STYLE QUIZ: WHAT KIND OF JUNGLE LEADER ARE YOU?

- 1. When leading a team project, I prefer to:
 - ☐ a) Take charge and delegate tasks to ensure efficiency.
 - ☐ b) Facilitate discussions and encourage collaboration among team members.
 - ☐ c) Focus on the details and ensure high-quality work.
 - ☐ d) Offer support and guidance to team members as needed.
- 2. In a challenging situation, I typically:
 - ☐ a) Make quick decisions and take decisive action.
 - ☐ b) Gather information from all sources before forming a plan.
 - ☐ c) Encourage teamwork and build consensus around a solution.
 - ☐ d) Listen to everyone's concerns and try to find a compromise.

- 3. My communication style is best described as:
 - ☐ a) Direct, assertive, and focused on results.
 - ☐ b) Thoughtful, analytical, and data-driven.
 - ☐ c) Empathetic, supportive, and focused on building relationships.
 - ☐ d) Calm, steady, and focused on maintaining harmony.
- 4. When resolving conflicts, I tend to:
 - ☐ a) Take charge and mediate the situation to find a quick resolution.
 - ☐ b) Analyze the problem objectively and propose a logical solution.
 - ☐ c) Facilitate open communication and encourage compromise.
 - ☐ d) Listen to all sides and try to find a solution that satisfies everyone.
- 5. My primary focus as a leader is:
 - ☐ a) Achieving goals and driving results.
 - ☐ b) Ensuring accuracy and quality.
 - ☐ c) Building a strong and cohesive team.
 - ☐ d) Maintaining stability and avoiding conflict.

Answer Key:

- **Mostly A's:** You're a Lion – The Charismatic Leader. You're confident, decisive, and inspire others to achieve their best.
- **Mostly B's:** You're a Tiger – The Strategic Leader. You're analytical, detail-oriented, and excel at planning and problem-solving.
- **Mostly C's:** You're a Jaguar – The Collaborative Leader. You're a skilled communicator, team-builder, and consensus-seeker.
- **Mostly D's:** You're a Leopard – The Supportive Leader. You're empathetic, patient, and always willing to lend a helping paw.

Jungle Journal Reflection:

Reflect on your results and consider how your leadership style might impact your career choices and interactions with colleagues.

- What are the strengths of your leadership style?
- What challenges might you face based on your style?
- How can you leverage your strengths and address your weaknesses to become a more effective leader?



MORE THAN JUST HUNTING TOGETHER

– TEAMWORK IN THE JUNGLE

Alright Jaguars, time for a team huddle! In the professional jungle, teamwork isn't just about sharing the spoils of a successful hunt. It's about working together to achieve a common goal, leveraging each other's strengths, and overcoming challenges as a unified pride.

Team Roles: Finding Your Spot in the Pack

Just like every jaguar in a pride has a unique role to play, each team member brings different skills and perspectives to the table. Understanding these roles can help you build a stronger, more effective team.

Here are some common team roles:

- **Leader:** Guides the team, sets the vision, and makes final decisions.
- **Brainstormer:** Generates creative ideas and solutions.
- **Organizer:** Keeps the team on track, manages tasks, and ensures deadlines are met.
- **Cheerleader:** Motivates and inspires the team, fosters a positive atmosphere.
- **Devil's Advocate:** Challenges assumptions, asks tough questions, and helps the team avoid groupthink.
- **Specialist:** Brings in-depth knowledge or expertise in a particular area.

Jax's Pro Tip: The best teams have a mix of different personalities and skillsets. Embrace your unique role and contribute your strengths to the pack!

Effective Team Strategies: Hunting as a Pride

Working as a team doesn't always come naturally. It takes communication, trust, and a willingness to compromise. Here are some strategies to help your team thrive:

- **Establish Clear Goals:** Make sure everyone understands the team's objectives and their individual roles in achieving them.
- **Communicate Openly and Honestly:** Encourage open communication and create a safe space for sharing ideas and concerns.
- **Foster Trust and Respect:** Value each other's contributions and treat each other with respect.

- **Embrace Diversity:** Recognize that different perspectives and approaches can lead to better solutions.
- **Celebrate Successes (Big and Small):** Acknowledge individual and team accomplishments to build morale and motivate continued collaboration.

Groupthink: The Trap to Avoid

Groupthink is like a quicksand pit in the jungle – it can trap your team and prevent you from making sound decisions. It happens when the desire for harmony and conformity leads to a lack of critical thinking and dissenting opinions.

How to Avoid Groupthink:

- **Encourage Diverse Perspectives:** Welcome different viewpoints and challenge assumptions.
- **Assign a Devil's Advocate:** Have someone play the role of the critic, questioning the group's decisions and offering alternative solutions.
- **Allow for Anonymous Feedback:** Create a safe space for team members to share their honest opinions without fear of judgment.
- **Break into Smaller Groups:** Sometimes, brainstorming in smaller groups can lead to more creative and diverse ideas.
- **Seek Outside Input:** Consult with experts or stakeholders outside the team to gain new perspectives.

