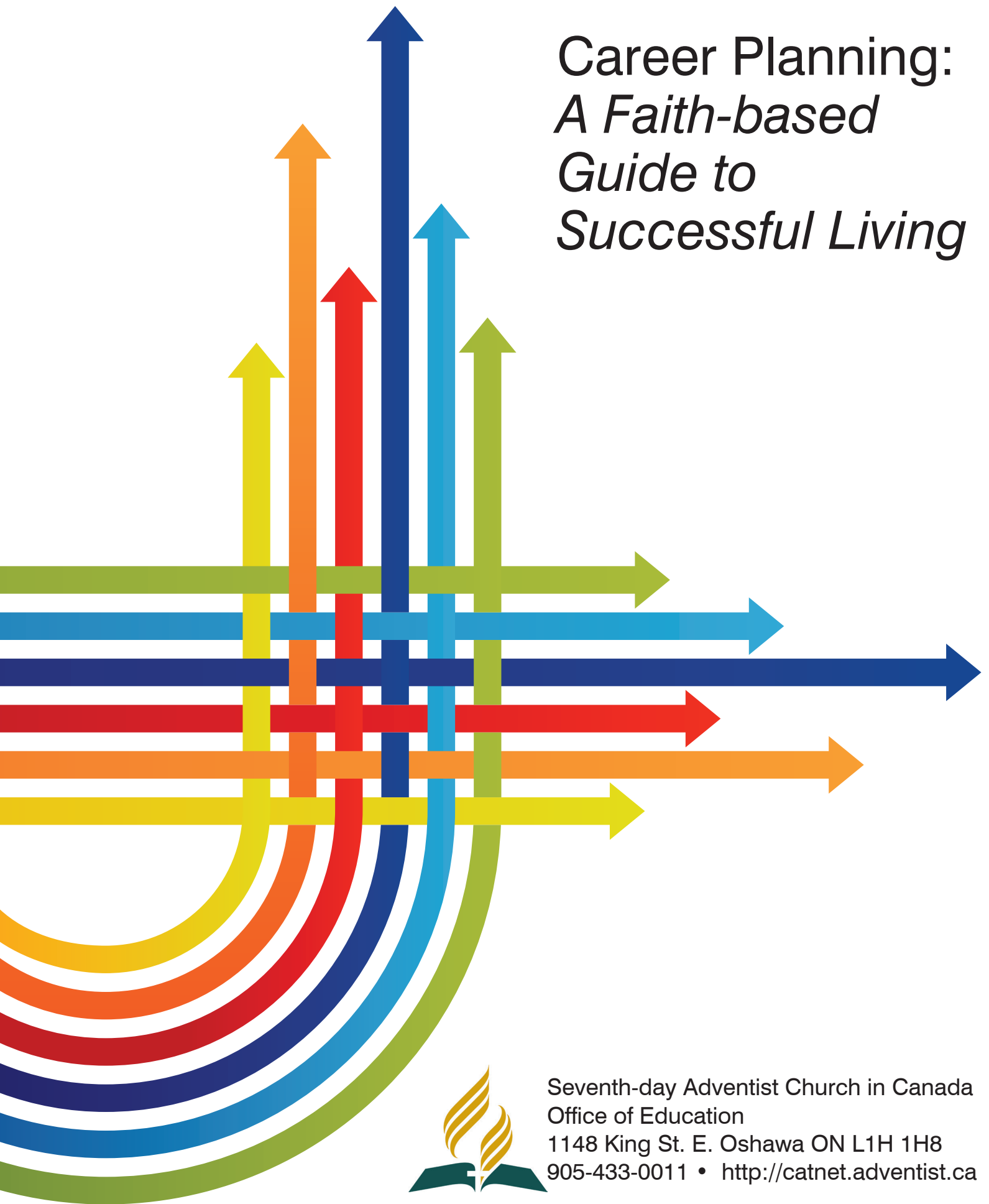


# Career Planning: *A Faith-based Guide to Successful Living*



Seventh-day Adventist Church in Canada  
Office of Education  
1148 King St. E. Oshawa ON L1H 1H8  
905-433-0011 • <http://catnet.adventist.ca>

## Career Planning: A Faith-based Guide to Successful Living

### *Contents*

**Introduction**

**Personal Management – Understanding Self**

**Personal Management – Financial Planning**

**Personal Management – Healthy Lifestyle and Relationships**

**Career Exploration**

**The Job Search**

**Post-Secondary Education/Training**

**The Workplace**

## Career Planning: A Faith-based Guide to Successful Living

The purpose of this Guide for personal planning and career guidance is not to replace provincial curricula, but rather to achieve a holistic, faith-based understanding of the various sections of provincial curricula. As Adventist teachers, we want to inspire and motivate students to see their unique possibilities and life purpose, both presently and eternally, which result from an active relationship with Jesus Christ.

<b>Rationale</b>	<p>It is important for students to understand that they have been created in God’s image for a specific purpose. By examining Creation, the Fall, Redemption, and Re-creation, we discover our purposes in life:</p> <ul style="list-style-type: none"> <li>• To be good stewards of our talents</li> <li>• To be responsible in our relationships with others</li> <li>• To have a wholesome understanding of our sexuality</li> <li>• To choose healthy lifestyles by taking care of our minds and bodies</li> <li>• To be financially responsible</li> <li>• To recognize the dignity of labour</li> <li>• To be an active contributing member of society</li> <li>• To live a life of service to those around us</li> </ul> <p>Through this Christ-centred approach, we desire students to discover God in new and refreshing ways, which will lead ultimately to true joy and success in life. Using the Bible as our standard for understanding the purposes of life, students will be encouraged to grow spiritually and be enabled to discern the greatest gifts in life.</p>								
<b>Organization</b>	<p>Provincial curricula across Canada share these common themes:</p> <ul style="list-style-type: none"> <li>• Personal Management             <ul style="list-style-type: none"> <li>○ Understanding Self</li> <li>○ Financial Planning</li> <li>○ Healthy Lifestyle and Relationships</li> </ul> </li> <li>• Career Exploration</li> <li>• The Job Search</li> <li>• Post-Secondary Education/Training</li> <li>• The Workplace</li> </ul>								
<b>Resources</b>	<p>This faith-based Career Planning Guide provides the following supplements for each of the themes listed above:</p> <ul style="list-style-type: none"> <li>• Biblical narratives</li> <li>• Biblical references (quoted from NJKV)</li> <li>• Spirit of Prophecy references, and</li> <li>• A variety of teaching resources, including some faith-based resources</li> </ul> <p>It is not intended that these be the only resources teachers use. These documents are works in progress; teachers are encouraged to add ideas and resources in all sections which can be shared for the improvement of instruction in all classrooms. Please submit ideas and resources to the SDACC Office of Education.</p>								
<b>Committee</b>	<p>The SDACC Office of Education thanks the following teachers who served on this committee in July 2013:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;"><b>Victor Chant, Chair</b></td> <td style="padding-left: 40px;"><i>Prairie Adventist Christian eSchool, Alberta</i></td> </tr> <tr> <td style="padding-left: 20px;"><b>Kristy Grovet</b></td> <td style="padding-left: 40px;"><i>Parkview Adventist Academy, Alberta</i></td> </tr> <tr> <td style="padding-left: 20px;"><b>Donald Coleman</b></td> <td style="padding-left: 40px;"><i>Crawford Adventist Academy, Ontario</i></td> </tr> <tr> <td style="padding-left: 20px;"><b>Alastair Atherton</b></td> <td style="padding-left: 40px;"><i>Peace Christian School, British Columbia</i></td> </tr> </table>	<b>Victor Chant, Chair</b>	<i>Prairie Adventist Christian eSchool, Alberta</i>	<b>Kristy Grovet</b>	<i>Parkview Adventist Academy, Alberta</i>	<b>Donald Coleman</b>	<i>Crawford Adventist Academy, Ontario</i>	<b>Alastair Atherton</b>	<i>Peace Christian School, British Columbia</i>
<b>Victor Chant, Chair</b>	<i>Prairie Adventist Christian eSchool, Alberta</i>								
<b>Kristy Grovet</b>	<i>Parkview Adventist Academy, Alberta</i>								
<b>Donald Coleman</b>	<i>Crawford Adventist Academy, Ontario</i>								
<b>Alastair Atherton</b>	<i>Peace Christian School, British Columbia</i>								

## Personal Management – Understanding Self

God created us in His image with our own unique qualities which would reflect Him physically, mentally, socially, intellectually, and spiritually in our lives. As Christians, we are to be good stewards of ourselves in the following ways: through a healthy and realistic awareness and acceptance of self, through our effective use of time, through our communication to encourage and build up others, and through our goal-setting to accomplish our objectives. Real success in life comes from recognizing who we are in relationship to God and accepting our position in life as God-given for the purpose of glorifying Him.

<b>Sub-topics</b>	<p><b>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</b></p> <ul style="list-style-type: none"> <li>• Self-Image</li> <li>• Self-Assessment: Interests, Skills, Work Values, Learning Styles, Motivations, Work Preferences, Teamwork Skills</li> <li>• Problem-Solving</li> <li>• Goal Setting</li> <li>• Communication Skills</li> <li>• Time Management</li> </ul>
<b>Biblical Narratives</b>	<p>In each of the following Biblical narratives, individuals became powerful as they allowed God to manifest Himself through them:</p> <p><b><u>Self-Image, Self-Assessment, and Problem Solving:</u></b>          Esther – she had a strong sense of who she was, courage to stand for God and His people (Esther 1-10)          Ruth – she was full of integrity, humble, her value was in relationship to God and His people (Ruth 1-4)          Deborah – she was strong in her faith, clear on what she needed to do for God (Judges 4-5)          Peter – he had a strong personality, failed, but became stronger (Matthew 14:27-29, 16:21-23, 26:40, 69-75; Mark 14:27-72; Luke 5:1-8; John 13:1-9, 13:31-38, 18:1-27, 21:2-19; Act 2:37-41, 3:1-10, 4:8-13)          Saul – he was charismatic but struggled to maintain values and priorities (1 Samuel 9-31)          Samson – he lost his way, but accomplished God’s purpose at the end of his life (Judges 13-16)          Moses – he had to learn proper problem-solving skills to delegate to others. God added to his skills as he became willing to use what he had as stated by Jesus in Matthew 25:29. (Exodus 2-34)</p> <p><b><u>Goal Setting:</u></b>          Paul – after his conversion, he wanted to know only Jesus (Philippians 3:8-11)          Parable of the Wise and Foolish Men—a story that illustrates the importance of building on a firm foundation (Matthew 7:24-27)          Abraham – though he wandered most of his life, but he focused on the heavenly city that he would inherit (Hebrews 11:8-10)          Rahab – she could have been killed by the inhabitants of Jericho for entertaining spies, but she saw in them safety for herself and her family and therefore took the risk (Joshua 2:1-3, 6:17-25)</p> <p><b><u>Communication Skills:</u></b>          Moses – he listened to the people, but stood firm by God’s instruction to him. He also communicated with God on a regular basis for understanding in how to lead the people effectively (Exodus 2-34)          Abigail – her speech was seasoned with grace and full of kindness and peace. As a result, she diverted a disaster from happening and allayed David’s anger (1 Samuel 25:3-42)</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Biblical Narratives</b></p>	<p>Paul – he identified the needs of the people he was communicating with in order to reach them with the gospel (Acts 17:22-33)          John – his messages were cushioned in his personal experience (1 John 1:1-3)</p> <p><b><u>Time Management:</u></b>          Moses – he had to learn time management skills to preserve his energy and ability to lead the people effectively (Exodus 2-34)          Parable of the ten virgins – illustrates the importance of preparation (Matthew 25:1-13)          Abigail – she acted right on time to divert many deaths (1 Samuel 25:3-42)          John the Baptist – he was used by God at a specific time for a specific purpose (Matthew 3:1-17)          Daniel – his day was organized around his relationship with God and his governmental duties. Nothing interfered with his worship of God. As a result, he spent a night with the lions (Daniel 6:1-28)</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Biblical References</b></p>	<p><b><u>Self-Image, Self-Assessment, and Problem Solving:</u></b>          “Then God said, ‘Let Us make man in Our image, according to Our likeness; let them have dominion over the fish of the sea, over the birds of the air, and over the cattle, over all the earth and over every creeping thing that creeps on the earth.’ So God created man in His <i>own</i> image; in the image of God He created him; male and female He created them.” <b>Genesis 1:26-27</b>, NKJV</p> <p>“For You formed my inward parts; You covered me in my mother’s womb. I will praise You, for I am fearfully <i>and</i> wonderfully made; Marvelous are Your works, And <i>that</i> my soul knows very well.” <b>Psalms 139:13-14</b>, NKJV</p> <p>“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.” <b>Ephesians 2:10</b>, NKJV</p> <p>“Not that I have already attained, or am already perfected; but I press on, that I may lay hold of that for which Christ Jesus has also laid hold of me. Brethren, I do not count myself to have apprehended; but one thing <i>I do</i>, forgetting those things which are behind and reaching forward to those things which are ahead, I press toward the goal for the prize of the upward call of God in Christ Jesus.” <b>Philippians 3:12-14</b>, NKJV</p> <p>“And <i>the second is</i> like it: ‘You shall love your neighbor as yourself.’” <b>Matthew 22:39</b>, NKJV</p> <p>“That the man of God may be complete, thoroughly equipped for every good work.” <b>2 Timothy 3:17</b>, NKJV</p> <p>“The lot is cast into the lap, But its every decision <i>is</i> from the LORD.” <b>Proverbs 16:33</b>, NKJV</p> <p>““Stand in the ways and see, And ask for the old paths, where the good way <i>is</i>, And walk in it; Then you will find rest for your souls. But they said, ‘We will not walk <i>in it</i>.’” <b>Jeremiah 6:16</b>, NKJV</p> <p><b><u>Goal Setting:</u></b>          “Better <i>to be</i> of a humble spirit with the lowly, Than to divide the spoil with the proud.” <b>Proverbs 16:9</b>, NKJV</p> <p>“Therefore we make it our aim, whether present or absent, to be well pleasing to Him.” <b>2 Corinthians 5:9</b>, NKJV</p>

“Do not lay up for yourselves treasures on earth, where moth and rust destroy and where thieves break in and steal; but lay up for yourselves treasures in heaven, where neither moth nor rust destroys and where thieves do not break in and steal. For where your treasure is, there your heart will be also.”

**Matthew 6:19-21**, NKJV

“Jesus Christ *is* the same yesterday, today, and forever.” **Hebrews 13:8**, NKJV

“The plans of the diligent *lead* surely to plenty, But *those of* everyone *who is* hasty, surely to poverty.”

**Proverbs 21:5**, NKJV

“I press toward the goal for the prize of the upward call of God in Christ Jesus.” **Philippians 3:14**, NKJV

**Communication Skills:**

“Where *there is* no counsel, the people fall; But in the multitude of counselors *there is* safety.”

**Proverbs 11:14**, NKJV

“Whoever guards his mouth and tongue keeps his soul from troubles.” **Proverbs 21:23**, NKJV

“He who answers a matter before he hears *it*, *It is* folly and shame to him.” **Proverbs 18:13**, NKJV

“The heart of the righteous studies how to answer, But the mouth of the wicked pours forth evil.”

**Proverbs 15:28**, NKJV

“A man has joy by the answer of his mouth, And a word *spoken* in due season, how good *it is!*”

**Proverbs 15:23**, NKJV

“So then, my beloved brethren, let every man be swift to hear, slow to speak, slow to wrath.”

**James 1:19**, NKJV

“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.” **Ephesians 4:29**, NKJV

“In the multitude of words sin is not lacking, but he who restrains his lips *is* wise.” **Proverbs 10:19**, NKJV

**Other Biblical References:**

Proverbs 16:24; Proverbs 15:1; Proverbs 12:18; Proverbs 17:9; Proverbs 16:28; Colossians 4:6; Romans 14:13

**Time Management:**

“So teach *us* to number our days, That we may gain a heart of wisdom.” **Psalms 90:12**, NKJV

“Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain *it*. And everyone who competes *for the prize* is temperate in all things. Now they *do it* to obtain a perishable crown, but we *for* an imperishable *crown*. Therefore I run thus: not with uncertainty. Thus I fight: not as *one who* beats the air. But I discipline my body and bring *it* into subjection, lest, when I have preached to others, I myself should become disqualified.”

**1 Corinthians 9:24-27**, NKJV

Biblical References	<p>“See then that you walk circumspectly, not as fools but as wise, redeeming the time, because the days are evil. Therefore do not be unwise, but understand what the will of the Lord <i>is</i>.”  <b>Ephesians 5:15-17, NKJV</b></p> <p>“Walk in wisdom toward those <i>who are</i> outside, redeeming the time.” <b>Colossians 4:5, NKJV</b></p> <p>“To everything there is a season, a time for every purpose under heaven....” <b>Ecclesiastes 3:1-8, NKJV</b></p>
Spirit of Prophecy References	<p><b><u>Self-Image, Self-Assessment, and Problem Solving:</u></b>  “God has given each of us an identity of our own, which cannot be merged in that of another; but our individual characteristics will be much less prominent if we are indeed Christ's and His will is ours.”  <b><i>Testimonies for the Church, Vol. 3, 539.2</i></b></p> <p>“We have an individuality and an identity that is our own. No one can submerge his identity in that of any other. All must act for themselves, according to the dictates of their own conscience. As regards our responsibility and influence, we are amenable to God as deriving our life from Him. This we do not obtain from humanity, but from God only.” <b><i>The Faith I Live By 165.7</i></b></p> <p>“The true object of education is to restore the image of God in the soul. In the beginning God created man in His own likeness. He endowed him with noble qualities. His mind was well balanced, and all the powers of his being were harmonious....It was to restore this that the plan of salvation was devised, and a life of probation was granted to man. To bring him back to the perfection in which he was first created is the great object of life--the object that underlies every other.”  <b><i>Patriarchs and Prophets 595.2</i></b></p> <p>“All the varied capabilities that men possess--of mind and soul and body--are given them by God, to be so employed as to reach the highest possible degree of excellence. But this cannot be a selfish and exclusive culture; for the character of God, whose likeness we are to receive, is benevolence and love. Every faculty, every attribute, with which the Creator has endowed us is to be employed for His glory and for the uplifting of our fellow men. And in this employment is found its purest, noblest, and happiest exercise.” <b><i>Patriarchs and Prophets 595.3</i></b></p> <p><b><u>Goal Setting:</u></b>  “Be careful not to fritter away your time upon trifles, and then fail to carry out your undertakings that are of real account. . . . A steadfast adherence to a purpose is necessary in order to secure the end. A distinguished man was once asked how it was possible for him to accomplish such a vast amount of business. His answer was, "I do one thing at a time." . . . Jesus was an earnest worker, and those who follow His example will experience self-denial, toil, and sacrifice.” <b><i>Our High Calling 224.5</i></b></p> <p>“Nothing can give more perfect contentment and satisfaction than the cultivation of a Christian character; the most exalted aspirations can aim at nothing higher.” <b><i>Signs of the Times, Sept. 9, 1886. Reflecting Christ 170.6</i></b></p> <p>“God's ideal for His children is higher than the highest human thought can reach....The ideal of Christian character is Christlikeness. There is opened before us a path of continual advancement. We have an object to reach, a standard to gain which includes everything good and pure and noble and elevated. There should be continual striving and constant progress onward and upward toward perfection of character.” <b><i>In Heavenly Places 141.6</i></b></p>

“Everyone should have an aim, an object, in life. The loins of the mind should be girded up, and the thoughts be trained to keep to the point as the compass to the pole. The mind should be directed in the right channel, according to well-formed plans. Then every step will be a step in advance. No time will be lost in following vague ideas and random plans. Worthy purposes should be kept constantly in view, and every thought and act should tend to their accomplishment. Let there ever be a fixedness of purpose to carry out that which is undertaken.” **Reflecting Christ 163.5**

“With determined energy seek to learn, and to improve the character every day. You must have firmness of purpose to take yourself in hand and be what you know God would be pleased to have you.” **That I May Know Him 135.3**

“The thoughts must be trained. Gird up the loins of the mind that it shall work in the right direction, and after the order of well-formed plans; then every step is one in advance, and no effort or time is lost in following vague ideas and random plans. We must consider the aim and object of life, and ever keep worthy purposes in view. Every day the thoughts should be trained and kept to the point as the compass to the pole. Everyone should have his aims and purposes, and then make every thought and action of that character to accomplish that which he purposes. The thoughts must be controlled. There must be a fixedness of purpose to carry out that which you shall undertake. . . .”