Remember, Jaguars, teamwork is about more than just getting along. It's about combining your individual strengths to achieve a shared vision. By fostering a positive, collaborative, and inclusive environment, you can build a team that's truly unstoppable.

Equity & Inclusion (E&I): Roaring for Respect and Fairness in the Jungle

Alright, Jaguars, let's talk about something that's as important in the workplace as fresh water in the jungle: Equity & Inclusion (E&I). This isn't just about being "nice" – it's about creating a work environment where everyone feels valued, respected, and empowered to contribute their unique talents.

E&I: More Than Just Buzzwords

E&I is like the diverse ecosystem of the jungle. Just as a healthy jungle thrives on biodiversity, a successful workplace thrives on a diverse workforce with a variety of perspectives, experiences, and backgrounds.

- **Equity:** Ensuring that everyone has access to the same opportunities and resources, regardless of their background or identity.
- **Inclusion:** Creating a culture where everyone feels welcomed, valued, and empowered to contribute.

Why E&I Matters:

- **Innovation:** Diverse teams bring a wider range of ideas and perspectives, leading to more creative solutions.
- **Employee Morale:** When employees feel valued and included, they're more engaged, productive, and loyal.
- **Company Reputation:** Companies with strong E&I practices are more attractive to top talent and customers.

Jungle Journal: Reflection on E&I

Take a moment to reflect on your own experiences and perspectives:

- What does equity and inclusion mean to me?
- Have I ever experienced or witnessed discrimination or exclusion?

- How can I contribute to a more equitable and inclusive workplace?

Jungle Trek: Fostering Equity & Inclusion

- 1. **Educate Yourself:** Learn about the different dimensions of diversity (race, ethnicity, gender, sexual orientation, age, disability, etc.) and the challenges that underrepresented groups face in the workplace.
- 2. **Challenge Your Assumptions:** We all have unconscious biases. Be aware of your own biases and challenge them.
- 3. **Speak Up:** If you see or hear something that is discriminatory or exclusionary, speak up. Your voice matters.
- 4. **Be an Ally:** Support your colleagues from underrepresented groups. Advocate for their needs and perspectives.
- 5. **Promote Inclusive Practices:** Look for ways to make your workplace more inclusive, such as:
 - o Using inclusive language in your communications.
 - o Encouraging diverse representation in meetings and decision-making processes.
 - o Creating a welcoming and supportive environment for everyone.

Spot the Difference: Inclusive vs. Exclusive Language

EXCLUSIVE LANGUAGE	INCLUSIVE LANGUAGE
"Hey guys"	"Hi everyone" or "Hello team"
"Manpower"	"Staff" or "Personnel"
"Salesman"	"Salesperson" or "Sales representative"
"Chairman"	"Chair" or "Chairperson"
"He/She" (when referring to a group)	"They"

Remember, Jaguars, creating an equitable and inclusive workplace is everyone’s responsibility. By actively promoting E&I, you’re not just making the jungle a better place to work – you’re also helping your team and company reach their full potential.



THE 21ST CENTURY JUNGLE OF TECHNOLOGY
– YOUR DIGITAL PROWESS

Alright Jaguars, power up your processors! It’s time to delve into the ever-evolving world of technology and how it’s transforming the career landscape. We’re not just talking about using Microsoft Office or browsing the web — we’re venturing into the realm of artificial intelligence (AI), automation, and the digital tools that are shaping the modern workplace.

Technology: Your Digital Prowess in the 21st Century Jungle

In today’s workplace, being tech-savvy isn’t just a bonus, it’s a necessity. Technology is revolutionizing the way we work, communicate, and collaborate. So, Jaguars, it’s time to sharpen your digital claws and embrace the tools that will give you an edge in the job market.

Navigating the Digital Landscape: Essential Tech Skills for Every Jaguar

No matter what career path you choose, a strong foundation in technology is crucial for success. Here are some essential skills to master:

- **Digital Literacy:** The ability to use computers, software, and the internet effectively. This includes basic skills like word processing, spreadsheets, and email, as well as more advanced skills like data analysis, coding, and graphic design.
- **Information Management:** Knowing how to find, evaluate, and organize information from a variety of sources. This includes using search engines, databases, and online resources.
- **Communication Tools:** Proficiency in communication platforms like email, video conferencing, and instant messaging. This also includes understanding the nuances of online etiquette and communication styles.
- **Collaboration Tools:** The ability to work effectively with others using digital tools like project management software, shared documents, and virtual whiteboards.
- **Cybersecurity Awareness:** Understanding the importance of protecting sensitive data and being able to identify and avoid potential security threats.

AI: The New Apex Predator in the Career Landscape

Artificial Intelligence, or AI, is rapidly changing the way we approach work. Here's how AI is impacting the workplace:

- **Automation:** AI is automating repetitive tasks, freeing up humans to focus on more complex and creative work.
- **Data Analysis:** AI is used to analyze large amounts of data, uncovering insights that can inform decision-making and improve efficiency.
- **Customer Service:** AI-powered chatbots are becoming increasingly common, providing instant support and resolving issues.
- **Marketing and Sales:** AI is used to personalize marketing campaigns and target customers with relevant products and services.
- **Healthcare:** AI is transforming healthcare with advancements in diagnostics, treatment planning, and patient care.