**Our High Calling 112.3**

#### **Communication Skills:**

“The talent of speech is to be carefully studied and carefully guarded. This is the most important branch of education, but one which is sadly neglected in all our associations. The power to communicate to our associates may be a great blessing or a great curse.” **Manuscript 77, 1897. The Voice in Speech and Song 30.1**

“Be fragrant in your words. Remember that you are either a savor of life unto life or of death unto death. Let us be as fragrant flowers. Let the love of Christ pervade your lives. Let your words be such that they will be as apples of gold in pictures of silver.” **In Heavenly Places 177.5**

“The extent of a Christian's usefulness is measured by his power to communicate that which he has received, and which has become experience to him. Education falls short if students do not obtain a knowledge of how to use the faculty of speech, and how to use to the best advantage the education they have obtained. The youth are to commence when young to learn the proper manner of speech.” **Manuscript 74, 1897. The Voice in Speech and Song 43.1**

“The student must be impressed that he has it in his power, by combining grace with effort, to make himself a man. The mental and physical capabilities with which God has adorned him may by cultivation and painstaking effort become a power to benefit his fellow men.” **Ev 668, 669. The Voice in Speech and Song 44.2**

#### **Time Management:**

“God grants men the gift of time for the purpose of promoting His glory. When this time is used in selfish pleasure, the hours thus spent are lost for all eternity.” **Counsels to Teachers, Parents and Students 354.2**



<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Spirit of Prophecy References</b></p>	<p>“It is wrong to waste our time, wrong to waste our thoughts. We lose every moment that we devote to self-seeking. If every moment were valued and rightly employed, we should have time for everything that we need to do for ourselves or for the world. In the expenditure of money, in the use of time, strength, opportunities, let every Christian look to God for guidance. ‘If any of you lacks wisdom, let him ask of God, who gives to all liberally and without reproach, and it will be given to him.’ James 1:5.” <b>Ministry of Healing 208.1</b></p> <p>“Decide how long a time is required for a given task, and then bend every effort toward accomplishing the work in the given time. The exercise of the will power will make the hands move deftly.” <b>Christ’s Object Lessons 344.1</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Resources</b></p>	<p><b>Activities:</b></p> <p><b><u>Self-Image, Self-Assessment, and Problem Solving:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Self-Image: Small Group Activities and Discussion</b>  <a href="http://www.mediainternational.com/support/PDF/POWER%20SURGE/SelfIm.pdf">http://www.mediainternational.com/support/PDF/POWER%20SURGE/SelfIm.pdf</a>  This lesson plan uses large group activities and a choice of homework projects. A YouTube video is recommended as an introduction, although the ideas can be used without the video. The video clip, <i>PowerSurge Self-Image Teen Character Education</i>, can be found at <a href="http://www.youtube.com/watch?v=pe6FcTc7nJY">http://www.youtube.com/watch?v=pe6FcTc7nJY</a></li> <li>• <b>Self-Esteem Activity Guide</b> (for youth leaders of girls aged 10-14)  <a href="http://www.dove.ca/en/docs/pdf/ActivityGuide4YouthLeaders_10-14yrs.pdf">www.dove.ca/en/docs/pdf/ActivityGuide4YouthLeaders_10-14yrs.pdf</a>  Produced by the Dove company, this guide includes many activities to help build the self-esteem of adolescent girls.</li> <li>• <b>Building Healthy Self-Esteem</b>  <a href="http://www.foodinsight.org/LinkClick.aspx?fileticket=JmMijCLFiLQ%3D&amp;tabid=1325">http://www.foodinsight.org/LinkClick.aspx?fileticket=JmMijCLFiLQ%3D&amp;tabid=1325</a>  This 11-page Leader’s Guide to Building Healthy Self-Esteem from Kidnetic.com is Module #11 from a series called Healthy Eating &amp; Active Living Ideas and Activities for Kids and Families. It contains a variety of ideas for talking points and activities to help children “make decisions that are right for them, rather than following the crowd.”</li> </ul> <p><b><u>Goal Setting:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Setting Goals Worksheet 1-3</b>  <a href="http://specialed.about.com/od/worksheets/ss/goalsetting.htm">http://specialed.about.com/od/worksheets/ss/goalsetting.htm</a>  These three worksheets are designed to help students become more adept at goal setting. A link is available to print as pdfs.</li> <li>• <b>5 Fun Goal Setting Activities</b>  <a href="http://www.relaxfocusenjoy.com/5-fun-goal-setting-activities">http://www.relaxfocusenjoy.com/5-fun-goal-setting-activities</a>  The author offers an alternative to “boring” goal setting exercises with suggestions of five fun activities designed to help readers enjoy the goal setting process.</li> </ul>

**Communication Skills:**

- **Gibberish:** Purpose – to teach the importance of body language in giving messages  
Divide students into groups of 3 or 4. Assign one student in each group to communicate a message to the rest of the group. The student communicating the message is not allowed to speak any recognizable words in any language. Through body language, the student will find a way to help the students understand the message being given.

**Articles/Narratives:****Self-Image, Self-Assessment, and Problem Solving:**

- **Self-Esteem Lessons**  
<http://selfesteem.org/menu/stories/true/lessons.htm>  
This true story demonstrates the value of dreaming big and following your dreams.
- **11 Facts About Teens and Self-Esteem**  
<http://www.dosomething.org/tipsandtools/11-facts-about-teens-and-self-esteem>  
This brief article provides a concise summary of the myths surrounding teens and self-esteem. It is posted on the DoSomething.org website, a not-for-profit for young people and social change. The site includes an invitation for users to become members of the organization.
- **What's Your Motivation?**  
<http://www.sitepoint.com/whats-your-motivation>  
This article published by sitepoint in 2009 offers suggestions for identifying your motivations and for using them to assist you in refocusing.
- **Ten Qualities of an Effective Team Player**  
[www.dummies.com/how-to/content/ten-qualities-of-an-effective-team-player.html](http://www.dummies.com/how-to/content/ten-qualities-of-an-effective-team-player.html)  
This article defines the qualities that make strong team players. Links are included for articles on related topics like How to Hire the Best Brains for the Best Team, Types of Workplace Teams, and Inspiring Team Creativity.

**Goal Setting:**

- **Effective Goal Setting**  
<http://2012lucky.empowernetwork.com/blog/the-power-of-clarity-and-purpose>  
This article, on the Empower Network website, offers advice in how to effectively set goals starting with organizing them.
- **Goal Setting Success Stories**  
<http://lifestylerefocus.wordpress.com/2013/02/20/goal-setting-success-stories/>  
This WordPress.com site features several short inspirational stories about succeeding against the odds, persisting in the face of doubt, possessing true grit, and focusing and maintaining determination.

**Communication Skills:**

- **How to Read Body Language** (wiki)  
<http://www.wikihow.com/Read-Body-Language>  
This wiki summarizes seven steps for how to read body language.

- **How Listening Skills Enhances Communication Skills**  
[http://itboswell.hubpages.com/hub/For the Ex How to Deal with Your Ex and the New Blended Family](http://itboswell.hubpages.com/hub/For%20the%20Ex%20How%20to%20Deal%20with%20Your%20Ex%20and%20the%20New%20Blended%20Family)  
This brief article stresses the role that listening plays in the communication process.
- **Body Language: Actions Do Speak Louder Than Words**  
<http://forum.xcitefun.net/body-language-actions-do-speak-louder-than-words-t13371.html>  
Using photos to illustrate, this online article points out how some body language translates to words.

### Illustrations/Comics:

#### Self-Image, Self-Assessment, and Problem Solving:

- **Career Development**  
<http://www.ucalgary.ca/careers/node/1481>  
This graphic on the University of Calgary Career Services website summarizes the various parts and sub-parts of the career development cycle beginning with “Know Yourself.”

#### Communication Skills:

- **iPhone Body Language**  
<http://endlessorigami.com/2010/11/18/iphone-body-language/>  
The Endless Origami website offers webcomics which are licensed under a Creative Commons license. The link above is a humorous illustration of the meaning of various body language used by iPhone users.

### Online Assessments:

#### Self-Image, Self-Assessment, and Problem Solving:

- **Index of Learning Styles Questionnaire**  
<http://www.engr.ncsu.edu/learningstyles/ilsweb.html>  
This online inventory (44 multiple choice questions) is posted on the North Carolina State University site.
- **Work Values Checklist**  
<http://career-advice.monster.com/job-search/career-assessment/work-values-checklist/article.aspx>  
This checklist from Monster.com asks users to consider their Intrinsic, Extrinsic, and Lifestyle Values by using a 5-point scale to assess how important various values are. The checklist is not designed to complete online, so printing or copying will be necessary.
- **Teamworking Skills**  
<http://www.kent.ac.uk/careers/sk/teamwork.htm>  
This online questionnaire on teamworking skills from the University of Kent (U.K.) is intended to help users analyse the workings of a group and reach tentative conclusions about their roles in a team.

- **Service Canada: Training and Careers**

[http://www.jobsetc.gc.ca/eng/blueprint/categories.jsp?category\\_id=1100&root\\_id=1080&call\\_id=615](http://www.jobsetc.gc.ca/eng/blueprint/categories.jsp?category_id=1100&root_id=1080&call_id=615)

This site provides a 32-question self-assessment quiz called a Blueprint for Life/Work which assists individuals to discover the skills, knowledge, and attitudes required to manage their lives, work, and careers.

## Slide Shows/Powerpoints:

### Goal Setting:

- **Goal Setting**

<http://www.slideshare.net/readyssetpresent/goal-setting-powerpoint>

This 13-slide powerpoint includes topics such as perspectives on goal setting, seven types of goals, steps to goal setting, principles, objectives, and benefits of goal setting. The author suggests that slides can be tailored to your specific needs and can be used as handouts.

### Communication Skills:

- **Beyond Words . . . Understanding and Interpreting Body Language**

[http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=10&ved=0CF0QFjAJ&url=http%3A%2F%2Fcte.unt.edu%2Fcontent%2Ffiles%2F\\_HS%2Fcurriculum%2FUnderstanding\\_and\\_Interpreting\\_Body\\_Language.ppt&ei=FlbVUe2YGKPGiALcyoCoAw&usg=AFQjCNHqp0UioKocuMkTv95TzfmccECXEg&bvm=bv.48705608,d.cGE](http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=10&ved=0CF0QFjAJ&url=http%3A%2F%2Fcte.unt.edu%2Fcontent%2Ffiles%2F_HS%2Fcurriculum%2FUnderstanding_and_Interpreting_Body_Language.ppt&ei=FlbVUe2YGKPGiALcyoCoAw&usg=AFQjCNHqp0UioKocuMkTv95TzfmccECXEg&bvm=bv.48705608,d.cGE)

This 69-slide powerpoint explains how to interpret body language, stressing that gestures and posture may tell a different story from words. Explanatory notes are included.

- **Workshop on Effective Communication Skills**

<http://www.bhaveshpatel.info/effective-communication-skills.html>

This 15-slide presentation defines the communication process, lists filters/barriers to good communication, describes active listening, and offers tips to improve verbal and nonverbal communication

### Time Management:

- **Time Management**

<http://www.slideshare.net/readyssetpresent/time-management-powerpoint>

This 13-slide powerpoint presentation includes topics such as time-wasting culprits and eliminating them, strategizing for time management, techniques of organization, prioritizing, to-do lists, scheduling tips and guidelines, 9 ways to handle drop-in visitors, how to say no responsibly, 5 tips to stop procrastination, managing crisis, 10 ways to clear your desk, controlling paper, and 9 techniques to control telephone interruptions.

## Videos:

### Goal Setting:

- **Goal Setting: Creates the Finish Line**

<http://www.youtube.com/watch?v=RNPbamAf9r4>

This 2:15 minute video from [www.ReadySetPresent.com](http://www.ReadySetPresent.com) uses a series of quotations set to music to show how goal setting is more than setting specific, measurable, and time targeted objectives.

**Time Management:**

- **Secrets of Effective Time Management**

<http://www.youtube.com/watch?v=wy7Hxqgr-54>

This 9:26 minute narrated slide show provides 5-6 tips for how to organize your life and your time more effectively. Reference is made to Steven Covey.

- **How to Manage Your Time Better**

<http://www.youtube.com/watch?v=VUk6LXRZMMk>

This 4:10 minute animated narration from WellCast uses the acronym RAC to summarize three easy steps to great time management: Record, Analyze, and Change.