Free AI Resources:

- **OpenAI's ChatGPT:** A versatile language model that can generate text, translate languages, write different kinds of creative content, and answer your questions in an informative way. (Website: <https://chat.openai.com/>)
- **Google Bard:** A conversational AI service that can also answer questions, generate text, translate languages, and write different kinds of creative content. (Website: <https://bard.google.com/>)

Jax's Pro Tips for Using AI Effectively:

- **Be Specific:** The more specific your prompts, the better the results. Instead of asking, "What jobs are good for me?" try "What are some careers that align with my interest in environmental science and my skills in data analysis?"
- **Experiment with Different Tools:** Each AI tool has its own strengths and weaknesses. Try out a few different options to see which one works best for you.
- **Use AI as a Tool, Not a Crutch:** Remember, AI is a tool to assist you, not replace your own judgment and decision-making abilities.

Example AI Prompts:

- **Career Exploration:** "What are some potential career paths for someone with a degree in psychology who is interested in helping others?"
- **Resume Optimization:** "Can you suggest some strong action verbs to use in my resume to describe my experience in project management?"
- **Interview Preparation:** "What are some common interview questions for a marketing coordinator position?"



NAVIGATING THE THORNY UNDERGROWTH

— HANDLING DIFFICULT WORKPLACE SITUATIONS

Alright Jaguars, even the most beautiful jungle has its share of thorns and predators. In the workplace, you might encounter some less-than-ideal situations like office bullies, bad management, or even ethical dilemmas. But fear not, Jax is here to guide you through these tricky situations!

Office Bullies: Don't Let Them Rain on Your Parade

Just like a pesky mosquito buzzing around your head, office bullies can drain your energy and make you miserable. They might use intimidation, gossip, or exclusion to make you feel unwelcome or undermined.

- **Jax's Pro Tips:**
 - o **Document the Behavior:** Keep a record of any instances of bullying, including dates, times, and details of what happened.
 - o **Don't Engage:** Avoid getting drawn into arguments or gossip. Kill them with kindness, or simply walk away.
 - o **Talk to a Trusted Colleague or Supervisor:** Don't suffer in silence. Share your concerns with someone you trust, such as a mentor, HR representative, or your manager.
 - o **Know Your Rights:** Governors State University has policies in place to protect you from harassment and discrimination. Familiarize yourself with these policies and seek help if needed.

Bad Management: When the Leader of the Pack Isn't Leading

Sometimes, the biggest challenge in the workplace isn't a fellow employee, but your own manager. Bad bosses come in all shapes and sizes: micromanagers, bullies, neglectful leaders, or simply incompetent ones.

- **Jax's Pro Tips:**
 - o **Communicate Openly:** If possible, try to have an honest conversation with your manager about your concerns. Explain how their behavior is impacting your work and well-being.
 - o **Document the Issues:** Keep a record of specific instances of bad management, including dates, times, and details of what happened. This will be helpful if you decide to escalate the issue to HR.
 - o **Seek Support:** Talk to a trusted colleague, mentor, or HR representative to get advice and support.
 - o **Consider Your Options:** If the situation doesn't improve, you might need to explore other options, such as transferring to a different department or finding a new job.

Ethical Considerations: The Dark Side of the Jungle

While AI offers many exciting possibilities, it’s important to be aware of the potential ethical concerns.

- **Bias:** AI algorithms can be biased, perpetuating existing inequalities or discrimination.
- **Privacy:** AI tools often collect and analyze large amounts of personal data, raising concerns about privacy and security.
- **Job Displacement:** As AI becomes more sophisticated, it could automate certain tasks and jobs, potentially displacing human workers.

Jungle Journal: Reflection on Technology and AI

What are my thoughts on the use of AI in the workplace?

What are some potential benefits and drawbacks of AI in my field of interest?

What ethical considerations should I keep in mind when using AI?

Remember, Jaguars, technology is a powerful tool, but it’s important to use it wisely and ethically. By staying informed and adaptable, you can leverage technology to enhance your career and make your mark in the ever-evolving digital jungle.

Navigating Ethical Dilemmas & Conflict Resolution: Avoiding the Thorns

Even in the most harmonious workplaces, conflicts and ethical dilemmas can arise. It’s important to know how to handle these situations with professionalism and integrity.

- **Ethical Dilemmas:** These are situations where there’s no easy answer, and multiple values or principles may be at odds. When facing an ethical dilemma, consider the potential consequences of your actions, consult with trusted colleagues or mentors, and choose the path that aligns with your values and the company’s code of ethics.
- **Conflict Resolution:** Conflict is a natural part of any workplace, but it can be destructive if not handled effectively. When dealing with conflict, try to:
 - o Listen actively to all perspectives.
 - o Focus on the issue, not the person.
 - o Seek common ground and compromise.
 - o If necessary, involve a neutral third party to mediate the situation.

Jungle Journal: Reflection on Ethics and Conflict

Have you ever faced an ethical dilemma at work? How did you handle it?

What are some strategies you can use to resolve conflicts in a professional manner?

How can you create a more inclusive and respectful workplace for everyone?

By developing your core competencies, navigating ethical dilemmas, and resolving conflicts effectively, you’ll not only survive but thrive in the workplace jungle. Remember, Jaguars, you’re not just an employee – you’re a leader, a problem-solver, and a valued member of the pride!

Know Your Rights: Your Workplace Protection Plan

Just like every jaguar has a right to roam freely in its territory, you have rights as an employee. These rights are designed to protect you from discrimination, harassment, unfair treatment, and unsafe working conditions.

- **Illinois Department of Labor:** This agency enforces labor laws and can help you understand your rights as a worker. (Website: labor.illinois.gov)
- **U.S. Equal Employment Opportunity Commission (EEOC):** The EEOC enforces federal laws prohibiting workplace discrimination. (Website: <https://www.eeoc.gov/>)
- **GSU Human Resources:** Your university’s HR department can provide guidance on workplace policies and procedures.

Quitting Your Job: When It’s Time to Move On

Sometimes, despite your best efforts, a job just isn’t the right fit. If you’ve tried everything and the situation hasn’t improved, it might be time to move on to a new hunting ground.

- **Jax’s Pro Tips for Quitting Gracefully:**
 - o **Give Notice:** Provide your employer with at least two weeks’ notice. This shows professionalism and allows them time to find a replacement.
 - o **Write a Resignation Letter:** Keep it brief, professional, and positive. Thank your employer for the opportunity and briefly state your reason for leaving.
 - o **Exit Interview (Optional):** If offered an exit interview, use it as an opportunity to provide constructive feedback and leave on a positive note.

Remember, Jaguars, you deserve to work in an environment where you feel safe, respected, and valued. Don’t be afraid to advocate for yourself and seek help if you’re facing challenges in the workplace.

Jungle Journal: Navigating Workplace Challenges

Use your Jungle Journal to reflect on your experiences, brainstorm solutions, and document any incidents of bullying or harassment. This can be a valuable resource if you need to escalate the issue or seek support.

Alright Jaguars, take a bow! We’ve just completed Phase 4 of our career jungle adventure, and boy, have we covered some ground! You’ve sharpened your job search skills, learned how to navigate the digital landscape, and even mastered the art of the interview. Now, you’re ready to pounce on those opportunities like the fierce, prepared jaguars you are.

Let’s take a moment to recap our accomplishments:

- **Job Search Strategies:** You’ve explored various strategies to track down your dream job, from networking like a pro to becoming a job board ninja.
- **Job Description Analysis:** You’ve learned how to decode job descriptions like a seasoned jungle tracker, identifying key requirements and spotting potential red flags.
- **Professional Documents:** You’ve polished your resume, crafted compelling cover letters, and gathered glowing letters of recommendation. Your career toolkit is ready to impress!
- **Job Search Safety:** You’ve learned how to spot scams, protect your personal information, and navigate the job search jungle safely.
- **Interviewing:** You’ve practiced your interviewing skills, mastered the STAR method, and learned how to make a lasting impression.
- **Job Offers & Onboarding:** You’ve explored the art of negotiating job offers and learned how to successfully transition into a new role.

Now, Jaguars, with your skills honed and your confidence soaring, it’s time for the final chapter of our career adventure: Phase 5! This is where you’ll put all your knowledge and preparation into practice, landing that dream job and embarking on a fulfilling career journey.

Get ready to roar into the professional world and leave your mark!



BEYOND THE HUNT

Alright Jaguars, congratulations! You’ve officially landed in the heart of your career jungle – the real deal! But remember, this isn’t just about the hunt. It’s about thriving in your new habitat, balancing your personal and professional life, and continuing to grow and evolve as a top-notch professional.

Think of this phase as your long-term jungle survival guide. We’ll cover everything from self-management and work-life balance to financial literacy and career management. This is where you’ll learn how to navigate the challenges and opportunities that come with a successful career, all while maintaining your jaguar spirit and zest for life.

Mastering the Jungle Skills:

- 1 Work-Life Balance:**
Just like a jaguar needs time to rest and recharge after a hunt, you need to find balance between your work and personal life. We’ll explore strategies for managing your time, setting boundaries, and prioritizing your well-being.
- 2. Self-Management:**
This is all about taking control of your career, from setting goals and managing your time to developing your skills and staying motivated. We’ll dive into techniques for self-reflection, organization, and continuous learning.
- 3. Financial Literacy:**
In the jungle, knowing how to manage your resources is key to survival. The same goes for your finances. We’ll cover budgeting, saving, investing, and other essential skills to help you achieve financial stability and independence.
- 4. Career Management:**
Your career is a journey, not a destination. We’ll discuss strategies for navigating career transitions, building your personal brand, and staying ahead of the curve in the ever-changing professional landscape.

Get ready to level up your jungle skills, Jaguars! This phase is all about taking charge of your career, creating a fulfilling life, and becoming the best version of yourself.

THRIVING IN THE PROFESSIONAL WILDERNESS

Alright Jaguars, take a break from the hustle and bustle of the career jungle! Now that you’ve landed your dream job, it’s time to talk about something just as important as climbing the corporate ladder: work-life balance.