**Websites:****Self-Image, Self-Assessment, and Problem Solving:**

- **Career Planning 4 Step Planning Process**

<http://www.careercentre.dtwd.wa.gov.au/careerplanning/Pages/CareerPlanning-4StepPlanningProcess.aspx>

This site on the Career Centre page of the Government of Western Australia's Department of Training and Workforce Development, provides a graphic and links to the 4-step process of career development.

- **Personality and Self Concept** (blog)

<http://perceptionofthecustomer.blogspot.ca/2010/04/personality-and-self-concept.html>

This blog (Understanding the Customer) offers some information on personality (including a description of Holland's six personality types) and self-concept including various theories, all shared from a marketing perspective. Several video clips are embedded.

- **Self Concept** (wiki)

<http://robertsonrichardseakin.wikispaces.com/Self++Concept>

This wiki includes an overview of self-concept and self-esteem. Included are illustrations, cartoons, and video clips.

- **Overview of Learning Styles**

<http://www.learning-styles-online.com/overview/>

This website provides a concise summary of learning styles as well as links to learn more and a free online learning styles inventory.

- **Three Types of Work Values**

<http://www.motherservice.org/content/three-types-work-values>

This link will take you to a chart that summarizes three types of work values: physical values, organization values, and psychological values. The website houses other resources that may be helpful including a link to Spirituality in Life which takes you to many additional resource links.

- **The Working Centre**

<http://www.theworkingcentre.org>

This Kitchener, ON website provides tools and opportunities to become involved in the building of community projects in the Kitchener-Waterloo area. Many of the resources and links included (i.e., living on a budget, job loss cycle) are appropriate for all individuals looking for employment. Included are several handouts to help users identify their work preferences, interests, values, and skills.

- **Service Canada: Training and Careers**

<http://www.jobsetc.gc.ca/eng/>

This site provides information on training, career, and worker rights and benefits. It also contains a career navigator quiz and a Blueprint for Life/Work which assists individuals to discover the skills, knowledge, and attitudes required to manage their lives, work, and careers.

### **Goal Setting:**

- **Are you in the Habit of Goal Setting?** (blog)

<http://www.empowernetwork.com/alaska303/blog/goal-setting/>

Using the acronym SMART, this blog suggests some simple steps for setting goals that are specific, motivational, accountable, responsible, and touchable.

- **How to Set Goals** (wiki)

<http://www.wikihow.com/Set-Goals>

This wiki summarizes 10 steps for setting goals. It uses illustrations for each step and ends with a 5:15 minute video clip entitled How to Set Goals.

### **Communication Skills:**

- **Skills You Need**

<http://www.skillsyouneed.com/>

This British website focuses on developing quality information and resources to help people learn and practise the skills they need to make the most of every life. The site is divided into Life Skills, Personal Skills, Employability Skills, Interpersonal Skills, Communication Skills, Presentation Skills, Leadership Skills, Writing Skills, and Numeracy Skills.

- **Communication Skills**

<http://www.maximumadvantage.com/communication-skills/>

Offered by Maximum Advantage, an organization development company, this site provides an overview of the four communication skills: thinking, listening, speaking, and nonverbal. Embedded links provide additional information.

### **Time Management:**

- **Transform Excel to an Excellent Time Management Tool**

<http://www.cogniview.com/blog/time-managementtransform-excel-to-excellent/>

This website contains an article, with illustrations and links, that proposes that programs like Excel can simplify your work by providing a structure for organization. It ends with an embedded 6:46 minute video clip entitled 6 Time Management Tips to Increase Productivity.

**Resources**

- **A Guide for Time Management**

[http://www.learningcommons.uoguelph.ca/guides/time\\_management/](http://www.learningcommons.uoguelph.ca/guides/time_management/)

This page, from the library of the University of Guelph, provides an online guide to time management with links to various subtopics under the main topics: Before you begin, Planning your time, Staying on track, and Controlling procrastination.

## Personal Management – Financial Planning

Like all other things, money is a gift from God to be used in service to God and humanity. We recognize that blessings come as a result of putting God first in our finances and our personal choices in life. Financial success does not equate to life fulfillment. Contentment in life is an indication of our dependence upon God’s promises and His goodness toward us regardless of our financial position in life.

<b>Sub-topics</b>	<p>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</p> <ul style="list-style-type: none"> <li>• Stewardship</li> <li>• Budgeting</li> <li>• Credit/Debt</li> <li>• Insurance</li> <li>• Investments</li> <li>• Retirement Planning</li> </ul>
<b>Biblical Narratives</b>	<p>Widow of Zarephath – she gave her last food to Elijah, but God took care of her needs (1 Kings 17:7-16)          Parable of the ten talents – servants decide how to use their talents (Matthew 25:14-30; Luke 19:12-28)          Abraham – he tithed and still became wealthy (Genesis 14:20)          Widow’s mite – she gave all that she had (Mark 12:41-44; Luke 21:1-4)          Joseph – he planned for the future by building storehouses in Egypt to save the people (Genesis 41)          Cornelius, Roman centurion – his wealth and position did not interfere with his ability to relate those in lesser positions. He supported God’s work (Acts 10-11)          Jabez – he prayed that God would enlarge his territory (1 Chronicles 4:10)          Job – he lost everything but God rewarded him for his faithfulness (Job 1-42)</p>
<b>Other Narratives</b>	<p>The following are examples of individuals who have not allowed great wealth to impact them in a negative way, but have used their wealth to benefit those in need.</p> <p>Barry Sanders (<a href="http://www.poptop.hypermart.net/testbs2.html">www.poptop.hypermart.net/testbs2.html</a>)          Rockefeller (<a href="http://www.philanthropyroundtable.org/almanac/great_men_and_women/hall_of_fame/john_d._rockefeller_sr">www.philanthropyroundtable.org/almanac/great_men_and_women/hall_of_fame/john_d._rockefeller_sr</a>)          Warren Buffet (<a href="http://www.bloomberg.com/news/2013-10-22/howard-buffett-finds-40-chances-to-get-philanthropy-right.html">www.bloomberg.com/news/2013-10-22/howard-buffett-finds-40-chances-to-get-philanthropy-right.html</a>)</p>
<b>Biblical References</b>	<p>“For the love of money is a root of all <i>kinds of</i> evil, for which some have strayed from the faith in their greediness, and pierced themselves through with many sorrows.” <b>1 Timothy 6:10</b>, NKJV</p> <p>“Do not lay up for yourselves treasures on earth, where moth and rust destroy and where thieves break in and steal; but lay up for yourselves treasures in heaven, where neither moth nor rust destroys and where thieves do not break in and steal. For where your treasure is, there your heart will be also.” <b>Matthew 6:19-21</b>, NKJV</p> <p>“For which of you, intending to build a tower, does not sit down first and count the cost, whether he has <i>enough</i> to finish it.” <b>Luke 14:28</b>, NKJV</p> <p>“Bring all the tithes into the storehouse, That there may be food in My house, And try Me now in this, Says the LORD of hosts, If I will not open for you the windows of heaven and pour out for you <i>such</i> blessing that <i>there will not be room enough to receive it.</i>” <b>Malachi 3:10</b>, NKJV</p>



<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Biblical References</b></p>	<p>“Let your conduct be without covetousness; be content with such things as you have. For He Himself has said, “I will never leave you nor forsake you.” <b>Hebrews 13:5</b>, NKJV</p> <p><b>Other Key References:</b>  Three key truths for stewardship:  1. God owns everything. Psalm 24:1-2; Colossians 1:6  2. Accept what you have. 1 Timothy 6:7-8; Hebrews 13:5  3. Seek first His kingdom and submit your requests to Him. Matthew 6:33; Proverbs 19:21</p> <p><b>Other Biblical References:</b>  Romans 13:8; Ecclesiastes 5:10; Proverbs 10:4; Proverbs 13:11; Ezekiel 28:4-5; Luke 12:23-24; Acts 8:20; 1 Timothy 5:8; 2 Corinthians 9:6-7; 2 Corinthians 8:2-5; 1 Chronicles 29</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Spirit of Prophecy References</b></p>	<p>“While the principles of stewardship concern material things, they are, above all, of a spiritual character. The service of Christ is a reality. The Lord requires certain things <i>of</i> us in order that he may do certain things <i>for</i> us. The doing of those required things in harmony with the divine will lifts the whole matter of stewardship to a high spiritual plane. The Lord is not exacting. He does not arbitrarily demand either that we serve him or that we recognize him by returning to him of those things which he gives to us. But he has so arranged the divine economy that as a result of our working in harmony with him in these things, there flow back to us great spiritual blessings. We shall be destitute of these blessings if we fail to cooperate with him in carrying out his plans, and thereby deprive ourselves of those things which we need most.” <b>Forward to <i>Counsels on Stewardship</i> 5-6 (by J. L. McElhany)</b></p> <p>“In acquiring an education, many students would gain a most valuable training if they would become self-sustaining. Instead of incurring debts, or depending on the self-denial of their parents, let young men and young women depend on themselves. They will thus learn the value of money, the value of time, strength, and opportunities, and will be under far less temptation to indulge idle and spendthrift habits.” <b><i>Education</i> 221.2</b></p> <p>“Money has great value, because it can do great good. In the hands of God's children it is food for the hungry, drink for the thirsty, and clothing for the naked. It is a defense for the oppressed, and a means of help to the sick. But money is of no more value than sand, only as it is put to use in providing for the necessities of life, in blessing others, and advancing the cause of Christ.” <b><i>Christ's Object Lessons</i> 351.3</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Resources</b></p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Project:</b>  The purpose is two-fold: 1. Provide a real world scenario of living on your own, and 2 address some of the challenges associated with paying the day-to-day bills and saving for future goals. Have the students prepare a budget and financial plan under the following conditions: <ol style="list-style-type: none"> <li>1. Find a job that is advertised in the local community that they qualify for. (Provide copies)</li> <li>2. Find a place to live that is advertised in a local publication. (Provide copies)</li> <li>3. Decide what mode of transportation they will use to get around town, whether public or private, and calculate the cost for one month.</li> </ol> </li> </ul>

- **Stock Market Project:**

The purpose here is to give a brief introduction to investing while showing the workings of the stock market. (This project covers a 6-week period)

1. The students are given a set sum of virtual funds to spend on stocks. (e.g., \$10,000)
2. They must purchase stocks from 3 different companies that are traded on the Toronto Stock Exchange.
  - a. They are to buy in units of 100 (most stocks are traded in this manner).
  - b. Purchase price can be high, low, opening, or closing but must be set before hand and used as the basis of recording all information.
3. Using a line graph, students must chart the price of the stock over the 6 weeks. (Trading is only on weekdays).
4. Students prepare a one-page report on each company they purchased stock in.
5. At the end of the 6-week period, the students sell their stocks and figure out the profit/loss from their investments.

- **The Be Real Game**

<http://www.realgame.ca/en/games/TBRG/index.html>

This program offers students a safe journey, through role-playing, to possible futures to help them imagine the future they want to create for themselves.