Work-Life Balance: The Art of Jungle Zen

Just like a jaguar needs time to rest and recharge after a hunt, you need to find harmony between your professional and personal life. Work-life balance isn’t just about having enough time for fun – it’s about prioritizing your well-being, managing stress, and creating a fulfilling life both inside and outside of work.

Why Work-Life Balance Matters:

- **Reduced Stress:** When you have a healthy balance, you’re less likely to experience burnout, fatigue, and stress-related health issues.
- **Increased Productivity:** Taking breaks and engaging in activities you enjoy can actually boost your creativity, focus, and energy levels at work.
- **Improved Relationships:** Having time for your family, friends, and hobbies can strengthen your relationships and enrich your life.
- **Personal Fulfillment:** A balanced life allows you to pursue your passions, hobbies, and interests, leading to greater overall happiness.

Jungle Journal: Reflecting on Your Balance

- Grab your journal and answer these questions honestly:
- How satisfied am I with my current work-life balance?

- What aspects of my life are feeling neglected?

- What activities bring me joy and fulfillment outside of work?

- What are my biggest obstacles to achieving a better work-life balance?

The Scales of Balance: Finding Your Equilibrium

Think of work-life balance as a set of scales. You want to find the sweet spot where both sides are in harmony. Here are some tips for adjusting those scales:

- **Set Boundaries:** Establish clear boundaries between work and personal time. This could mean turning off your work email notifications after hours or setting aside specific times for family and hobbies.
- **Prioritize:** Identify your most important values and priorities, both personally and professionally. Make sure your schedule reflects those priorities.
- **Learn to Say No:** Don't overcommit yourself. It's okay to say no to requests that don't align with your priorities or that would throw off your balance.
- **Schedule Time for Yourself:** Make time for activities that recharge you, whether it's exercise, meditation, hobbies, or spending time with loved ones.
- **Delegate and Ask for Help:** Don't try to do it all yourself. Delegate tasks at work and ask for help from family and friends when you need it.

Jax's Pro Tips for Work-Life Zen:

- **Unplug:** Step away from screens and technology for a while each day.
- **Get Outside:** Spending time in nature can do wonders for your stress levels and overall well-being.
- **Practice Mindfulness:** Focus on the present moment and let go of worries about the past or future.
- **Don't Compare Yourself to Others:** Everyone's definition of work-life balance is different. Focus on what works for you.
- **Be Kind to Yourself:** Remember, it's okay to not be perfect. Give yourself permission to rest, relax, and recharge.

Jungle Trek: Creating Your Balance Plan

1. **Identify Your Priorities:** What are the most important aspects of your life?
2. **Create a Schedule:** Schedule time for work, personal activities, and relaxation.
3. **Set Boundaries:** Establish clear boundaries between work and personal time.
4. **Track Your Progress:** Use your Jungle Journal to track your activities and how they impact your well-being.
5. **Adjust and Adapt:** Your needs and priorities will change over time. Be flexible and adjust your plan as needed.

Remember, Jaguars, work-life balance is an ongoing journey. It's not about achieving perfect equilibrium all the time, but about finding a rhythm that works for you. By prioritizing your well-being and making time for the things that matter, you'll be a happier, healthier, and more successful jaguar in the long run.



SELF MANAGEMENT
– TAMING THE CAREER JUNGLE

Alright Jaguars, time to unleash your inner organization guru! You've landed your dream job, you're navigating the workplace jungle like a pro, but now it's time to master a skill that's essential for long-term success: self-management.

Self-Management: Taming the Chaos of Your Career Jungle

Think of self-management as your personal compass and toolkit for staying on track and achieving your goals. It's about taking ownership of your time, energy, and resources to maximize your productivity, well-being, and overall success.

Key Components of Self-Management:

1. **Time Management:**
 - o **Prioritization:** Identify your most important tasks and tackle them first. Don't get bogged down in the small stuff!
 - o **Scheduling:** Create a schedule that works for you and stick to it. This will help you stay focused and avoid feeling overwhelmed.
 - o **Time Blocking:** Allocate specific blocks of time for different tasks or activities. This can help you avoid distractions and stay on task.
 - o **Avoiding Procrastination:** Break down large tasks into smaller, more manageable chunks. Set deadlines and reward yourself for completing tasks on time.
2. **Organization:**
 - o **Physical Space:** Keep your workspace clean and organized. This will help you focus and reduce stress.
 - o **Digital Space:** Organize your files, emails, and documents in a way that makes sense to you. This will save you time and frustration in the long run.
 - o **Task Management:** Use to-do lists, project management tools, or apps to keep track of your tasks and deadlines.
3. **Goal Setting:**
 - o **SMART Goals:** Set specific, measurable, achievable, relevant, and time-bound goals to give yourself a clear direction and purpose.
 - o **Break Down Goals:** Divide large goals into smaller, more manageable steps. This will make them seem less daunting and more achievable.