### Articles:

- **The 3 P's of Faith Based Money Management**

#1: The Priority of Money

<http://www.yourfinancialpurpose.com/blog/bid/31909/The-3-P-s-of-Faith-Based-Money-Management-1-The-Priority-of-Money>

#2: The Purpose of Money

<http://www.yourfinancialpurpose.com/blog/bid/32690/The-3-P-s-of-Faith-Based-Money-Management-2-The-Purpose-of-Money>

#3: The Principles of Money

<http://www.yourfinancialpurpose.com/blog/bid/32515/The-3-P-s-of-Faith-Based-Money-Management-3-Principles-of-Money>

- **8 Essential Budgeting Tips for College Students**

<http://shine.yahoo.com/work-money/8-essential-budgeting-tips-college-students-155600531.html>

Lisa Reynolds, a Mom Saver-in-Chief at RedPlum, a coupon website, and Andrea Woroch, a Consumer and Money Saving Expert, offer eight budgeting tips for college students to help alleviate the stress of dealing with the financial challenges of going to college.

- **Consequences of Maxing Out Your Credit Card**

<http://www.investopedia.com/articles/my-bank-tracker/personal-finance/070213/consequences-maxing-out-your-credit-card.asp>

This article, published by Investopedia, summarizes the consequences of credit card debt.

- **5 Smart Ways to Use Your Tax Return**

<http://www.investopedia.com/articles/tax/08/maximize-refund.asp>

This article, published by Investopedia, provides good advice for using tax return monies. The references are American, but the advice is universal.

**Videos:**

- **The Skinny on Tithing**

<http://www.youtube.com/watch?v=be1P41G7S3Q>

This 5:13 minute contemporary video uses humour and satire to explain the importance of tithing.

**Websites:**

- **North American Division Stewardship**

<http://www.igivesda.org/>

This Adventist website provides a wealth of resources on tithe and offerings, personal giving plans, and stewardship, including stories, articles, video clips, and more.

- **ADRA Canada**

<https://www.adra.ca/>

The Adventist Development and Relief Agency website offers resources that promote a greater understanding of our responsibility to help those in need. Included is information on global impact, careers, fundraising ideas, as well as specific international development activities especially for educators.

- **Kiva**

<http://www.kiva.org/start>

Kiva is a non-profit organization with a mission to connect people through lending to alleviate poverty. It provides great opportunities for teaching students about investing, stewardship, and loans.

- **Canada Revenue (for Educators)**

<http://www.cra-arc.gc.ca/tx/ndvdl/dctrs/menu-eng.html>

The CRA provides three educational products about Canada's tax system and how to prepare an income tax and benefit return: Teaching Taxes, Responsible Citizenship, and Canada's Tax System.

- **CIBC Student Budget Calendar**

<https://www.cibc.com/ca/education/student-budget-calculator.html>

This online calendar provides information on how to budget while at school and assists students in preparing for the financial realities of student life.

- **Student Loans and Grants (Employment and Social Development Canada)**

[http://www.hrsdc.gc.ca/eng/jobs/student/loans\\_grants/index.shtml](http://www.hrsdc.gc.ca/eng/jobs/student/loans_grants/index.shtml)

This Government of Canada site provides information on how the federal government can help students pay for post-secondary education by providing loans and grants.

- **Credit Cards**

<http://www.creditcards.ca/>

This Canadian website provides the tools and information to assist individuals with choosing and applying for credit cards. Included are descriptions of Canadian cards across multiple categories as well as advice on how to “purge the urge to splurge.”

- **Canada’s Debt Clock**

<http://www.nationaldebtclocks.org/debtclock/canada>

This site provides a running total of Canada’s national debt as well as some interesting facts about national debt.

- **Car Insurance Information (from Kanetix)**

<http://www.kanetix.ca/introduction-to-auto-insurance-in-canada>

This site provides an introduction to auto insurance in Canada as well as links to information on accident benefits, how premiums are calculated, special situations, etc. Also included are links to different types of insurance (car, property, travel, life, etc.) and an opportunity to compare quotes.

## Personal Management – Healthy Lifestyle and Relationships

The purpose of the Christian life is to glorify God in our health, our relationships, our communications with others, and our lifestyle choices. These include our career, leisure activities, and service to the community.

<b>Sub-topics</b>	<p>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</p> <ul style="list-style-type: none"><li>• Health and Wellness</li><li>• Drugs</li><li>• Dealing with Change</li><li>• Lifestyle Choices</li><li>• Sexuality</li><li>• Relationships</li></ul>
<b>Biblical Narratives</b>	<p><b><u>Health and Wellness/Drugs/Dealing with Change/Lifestyle Choices:</u></b></p> <p>The Hebrew Boys – they chose to abstain from doing as the king commanded (Daniel 1:7-3:30) Samson – strength and power were his while he heeded to the guidance of God (Judges 13-16) David – he achieved greatness in God’s sight when he obeyed God (1, 2 Samuel; 1 Kings 1:1-2:11) Abraham – he followed God’s leading into a strange land (Genesis 12:1-9 and on) Moses – he had to transition from a life in the palace to being in wilderness (Exodus 2-4)</p> <p><b><u>Sexuality:</u></b></p> <p>Lot and his family – by choosing to live in Sodom, they became accustomed to a lifestyle contrary to God’s will (Genesis 13, 19) Sodom and Gomorrah – the lifestyle of the people in the city was against God’s will (Genesis 13-19) Tamar and the sons of Judah – immoral behaviour affected the entire family (2 Samuel 13) Joseph – he refused to yield to the temptation of Potiphar’s wife (Genesis 39:6-20) David and Bathsheba – the whole family suffered the consequences of David’s sin (2 Samuel 11, 12)</p> <p><b><u>Relationships:</u></b></p> <p>Ruth and Naomi – Ruth was loyal to Naomi even though it meant leaving her homeland and adopting a new land (Ruth 1-4) David and Jonathan – they showed loyalty between friends under harsh conditions (1 Samuel 18-20) Jesus and Mary – the family connection was important to Jesus (Matthew 1, Luke 1-2) The family of Jacob – they faced various challenges including sibling rivalry, favouritism, jealousy (Genesis 37) Moses and Zipporah – they demonstrated loyalty, commitment to spouse’s work, ability to overcome cultural differences (Exodus 2:16-18:7) Mary, Martha and Lazarus – they provide an example of the closeness of the family unit (John 11)</p>

**Health and Wellness/Drugs/Dealing with Change/Lifestyle Choices:**

"If you diligently heed the voice of the LORD your God and do what is right in His sight, give ear to His commandments and keep all His statutes, I will put none of the diseases on you which I have brought on the Egyptians. For I *am* the LORD who heals you." **Exodus 15:26**, NKJV

"Wine *is* a mocker, strong drink *is* a brawler, and whoever is led astray by it is not wise." **Proverbs 20:1**, NKJV

"*There is* no one greater in this house than I, nor has he kept back anything from me but you, because you *are* his wife. How then can I do this great wickedness, and sin against God?" **Genesis 39:9**, NKJV (Joseph's response to the enticements from Potiphar's wife.)

"And Jesus increased in wisdom and stature, and in favor with God and men." **Luke 2:52**, NKJV

"The fear of the LORD prolongs days, but the years of the wicked will be shortened."  
**Proverbs 10: 27**, NKJV

"So He said, 'I *am* God, the God of your father; do not fear to go down to Egypt, for I will make of you a great nation there. I will go down with you to Egypt, and I will also surely bring you up *again*; and Joseph will put his hand on your eyes.'" **Genesis 46:3-4**, NKJV

"Every good gift and every perfect gift is from above, and comes down from the Father of lights, with whom there is no variation or shadow of turning." **James 1:17**, NKJV

"But reject profane and old wives' fables, and exercise yourself toward godliness. For bodily exercise profits a little, but godliness is profitable for all things, having promise of the life that now is and of that which is to come." **1 Timothy 4:7-8**, NKJV

"Therefore, whether you eat or drink, or whatever you do, do all to the glory of God."  
**1 Corinthians 10:31**, NKJV

"But now I have written to you not to keep company with anyone named a brother, who is sexually immoral, or covetous, or an idolater, or a reviler, or a drunkard, or an extortioner—not even to eat with such a person." **1 Corinthians 5:11**, NKJV

**Sexuality:**

"You shall not lie with a male as with a woman. It *is* an abomination." **Leviticus 18:22**, NKJV

"Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters, nor adulterers, nor homosexuals, nor sodomites, nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners will inherit the kingdom of God."  
**1 Corinthians 6:9-10**, NKJV

"Nevertheless, because of sexual immorality, let each man have his own wife, and let each woman have her own husband." **1 Corinthians 7:2**, NKJV

"But I say to you that whoever looks at a woman to lust for her has already committed adultery with her in his heart." **Matthew 5:28**, NKJV

**Biblical References**

“If we confess our sins, He is faithful and just to forgive us *our* sins and to cleanse us from all unrighteousness.” **1 John 1:9**, NKJV

“For this is the will of God, your sanctification: that you should abstain from sexual immorality...”  
**1 Thessalonians 4:3**, NKJV

**Relationships:**

“Do not be unequally yoked together with unbelievers. For what fellowship has righteousness with lawlessness? And what communion has light with darkness?” **2 Corinthians 6:14**, NKJV

“Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh.” **Genesis 2:24**, NKJV

“*He who* finds a wife finds a good *thing*, and obtains favor from the LORD.” **Proverbs 18:22**, NKJV

“A friend loves at all times, and a brother is born for adversity.” **Proverbs 17:17**, NKJV

“A man *who has* friends must himself be friendly, but there is a friend *who* sticks closer than a brother.” **Proverbs 18:24**, NKJV

“Do not be deceived: ‘Evil company corrupts good habits.’” **1 Corinthians 15:33**, NKJV

“So Jacob served seven years for Rachel, and they seemed *only* a few days to him because of the love he had for her.” **Genesis 29:20**, NKJV

**Spirit of Prophecy References**

**Health and Wellness/Drugs/Dealing with Change/Lifestyle choices:**

“All are accountable for their actions while in this world upon probation. All have power to control their actions if they will. If they are weak in virtue and purity of thoughts and acts, they can obtain help from the Friend of the helpless. Jesus is acquainted with all the weaknesses of human nature, and, if entreated, will give strength to overcome the most powerful temptations. All can obtain this strength if they seek for it in humility.” **Letters to Young Lovers 51.1**

“We are His by creation and by redemption. Our very bodies are not our own, to treat as we please, to cripple by habits that lead to decay, making it impossible to render to God perfect service. Our lives and all our faculties belong to Him. He is caring for us every moment; He keeps the living machinery in action; if we were left to run it for one moment, we should die. We are absolutely dependent upon God.” **The Faith I Live By 165.7**

“The true principles of Christianity open before all a source of happiness, the height and depth, the length and breadth of which are immeasurable. It is Christ in us a well of water springing up into everlasting life. It is a continual wellspring from which the Christian can drink at will and never exhaust the fountain.” **Testimonies for the Church, Vol. 1, 565, 566 (1867).**

**Sexuality:**

“Every unholy passion must be kept under the control of sanctified reason through the grace abundantly bestowed of God in every emergency. But let no arrangement be made to create an emergency, let there be no voluntary act to place one where he will be assailed with temptation, or give the least occasion for others to think him guilty of indiscretion.” ***Letters to Young Lovers 64.1***

“The surrender of all our powers to God greatly simplifies the problem of life. It weakens and cuts short a thousand struggles with the passions of the natural heart.” ***Letters to Young Lovers 63.1***

“The young affections should be restrained until the period arrives when sufficient age and experience will make it honourable and safe to unfetter them.” ***Letters to Young Lovers 63.2***

“One of the greatest errors connected with this subject is that the young and inexperienced must not have their affections disturbed, that there must be no interference in their love experience. If there ever was a subject that needed to be viewed from every standpoint, it is this. The aid of the experience of others, and a calm, careful weighing of the matter on both sides, is positively essential. It is a subject that is treated altogether too lightly by the great majority of people.”

***Messages to Young People 449.1***

“The youth trust altogether too much to impulse. They should not give themselves away too easily, nor be captivated too readily by the winning exterior of the lover. Courtship, as carried on in this age, is a scheme of deception and hypocrisy, with which the enemy of souls has far more to do than the Lord. Good common sense is needed here if anywhere; but the fact is, it has little to do in the matter.” ***Messages to Young People 450.2***

**Relationships:**

“Let a young man seek one to stand by his side who is fitted to bear her share of life's burdens, one whose influence will ennoble and refine him, and who will make him happy in her love.” ***Letters to Young Lovers 20.1***

“Before giving her hand in marriage, every woman should inquire whether he with whom she is about to unite her destiny is worthy. What has been his past record? Is his life pure? Is the love which he expresses of a noble, elevated character, or is it a mere emotional fondness? Has he the traits of character that will make her happy? Can she find true peace and joy in his affection? Will she be allowed to preserve her individuality, or must her judgment and conscience be surrendered to the control of her husband? As a disciple of Christ, she is not her own; she has been bought with a price. Can she honor the Saviour's claims as supreme? Will body and soul, thoughts and purposes, be preserved pure and holy? These questions have a vital bearing upon the well-being of every woman who enters the marriage relation.” ***Letters to Young Lovers 23.1***

“Let the questions be raised, Will this union help me heavenward? Will it increase my love for God? And will it enlarge my sphere of usefulness in this life? If these reflections present no drawback, then in the fear of God move forward.” ***Letters to Young Lovers 23.2***



“Take God and your God-fearing parents into your counsel, young friends. Pray over the matter. Weigh every sentiment, and watch every development of character in the one with whom you think to link your life destiny. The step you are about to take is one of the most important in your life, and should not be taken hastily. While you may love, do not love blindly.” *Messages to Young People* 449.2

“If children would be more familiar with their parents, if they would confide in them, and unburden to them their joys and sorrows, they would save themselves many a future heartache. When perplexed to know what course is right, let them lay the matter just as they view it before their parents, and ask advice of them. Who are so well calculated to point out their dangers as godly parents? Who can understand their peculiar temperaments so well as they?” *Messages to Young People* 450.3

### Activities:

#### Drugs

- **Research:** Search for Provincial Drug Education Programs

#### Health and Wellness:

- **Research:** Look up provincial requirements for Physical Education in schools
- **Research:** Look up provincial requirements for nutrition. See the Canada Food Guide <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>
- **Physical Fitness Test:** Have students complete a physical fitness test such as <https://www.presidentschallenge.org/challenge/physical/benchmarks.shtml>
- **Health Quiz:** Have students complete a health quiz such as <http://www.doctoroz.com/episode/dr-ozs-ultimate-how-healthy-are-you-quiz> or <http://www.fitnessmagazine.com/health/body/healthy-toolkit/how-healthy-are-you-13-instant-easy-health-checks/>

#### Lifestyle Choices

- **Wellness Worksheets**

[http://novella.mhhe.com/sites/dl/free/0073404675/910674/WWS\\_fin\\_pgs3\\_OLC.pdf](http://novella.mhhe.com/sites/dl/free/0073404675/910674/WWS_fin_pgs3_OLC.pdf)

These worksheets, developed by The McGraw-Hill Companies, are available online as pdfs. The 295-page document consists of 126 worksheets “designed to help students become more involved in their own wellness and better prepared to implement behavior change programs.” They include assessment tools, internet activities, and knowledge-based reviews.

#### Relationships

- **Healthy Relationship: Teen Dating Violence Curriculum**

[http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&ved=0CDQQFjAB&url=http%3A%2F%2Fwww.ifvcc.org%2Flocal%2F11%2FJen\\_Strategies\\_-\\_Healthy\\_Relationships\\_and\\_TDV\\_Five\\_day\\_program.pdf&ei=9dhNUo2UI8LOyAHwxIHgCQ&usq=AFQjCNGB5kSOleDOW2wE1b1c-Fd6aNQQOA&bvm=bv.53537100,d.eWU](http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&ved=0CDQQFjAB&url=http%3A%2F%2Fwww.ifvcc.org%2Flocal%2F11%2FJen_Strategies_-_Healthy_Relationships_and_TDV_Five_day_program.pdf&ei=9dhNUo2UI8LOyAHwxIHgCQ&usq=AFQjCNGB5kSOleDOW2wE1b1c-Fd6aNQQOA&bvm=bv.53537100,d.eWU)

These five complete and detailed lesson plans feature lots of interactivity and group work.

### Sexuality

- **High School Sexual Health Curriculum**  
[http://www.toronto.ca/health/healthyschools/pdf/sexual\\_health/sh\\_hsshc\\_hpe.pdf](http://www.toronto.ca/health/healthyschools/pdf/sexual_health/sh_hsshc_hpe.pdf)  
This 45-page high school curriculum produced by Toronto Public Health contains lessons on Birth Control, Sexually Transmitted Infections, and Relationships, including lesson plans and teachers' guides.
- **STD Teaching Outline and Resource Guide**  
<http://www.health.alberta.ca/documents/STD-Teaching-outline-guide.pdf>  
This 98-page document produced by Alberta Health and Wellness was developed to assist educators involved in the presentation of basic information on sexually transmitted diseases to students.

### Transitions

- **Interviews:** Interview someone who has experienced a transition phase in their life (high school to college/university, loss of someone, divorce in the family)

### Articles:

#### Drugs:

- **How do drugs affect spider webs?**  
<http://www.howitworksdaily.com/environment/how-do-drugs-affect-spider-webs/>  
This online article describes NASA's experiments with drug-intoxicated spiders, and includes pictures of spider webs made by spiders on various drugs.

#### Relationships:

- **How I know my wife married the wrong person**  
<http://crossshapedstuff.com/2013/06/04/how-i-know-my-wife-married-the-wrong-person/>  
In this first of a 4-part series of articles (links to the other 3 are included in the article), the author looks, from a biblical perspective, at what to do when you find yourself in a relationship with the "wrong person."
- **Healthy Relationships and Families**  
<http://www.kidsmatter.edu.au/sites/default/files/public/KMECC3-201208-Healthy%20family%20relationships.pdf>  
This article, produced by the Australian Early Childhood Mental Health Initiative, discusses how family members contribute significantly to the wellbeing of each other.
- **Tips for a Healthy Dating Relationship**  
<http://drjamesdobson.org/Solid-Answers/Answers?a=2a580768-9fa1-44cc-8009-9fe194c80b4b>  
In this article, James Dobson summarizes 17 suggestions to help young people avoid the common pitfalls encountered by those who are trying to win the heart of another.

### Sexuality

- **Sex education: Talking to your teen about sex**

<http://www.mayoclinic.com/health/sex-education/CC00032>

This article, from the Mayo Clinic website, offers suggestions for how parents should talk to their teens about sex including topics such as abstinence, date rape, and homosexuality.

### **Cartoons and Comics:**

#### Relationships:

- **Cartoons on relationships**

<http://www.cartoonstock.com/directory/r/relationships.asp>

This collection of 996 Cartoonstock comic strips and cartoons that focus on relationships are available for purchase.

### **Videos:**

#### Lifestyle

- **On the Streets** (from the Documentary Heaven website)

<http://documentaryheaven.com/on-the-streets/>

This 5:35 minute trailer (the site is working on making the full video available) introduces a film about the homeless that demonstrates that the very real problems of homeless people come from their past lives. The website contains links to related documentaries as well.

#### Relationships

- **Texting, Sexting and Teens – A Documentary**

[http://www.youtube.com/watch?v=UCjuGm45\\_dw](http://www.youtube.com/watch?v=UCjuGm45_dw)

This 10-minute documentary is focused on the phenomena of new media, particularly text messaging, and its effects on dating and courtship.

- **Inside the Teen's Brain**

<http://www.pbs.org/wgbh/pages/frontline/shows/teenbrain/view/>

This 60-minute PBS program chronicles how scientists are exploring the brain and finding some new explanations for why adolescents behave the way they do.

#### Sexuality

- **The Virgin Daughters** (from the Documentary Heaven website)

<http://documentaryheaven.com/the-virgin-daughters/>

This 48-minute documentary explores the purity movement in America where one girl in every six pledges to remain a virgin until her wedding day.

- **Teen Relationships**

<http://skitguys.com/>

This site contains a collection of videos, scripts, and other resources designed to teach God's word using comedy, drama, and talking action figures. Provides a search by category.

- **Deborah 13: Servant of God** (from the Documentary Heaven website)  
<http://documentaryheaven.com/deborah-13-servant-of-god/>  
This 57-minute documentary focuses on 13-year-old Deborah who has been brought up in a deeply Christian family protected from the sins of the outside world.

### Websites:

- **The Skit Guys**  
<http://skitguys.com/>  
A collection of videos, scripts, and other resources designed to teach God's word using comedy, drama, and talking action figures. Provides a search by category. Try searching by "drugs," "sexuality," "health," "relationship," etc.

### Drugs/Alcohol:

- **Centre for Addictions and Mental Health (CAMH)**  
<http://www.camh.ca/en/hospital/Pages/home.aspx>  
The Centre for Addiction and Mental Health is Canada's largest mental health and addiction teaching hospital, as well as one of the world's leading research centres in the area of addiction and mental health. The Education tab on their website offers a variety of resources including web-based resources for teachers, schools, and allied partners to use in prevention/health promotion work with youth.
- **Council on Drug Abuse (CODA)**  
<http://www.drugabuse.ca/>  
The Council on Drug Abuse is a Canadian charity whose mission is to prevent substance abuse through education impacting children and youth. Their primary focus is students in Gr. 7-9, and they offer comprehensive, 3-phase preventive drug education programs in schools. You will also find some resources online like a description of various drugs and their effects.
- **Caffeinated Spider Webs**  
<http://www.trinity.edu/jdunn/spiderdrugs.htm>  
This personal website includes pictures of the spider webs of spiders on various drugs

### Sexuality:

- **Sexual Health** (Mayo Clinic)  
<http://www.mayoclinic.com/health/sexual-health/MY01464>  
This website contains resources on STD prevention, women's sexual health, men's sexual health, sex and aging, and talking to kids about sex.

## Career Exploration

God has given each one a special set of skills and interests for which He has designed us to serve Him in a wide spectrum of career choices that can be used to build up God’s kingdom on earth in preparation for heaven. By understanding our uniqueness, we can be led to choose a career in which we can succeed, find fulfillment, and contribute to society.