- o **Track Your Progress:** Regularly review your goals and track your progress. Celebrate your wins and adjust your strategies as needed.
- 4. **Stress Management:**
 - o **Identify Stressors:** What situations or tasks trigger stress for you? Once you know your stressors, you can develop strategies to manage them.
 - o **Relaxation Techniques:** Explore relaxation techniques like meditation, deep breathing, or yoga to help you stay calm and focused.
 - o **Healthy Habits:** Get enough sleep, eat a healthy diet, and exercise regularly to support your physical and mental well-being.
 - o **Seek Support:** If you're feeling overwhelmed, don't hesitate to reach out to a trusted friend, family member, or professional for support.

Jungle Journal: Self-Management Assessment

Reflect on your self-management skills:

- How well do I manage my time?
- How organized am I?
- Am I good at setting and achieving goals?
- How do I typically handle stress?
- What are some areas where I could improve my self-management skills?

Jungle Trek: Mastering the Art of Self-Management

1. **Experiment with Different Tools:** Try out different time management, organization, and productivity tools to find what works best for you.
2. **Create a Routine:** Establish a daily or weekly routine that helps you stay organized and focused.
3. **Prioritize Self-Care:** Make time for activities that nourish your mind, body, and spirit. This could include exercise, hobbies, spending time with loved ones, or simply relaxing.
4. **Seek Support:** If you're struggling with self-management, don't hesitate to seek help from a counselor, coach, or mentor.

Jax's Pro Tips:

- **Start Small:** Don't try to overhaul your entire life at once. Start with small changes and gradually build new habits.
- **Be Patient:** Developing self-management skills takes time and effort. Don't get discouraged if you slip up – just get back on track and keep practicing.
- **Celebrate Your Wins:** Acknowledge your successes, no matter how small. This will help you stay motivated and keep moving forward.

Remember, Jaguars, self-management is an ongoing journey. By taking ownership of your time, energy, and resources, you'll be well on your way to achieving your career goals and creating a fulfilling and balanced life.



YOUR GUIDE TO THE JUNGLE ECONOMY – ARMED WITH FINANCIAL LITERACY

Alright Jaguars, time to get your financial paws in order! Just like a jaguar needs to manage its energy and resources to survive in the jungle, you need to master your finances to thrive in the real world. This is where financial literacy comes in – your roadmap to financial independence and a secure future.

Financial Literacy: Your Guide to the Jungle Economy

Think of financial literacy as your knowledge of the jungle's economic system – how to hunt for deals, manage your resources, and invest in your future. It's about understanding concepts like budgeting, saving, investing, credit, and debt management. It's also about making informed decisions that align with your financial goals and values.

Why Financial Literacy Matters:

- **Avoid Debt Traps:** Financial literacy helps you understand the dangers of debt and avoid falling into predatory traps.
- **Build Wealth:** By learning how to save and invest wisely, you can build wealth over time and achieve your financial goals.
- **Make Informed Decisions:** Financial literacy empowers you to make smart decisions about your money, from choosing a bank account to buying a car or home.
- **Reduce Stress:** Knowing you have a handle on your finances can significantly reduce stress and improve your overall well-being.

Illinois CIS 360 Reality Check:

Want to see how your financial choices impact your future? Check out the Illinois CIS 360 Reality Check tool: <https://il.cis360.org/app/1/tiles/reality-check/intro>

This interactive tool allows you to explore different career paths and see how your salary, expenses, and savings habits will affect your financial future. It's a great way to test out different scenarios and make informed decisions about your career and finances.

Student/User LoginIL Residents

Username

Password

Login

City or Town:

University Park

Zip code:

60484

Sign In

Illinois residents can view resources without an account. Logging in as a resident provides access to limited program components and does not allow saving to a portfolio.

Job Seeker (Adult)

College

High School

Junior High School

Reality Check

Find out how much money you need for the lifestyle you desire.

Already have an account?

Browse without creating an account (limited features)

Jungle Budget Bootcamp: Budgeting Assessment & Planning Worksheet

Time to get real about your finances, Jaguars! This worksheet will help you track your income and expenses, identify areas where you can save, and create a budget that aligns with your goals.

1. Income

- Monthly Income: (List all sources of income, including salary, part-time jobs, and any other sources)

SOURCE	AMOUNT (\$)
Salary	
Part-time job	
Other income sources	
Total Monthly Income	

2. Expenses

- Fixed Expenses: (List expenses that stay the same each month, like rent, utilities, student loan payments, etc.)

EXPENSE	AMOUNT (\$)
Rent	
Utilities	
Student loan payments	
Insurance	
Other fixed expenses	
Total Fixed Expenses	

- Variable Expenses: (List expenses that change each month, like groceries, transportation, entertainment, etc.)

EXPENSE	AMOUNT (\$)
Groceries	
Transportation	
Entertainment	
Dining out	
Other variable expenses	
Total Variable Expenses	

- Total Monthly Expenses: (Add up all your fixed and variable expenses)

EXPENSE CATEGORY	AMOUNT (\$)
Total Fixed Expenses	
Total Variable Expenses	
Total Monthly Expenses	

3. Net Income: (Subtract your total monthly expenses from your total monthly income.)

DESCRIPTION	AMOUNT (\$)
Total Monthly Income	
Total Monthly Expenses	
Net Income	

4. Budget Goals

- What are your financial goals?(e.g., pay off debt, save for a down payment on a house, build an emergency fund)

FINANCIAL GOAL	MONTHLY SAVINGS GOAL (\$)

- How much do you need to save each month to reach your goals?