<b>Sub-topics</b>	<p><b>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</b></p> <ul style="list-style-type: none"> <li>• Sources of Occupational Information</li> <li>• Occupational Ladders within Clusters</li> <li>• Types of Employment</li> <li>• Trends with Society</li> <li>• Matching Skills/Interests to Career Choices</li> <li>• Potential Barriers</li> </ul>
<b>Biblical Narratives</b>	<p>Paul – originally he was in politics as a member of the Sanhedrin; then he was converted (Acts 8-9)          Disciples – most were fishermen and became missionaries (Matthew 4:18-22)          Matthew – before he became a disciple, he was a tax collector (Matthew 9:9)          Moses – he was a Hebrew slave, an Egyptian Prince, a wandering shepherd, a leader (Exodus 2-15)          Careers in the Bible – temple craftsmen/artisans, tax collectors, shepherds, farmers, prophets, teachers, religious leaders, tentmaker, soldier, kings/queens, civil engineers/city planners, boat builders, carpenters, fishermen, etc.</p>
<b>Biblical References</b>	<p><b><u>Support for Finding Meaningful Skills:</u></b>          “Trust in the LORD with all your heart, And lean not on your own understanding; In all your ways acknowledge Him, And He shall direct your paths.” <b>Proverbs 3:5-6</b>, NKJV</p> <p>“And I have filled him with the Spirit of God, in wisdom, in understanding, in knowledge, and in all <i>manner of workmanship</i>, to design artistic works, to work in gold, in silver, in bronze.”  <b>Exodus 31:3- 4</b>, NKJV</p> <p>“And let the beauty of the LORD our God be upon us, And establish the work of our hands for us; Yes, establish the work of our hands.” <b>Psalms 90:17</b>, NKJV</p> <p>“There are diversities of gifts, but the same Spirit. There are differences of ministries, but the same Lord. And there are diversities of activities, but it is the same God who works all in all. But the manifestation of the Spirit is given to each one for the profit <i>of all</i>.” <b>1 Corinthians 12:4-7</b>, NKJV</p> <p>“As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” <b>1 Peter 4:10</b>, NKJV</p> <p><b><u>Support for Working Well:</u></b>          “A man’s gift makes room for him, And brings him before great men.” <b>Proverbs 18:16</b>, NKJV</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Biblical References</b></p>	<p><b><u>Joy of Service:</u></b>          “I have shown you in every way, by laboring like this, that you must support the weak. And remember the words of the Lord Jesus, that He said, ‘It is more blessed to give than to receive.’”  <b>Acts 20:35</b>, NKJV</p> <p>“Let all <i>that you do</i> be done with love.” <b>1 Corinthians 16:14</b>, NKJV</p> <p>“Then He also said to him who invited Him, ‘When you give a dinner or a supper, do not ask your friends, your brothers, your relatives, nor rich neighbors, lest they also invite you back, and you be repaid. <sup>13</sup> But when you give a feast, invite <i>the poor, the maimed, the lame, the blind.</i> <sup>14</sup> And you will be blessed, because they cannot repay you; for you shall be repaid at the resurrection of the just.” <b>Luke 14:12-14</b>, NKJV</p> <p>“No one can serve two masters; for either he will hate the one and love the other, or else he will be loyal to the one and despise the other. You cannot serve God and man.” <b>Matthew 6:24</b>, NKJV</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Spirit of Prophecy References</b></p>	<p>“In our lifework we know not which shall prosper, this or that. This not a question for us to settle. We are to do our work and leave the results with God.” <b><i>Christ’s Object Lessons 65.1</i></b></p> <p>“Talents used are talents multiplied. Success is not the result of chance or of destiny; it is the outworking of God’s own providence, the reward of faith and discretion, of virtue and persevering effort. The Lord desires us to use every gift we have; and if we do this, we shall have greater gifts to use. He does not supernaturally endow us with the qualifications we lack; but while we use that which we have, He will work with us to increase and strengthen every faculty. By every wholehearted, earnest sacrifice for the Master’s service our powers will increase.... As we cherish and obey the promptings of the Spirit, our hearts are enlarged to receive more and more of His power, and to do more and better work.” <b><i>Christ’s Object Lessons 353.1</i></b></p> <p>“Our physical, mental and moral powers are not our own, but lent us of God to be used in His service.” <b><i>Health Reformer, 1877.</i></b></p> <p>“To every man God has given ‘according to his several ability.’ The talents are not apportioned capriciously. He who has ability to use five talents receives five. He who can improve but two, receives two. He who can wisely use only one, receives one. None need lament that they have not received larger gifts; for He who has apportioned to every man is equally honored by the improvement of each trust, whether it be great or small. The one to whom five talents have been committed is to render the improvement of five; he who has but one, the improvement of one. God expects returns ‘according to that a man hath, and not according to that he hath not.’ 2 Corinthians 8:12.” <b><i>Christ’s Object Lessons 328.3</i></b></p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Spirit of Prophecy References</p>	<p>“The talents, however few, are to be put to use. The question that most concerns us is not, How much have I received? But, what am I doing with that which I have? The development of all our powers is the first duty we owe to God and to our fellow men. No one who is not growing daily in capability and usefulness is fulfilling the purpose of life. In making a profession of faith in Christ we pledge ourselves to become all that it is possible for us to be as workers for the Master, and we should cultivate every faculty to the highest degree of perfection, that we may do the greatest amount of good of which we are capable.” <i>Christ’s Object Lessons 329.2</i></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Resources</p>	<p><b>Articles/Narratives:</b></p> <ul style="list-style-type: none"> <li> <p>• <b>“Planning for Life: Find a Career Path that Fits God’s Goal”</b>  <a href="http://www.ucg.org/christian-living/just-youth-planning-life-find-career-path-fits-gods-goal/">http://www.ucg.org/christian-living/just-youth-planning-life-find-career-path-fits-gods-goal/</a>            This article by Ken Treybig shares how to find a career God’s way.</p> </li> <li> <p>• <b>“Common Career Mistakes and How to Avoid Them”</b>  <a href="http://www.focusonthefamily.com/lifechallenges/life_transitions/making_a_career_change/making_common_career_mistakes_and_how_to_avoid_them.aspx">http://www.focusonthefamily.com/lifechallenges/life_transitions/making_a_career_change/making_common_career_mistakes_and_how_to_avoid_them.aspx</a>            This Focus on the Family article shares the process of choosing careers over a lifetime. It also describes some common errors that people make when making career decisions and summarizes eight steps for making good career decisions.</p> </li> <li> <p>• <b>Choosing your Career (a funny joke)</b>  <a href="http://bestofalljokes.blogspot.ca/2008/11/choosing-your-career.html">http://bestofalljokes.blogspot.ca/2008/11/choosing-your-career.html</a>            This joke describes an older couple’s test for a son who was having trouble deciding on a career.</p> </li> <li> <p>• <b>“Rocks &amp; Sand” from Stephen Covey’s <i>First Things First (analogy)</i></b>  <a href="http://img175.imageshack.us/img175/5333/rockssand.pdf">http://img175.imageshack.us/img175/5333/rockssand.pdf</a>            This short analogy illustrates how important it is to take care of the most important things first. From: Covey, S. R. (1994). <i>First Things First</i>. New York: Fireside. ISBN: 0-671-86441-6.</p> </li> <li> <p>• <b>Job at the Zoo (story)</b>  <a href="http://www.boyscouttrail.com/content/story/job_at_the_zoo-1839.asp">http://www.boyscouttrail.com/content/story/job_at_the_zoo-1839.asp</a>            This funny story describes a high school student’s journey toward a career, recounting how he gets a job that leads to an acting career.</p> </li> </ul> <p><b>Games:</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Career Pictionary</b>  <a href="http://www.bls.gov/OCO/">http://www.bls.gov/OCO/</a>            A fun strategy to acquaint students with various occupations is to create a list of careers and use them to play Pictionary. You can create your own list or refer to the Occupational Outlook Handbook at the website listed above.</p> </li> </ul>

**Illustrations:**

- **The World-of-Work Map**

<http://www.act.org/world/world.html>

This map from ACT graphically illustrates how occupations relate to each other based on work tasks.

**Phone Apps:**

- *Canadian Job Force*: This free app keeps you connected with the latest job opportunities 24/7.
- *Personality Types* by Radiance house Lifestyle (MBTI): This inexpensive app provides a variety of tools for describing and analyzing personality types.
- *Career Surfer* by CEDR Systems Education: This free app makes it easy to explore occupations by job family, level of education required, keyword, salary range, and so on.

**Websites:**

- **The Working Centre**

[www.theworkingcentre.org](http://www.theworkingcentre.org)

This Kitchener, ON website provides tools and opportunities to become involved in the building of community projects in the Kitchener-Waterloo area. Many of the resources and links included (i.e., living on a budget, job loss cycle) are appropriate for all individuals looking for employment.

- **Alberta Government Learning Information Service**

<http://alis.alberta.ca/index.html>

This site offers fantastic career planning resources including personality quizzes, values, and information on all careers with related salary expectations.

- **Career Development and Guidance**

<http://www.khake.com/page95.html>

This site contains links to a variety of career information and guidance resources including handouts, quizzes, and worksheets.

- **The Skit Guys**

[www.skitguys.com](http://www.skitguys.com)

A collection of videos, scripts, and other resources designed to teach God's word using comedy, drama, and talking action figures. Provides a search by category.



## The Job Search

God has given each person a set of unique skills, aptitudes and interests that He has designed to be used for service for Him and humanity, regardless of the type of employment that a person is led into. Our responsibility is to keep trusting God, believing that He will guide us to a career that will meet our needs and bring enjoyment and fulfilment in our lives while ensuring that our faith in Him is not compromised.