GOAL	MONTHLY SAVINGS REQUIRED (\$)

4. Budget Adjustments

- Are there any areas where you can cut back on spending? (e.g., eating out less, using public transportation, canceling unused subscriptions)

AREA TO CUT BACK	ESTIMATED SAVINGS (\$)

- Are there any ways you can increase your income? (e.g., get a part-time job, freelance, sell unused items)

METHOD TO INCREASE INCOME	ESTIMATED EARNINGS (\$)

Jax's Pro Tips:

- Track Your Spending: Use a budgeting app or spreadsheet to track your income and expenses. This will help you identify areas where you're overspending and make necessary adjustments.
- Set Realistic Goals: Don't try to overhaul your budget overnight. Start with small, achievable goals and gradually increase them over time.
- Be Flexible: Your budget should be a living document that adapts to your changing needs and circumstances.

Remember, Jaguars, financial literacy is a lifelong journey. The more you learn about money management, the better equipped you'll be to make smart financial decisions and achieve your dreams. So, start building your financial nest egg today, and you'll be roaring with financial success in no time!



NAVIGATING THE PROFESSIONAL JUNGLE

— YOUR CAREER MANAGEMENT JOURNEY

Alright Jaguars, now that you’ve got your paws on that dream job, it’s time to take the reins of your career and steer it towards continued success. This is where career management comes in – your roadmap to navigate the ever-changing professional jungle.

Career Management: Your Compass for a Thriving Career Journey

Think of career management as your personal GPS, guiding you through the twists and turns of the professional landscape. It’s about taking ownership of your career path, setting goals, developing your skills, and adapting to new challenges and opportunities.

Why Career Management Matters:

- **Stay Ahead of the Pack:** In the competitive jungle of the workplace, continuous learning and development are key to staying relevant and valuable.
- **Maximize Your Potential:** By actively managing your career, you can identify opportunities for growth, take on new challenges, and reach your full potential.
- **Navigate Career Transitions:** Whether you’re switching jobs, industries, or even career paths, career management skills will help you make a smooth and successful transition.

Key Components of Career Management:

1. Self-Assessment:

- o Continually assess your skills, interests, values, and goals.
- o Are your skills up-to-date with industry trends?
- o Are you passionate about your current path?
- o Are your career goals still aligned with your values?

2. Professional Development:

- o Seek out opportunities to learn and grow.

- o Take courses, attend conferences, earn certifications, or pursue advanced degrees.
- o Network with professionals in your field and learn from their experiences.

3. Networking:

- o Build and maintain a strong professional network.
- o Attend industry events, join professional associations, and connect with colleagues on LinkedIn.
- o Your network can provide valuable support, advice, and job leads.

4. Goal Setting:

- o Set short-term and long-term career goals.
- o Make sure your goals are SMART (Specific, Measurable, Achievable, Relevant, Time-Bound).
- o Create an action plan to achieve your goals, including specific steps and timelines.

5 Adaptability:

- o The workplace is constantly changing, so be prepared to adapt.
- o Learn new skills, embrace new technologies, and be open to new opportunities.

Special Jungle Excursions:

• Changing Careers:

- o If you’re feeling unfulfilled in your current role, it’s never too late to explore a new path.
- o Start by assessing your skills, interests, and values.
- o Research different career options and industries.
- o Talk to people who work in fields that interest you.
- o Consider getting additional training or education.

• Returning to the Workforce:

- o If you’ve been out of the workforce for a while, re-entering can be daunting.
- o Start by updating your resume and refreshing your skills.
- o Network with former colleagues and industry contacts.
- o Consider volunteering or taking on freelance projects to gain recent experience.

Jungle Journal: Career Management Plan

Create a career management plan in your Jungle Journal. Outline your goals, strategies, and timelines for achieving your career aspirations.

Jax’s Pro Tips:

- **Be Proactive:** Don’t wait for opportunities to come to you. Actively seek them out!
- **Be a Lifelong Learner:** Never stop learning and growing. The more you know, the more valuable you become.
- **Network Like a Pro:** Build and maintain a strong network of contacts in your field.
- **Be Adaptable:** The workplace is constantly changing, so be flexible and willing to learn new things.

Remember, Jaguars, your career is in your paws! By taking charge of your professional development, you can navigate the jungle with confidence and achieve your wildest career dreams.



SPECIAL JUNGLE EXCURSIONS

— FORGING NEW PATHS IN THE WILDERNESS

Alright, Jaguars, sometimes your career journey takes you off the beaten path. Whether you’re switching careers or re-entering the workforce after a hiatus, these special excursions can help you navigate uncharted territory and discover new opportunities.

Changing Careers: Blazing a New Trail

Feeling like your current path isn’t leading you to the watering hole of your dreams? Don’t worry, Jaguars, it’s never too late to change direction and find a new calling.

Why Change Careers?

- **Unfulfilled:** Your current job doesn’t align with your passions or values.
- **New Interests:** You’ve developed new interests or skills that you want to explore.
- **Personal Growth:** You crave a new challenge and want to expand your horizons.

Jax’s Guide to Career Change:

1. Self-Reflection:

- o Revisit your Jungle Journal and reassess your values, interests, and skills. What’s changed since you last explored them?
- o Identify what you’re looking for in a new career. What are your “must-haves” and “deal-breakers”?

2. Exploration:

- o Research different career paths that align with your newfound interests and skills. Use online resources like O*NET and the Occupational Outlook Handbook.
- o Conduct informational interviews with people working in fields that appeal to you.
- o Consider taking career assessments or seeking guidance from a career counselor.

3. Skill Development:

- o Identify any skills gaps you need to fill to make a successful transition.
- o Take courses, attend workshops, or seek out mentorship to develop those skills.
- o Highlight transferable skills from your previous experience that are relevant to your new field.

4. Networking:

- o Tap into your network to learn about potential opportunities and gain insights into different industries.
- o Attend industry events, join professional associations, and connect with people on LinkedIn.

5. Job Search:

- o Tailor your resume and cover letter to highlight your transferable skills and passion for the new field.
- o Be prepared to explain your career change in interviews and demonstrate your commitment to the new path.

Returning to the Workforce: Back in the Jungle Swing

Been away from the workforce for a while? Whether you were raising cubs, traveling the world, or pursuing other passions, returning to the jungle can feel daunting. But fear not, Jaguars, with the right approach, you can successfully reintegrate and thrive in your new role.

Jax’s Tips for Returning to the Workforce:

1. Update Your Skills:

- o Brush up on the latest industry trends and technologies.
- o Take refresher courses or certifications to demonstrate your commitment to staying current.

2. Network Like a Pro:

- o Reconnect with former colleagues and mentors.
- o Attend industry events and connect with people on LinkedIn.
- o Let your network know you’re actively seeking employment.

3. Tailor Your Resume:

- o Highlight your transferable skills and accomplishments.
- o Be prepared to explain any employment gaps in a positive light.

4. Practice Interviewing:

- o Brush up on your interviewing skills by conducting mock interviews with friends or career counselors.
- o Prepare for questions about your career break and how you’ve stayed current in your field.

5. Start Small (If Necessary):

- o Consider starting with a part-time or contract position to ease back into the workforce and gain recent experience.

Remember, Jaguars, you’re not starting from scratch. You have valuable skills and experience that are in demand. With a little preparation and a positive attitude, you can confidently return to the workforce and make a meaningful contribution.

Roaring into Your Future: A Career Planning Workbook for Governors State Jaguars

Sources & Resources:

- **NACE (National Association of Colleges and Employers):**
 - o NACE Career Readiness Competencies: <https://www.nacweb.org/career-readiness/competencies/>
 - o NACE Job Outlook 2024 Report
- **Illinois CIS 360 Reality Check:** <https://il.cis360.org/app/1/tiles/reality-check/intro>
- **Illinois Department of Labor:** <https://labor.illinois.gov/>
- **U.S. Equal Employment Opportunity Commission (EEOC):** <https://www.eeoc.gov/>
- **What Can I Do With This Major?:** <https://whatcanidowiththismajor.com/>
- **O*NET Online:** <https://www.onetonline.org/>
- **Occupational Outlook Handbook (OOH):** <https://www.bls.gov/ooh/>
- **Job Boards:** Indeed, LinkedIn, Glassdoor, Handshake
- **Temp Agencies:** Kelly Services, Robert Half, Manpower
- **Online Portfolio Platforms:** Behance, Dribbble, Journo Portfolio
- **Website Builders:** Wix, Squarespace, WordPress
- **Federal Trade Commission (FTC):** [ReportFraud.ftc.gov](https://www.ftc.gov/report-fraud)
- **Internet Crime Complaint Center (IC3):** <https://www.ic3.gov/Home/ComplaintChoice>
- **SBA (Small Business Administration):** <https://www.sba.gov/>
- **SCORE:** <https://www.score.org/>

Jax’s Note: This workbook is intended as a resource for your career development journey. While it draws upon reliable sources and information, always conduct your own research and consult with professionals for personalized guidance.

Well, Jaguars, we've reached the end of our epic journey through the career jungle! Give yourselves a mighty roar — you've earned it!

We've covered a lot of ground together, from uncovering your hidden talents and exploring different paths, to mastering the art of the job hunt and conquering the workplace wilderness. I hope this workbook has equipped you with the skills, knowledge, and confidence you need to tackle any challenge that comes your way.



Remember, Jaguars, your career journey is just beginning. The jungle is vast and full of opportunities waiting to be discovered. Keep exploring, keep learning, and never stop chasing your dreams. And if you ever need a little guidance, just remember — Jax the Jaguar is always here to cheer you on!

Now go out there and make your mark on the world, Jaguars! Show them what GSU pride is all about. And don't forget to ROAR with confidence as you take your rightful place at the top of the food chain!

Until next time, keep it wild and stay fierce, Jaguars!