<b>Sub-topics</b>	<p><b>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</b></p> <ul style="list-style-type: none"> <li>• Community Resources and Experiences</li> <li>• Research Skills for Finding Employment</li> <li>• Employability Skills</li> <li>• Job Applications</li> <li>• Resumes</li> <li>• Cover Letters</li> <li>• Interview Skills</li> </ul>
<b>Biblical Narratives</b>	<p>David – he was chosen to be king because God saw skills in him that others did not (1 Samuel 16)          Building of temple – workmen with a variety of skills used to complete the building (1 Kings 5)          Moses – trained in government and military skills, he became a shepherd. In the end, God gave him the skills needed to do the job God asked him to do. He needed to lose his self-sufficiency to be used by God (Exodus 2)          Paul – trained in religious schools and one of the leading theologians of his time, he was converted when Jesus met him on the road to Damascus, and he became a great leader of the early Christian church. (Acts 7:54 - 8:3 &amp; Acts 9:1-31)          Esther – even though God chose her, she was unsure that she had the skill set for the task at hand (Esther 1-10)</p>
<b>Biblical References</b>	<p>“A <i>good</i> name is to be chosen rather than great riches, Loving favor rather than silver and gold.”  <b>Proverbs 22:1</b>, NKJV</p> <p>“Whatever your hand finds to do, do <i>it</i> with your might; for <i>there is</i> no work or device or knowledge or wisdom in the grave where you are going.” <b>Ecclesiastes 9:10</b>, NKJV</p> <p>“Commit your works to the LORD, And your thoughts will be established.” <b>Proverbs 16:3</b>, NKJV</p> <p>“Trust in the LORD with all your heart, And lean not on your own understanding; In all your ways acknowledge Him, And He shall direct your paths.” <b>Proverbs 3:5-6</b>, NKJV</p> <p>“Ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you. For everyone who asks receives, and he who seeks finds, and to him who knocks it will be opened.”  <b>Matthew 7:7-8</b>, NKJV</p> <p><b><u>Other Biblical References:</u></b>          John 16: 24; Philippians 4:19; Colossians 3:22; 1 Peter 5:7; Psalm 20:4; John 14:27; Genesis 2:15</p>

“If they entertain humble views of self, and rely fully upon the promises of God, He will never fail them. ‘Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him, and He shall direct thy paths.’ [Proverbs 3:5-6] We have the privilege of being directed by a wise Counselor.” ***Gospel Workers 79.2***

“There is honor in any class of work that is essential to be done. Let the law of God be made the standard of action and it ennobles and sanctifies all labor. Faithfulness in the discharge of every duty makes the work noble, and reveals a character that God can approve.” ***SDA Bible Commentary, Vol. 5, 112.3***

“Do not pass by the little things, and look for a large work. You might do successfully the small work, but fail utterly in attempting a large work and fall into discouragement. Take hold wherever you see that there is work to be done. Whether you are rich or poor, great or humble, God calls you into active service for Him. It will be by doing with your might what your hands find to do that you will develop talent and aptitude for the work.” ***Testimonies for the Church, Vol. 9, 129.3***

“Among the Jews physical toil was not thought strange or degrading. Through Moses the Hebrews had been instructed to train their children to industrious habits, and it was regarded as a sin to allow the youth to grow up in ignorance of physical labor. Even though a child was to be educated for holy office, knowledge of practical life was thought essential. Every youth, whether his parents were rich or poor, was taught some trade. Those parents who neglected to provide such training for their children were looked upon as departing from the instruction of the Lord. In accordance with this custom, Paul had early learned the trade of tent making.” ***Acts of the Apostles 346.2***

“Ellen White said ‘Every well-educated woman should know how to harness the horse.’”

**A Call to Stand Apart: Challenging Young Adults to Make an Eternal Difference (selections from the writings of Ellen G. White), p. 97.**

*(What does this have to do with the 21<sup>st</sup> century? Regardless of career, one is a minister of the gospel in everything s/he does. Having practical skills is essential for life.)*

### Activities:

- **Community Resources Brochure:**

The students are put into groups and asked to produce a three-fold brochure that highlights the resources of their local community. This encourages students to identify businesses and organizations in the community where they may wish to seek employment in the future. It also helps them to discover what is available in their community. If possible, have the local chamber of commerce help to judge the brochures.

- **Volunteer Experience:**

This provides a great way to get students to be involved in the Community. Most community websites have a list of places where students can volunteer. Additional resources can be found at the Volunteer Canada website ([www.volunteer.ca](http://www.volunteer.ca)).

- **Mock Interviews:**

These allow students to practice their interviewing skills and receive feedback from peers and others. This is a good opportunity to invite adult volunteers (i.e., parents, community members, other teachers) to play the role of interviewers for the students.

- **Job Shadowing:**  
Observing someone doing the job they may be interested in doing some day is a valuable career exploration experience for students. Shadows can be as simple as a one-hour visit or as in-depth as a week-long stay.
- **Skills Testing**  
A variety of paper and online tests are available that can help students identify skills that they may not know they have.
- **Portfolios**  
Résumés and cover letters should be mandatory parts of the portfolio. This allows students to have a current copy that they can use. Portfolios should be updated on a regular basis.
- **The Job Application Game**  
Have students collect applications from local businesses that they are interested in working for. Give each student a copy of several applications and have them fill them out. A great way to add some realism to this activity is to meet with the managers of the businesses and have them look over the applications and decide if they would hire or interview based on the application.

#### Articles:

- **5 Overused Résumé Phrases**  
<http://www.investopedia.com/financial-edge/0112/5-overused-resume-phrases.aspx>  
This article, published by Investopedia, summarizes words and phrases to avoid when creating résumés.
- **Office Dress Code Do's and Don'ts**  
<http://www.allbusiness.com/office-dress-code-dos-donts/15642063-2.html#axzz1vZCWD72W>  
This article, published by AllBusiness Networks, provides excellent advice on how to dress for the office and for interviews.

#### Phone Apps:

- **Résumé Design by Fall Day Software**  
This inexpensive app allows the user to print or email a professional PDF resume and cover letter in minutes.
- **Job interview questions prep by Career Confidential LLC**  
This free app uses interactive video technology to help users practice their answers to tough job interview questions in an easy-to-use mock interview format.
- **Jobshop.ca by Targetjobs, Inc.**  
This free app allows users to find and apply to jobs in Canada in retail, healthcare, hospitality, administration, transportation, automotive, and more.
- **Job Match by RealMatch Inc.**  
This free app uses Real-Time Job Matching™ technology to give users instant access to jobs that match their experience, skills, interests, and desired locations.

**Videos:**

- **The 2 Interview Guys**

<http://www.youtube.com/user/The2InterviewGuys?feature=watch>

This YouTube channel houses multiple videos on job interviews.

**Websites:**

- **Service Canada: Finding a Job**

<http://www.servicecanada.gc.ca/eng/lifeevents/job.shtml>

This site contains a number of tools to help individuals search job listings, create a résumé, choose a career, and assess their skills.

- **Service Canada: Training and Careers**

<http://www.jobsetc.gc.ca/eng/>

This site provides information on training, careers, and worker rights and benefits. It also contains a career navigator quiz and a Blueprint for Life/Work which assists individuals to discover the skills, knowledge, and attitudes required to manage their lives, work, and careers.

- **Education Canada**

<http://educationcanada.com/>

This site provides a search for jobs using various search criteria.

- **The Working Centre**

<http://www.theworkingcentre.org>

This Kitchener, ON website provides tools and opportunities to become involved in the building of community projects in the Kitchener-Waterloo area. Many of the resources and links included (i.e., living on a budget, job loss cycle) are appropriate for all individuals looking for employment.

- **Quintessential Careers: Résumé Preparation**

<http://www.quintcareers.com/resume-dos-donts.html>

This site summarizes résumé Do's and Don'ts for Job-Seekers and provides various links to related resources (i.e., action verbs, transferable skills, sample résumés).

- **Services for Youth – Writing a Résumé**

<http://www.youth.gc.ca/eng/topics/jobs/resume.shtml>

This Government of Canada website provides excellent information on writing a résumé that is particularly geared to youth.

- **Cover Letters: Types and Samples**

<http://www.career.vt.edu/JobSearchGuide/CoverLetterSamples.html>

This page from the Virginia Tech website provides detailed information on writing cover letters and includes several links to sample letters.

## Post-Secondary Education & Training

The true Christian sees education and training as a life-long growth process and values new learning opportunities as a way for preparing, not just for this life, but for the life to come. The Christian sees success as a journey, not a destination, and as such, every level of training/education is equally valuable for the benefit and strength of society as a whole.

<b>Sub-topics</b>	<p><b>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</b></p> <ul style="list-style-type: none"> <li>• Graduation Requirements</li> <li>• Transitions from School to Post-Secondary Learning and Training for Work</li> <li>• Cost of Education/Training</li> <li>• Career Portfolio</li> <li>• Explore Links between School and Work</li> <li>• Drop-out Issues</li> </ul>
<b>Biblical Narratives</b>	<p>Daniel – he was highly educated in the Babylonian court (Daniel 1)  Paul – he was highly educated (Acts 22:3)  Abraham – he became prosperous because of his faithfulness (Hebrews 11:8-12)  Solomon – He prayed for wisdom and was granted great prosperity as a reward (1 Kings 3:3-15)  The Bible makes reference to many skilled tradesmen</p>
<b>Biblical References</b>	<p>“For wisdom <i>is</i> a defense <i>as</i> money <i>is</i> a defense, But the excellence of knowledge <i>is that</i> wisdom gives life to those who have it.” <b>Ecclesiastes 7:12</b>, NKJV</p> <p>“Of making many books <i>there is</i> no end, and much study <i>is</i> wearisome to the flesh.” <b>Ecclesiastes 12:12</b>, NKJV (part of Solomon’s commentary on the emptiness of life without God)</p> <p>“Do you see a man <i>who</i> excels in his work? He will stand before kings; He will not stand before unknown <i>men</i>.” <b>Proverbs 22:29</b>, NKJV</p> <p>“But what things were gain to me, these I have counted loss for Christ. Yet indeed I also count all things loss for the excellence of the knowledge of Christ Jesus my Lord, for whom I have suffered the loss of all things, and count them as rubbish, that I may gain Christ.” <b>Philippians 7-8</b>, NKJV -- <i>Paul is talking about his life’s work and all that mattered was Jesus.</i></p> <p>“This Book of the Law shall not depart from your mouth, but you shall meditate in it day and night, that you may observe to do according to all that is written in it. For then you will make your way prosperous, and then you will have good success.” <b>Joshua 1:8</b>, NKJV</p> <p>“And everyone who competes <i>for the prize</i> is temperate in all things. Now they <i>do it</i> to obtain a perishable crown, but we <i>for</i> an imperishable <i>crown</i>.” <b>1 Corinthians 9:25</b>, NKJV</p> <p>“And Jesus increased in wisdom and stature, and in favor with God and men.” <b>Luke 2:52</b>, NKJV</p> <p><b><u>Coping with Failure:</u></b>  Philippians 4:13; Deuteronomy 31:6; Isaiah 40:31; 1 Corinthians 16:13; Joshua 1:9</p>

<b>Spirit of Prophecy References</b>	<p>“Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” <b>Education 13.1</b></p> <p>“Dear youth, what is the aim and purpose of your life? Are you ambitious for education that you may have a name and position in the world? Have you thoughts that you dare not express, that you may one day stand upon the summit of intellectual greatness; that you may sit in deliberative and legislative councils, and help to enact laws for the nation? There is nothing wrong in these aspirations. You may every one of you make your mark. You should be content with no mean attainments. Aim high, and spare no pains to reach the standard.” <b>A Call to Stand Apart 64.8</b></p> <p>“Let the youth be impressed with the thought that education is not to teach them how to escape life’s disagreeable tasks and heavy burdens; that its purpose is to lighten the work by teaching better methods and higher aims. Teach them that life’s true aim is not to secure the greatest possible gain for themselves, but to honor their Maker in doing their part of the world’s work, and lending a helpful hand to those weaker or more ignorant.” <b>Child Guidance 295.5</b></p> <p>“Education balanced by a solid religious experience, fits the child of God to do his appointed work steadily, firmly, understandingly. If one is learning of Jesus, the greatest educator the world ever knew, he will not only have a symmetrical Christian character, but a mind trained to effectual labor. Minds that are quick to discern will go deep beneath the surface.” <b>Christian Education 51.1</b></p>
<b>Resources</b>	<p><b>Articles:</b></p> <ul style="list-style-type: none"> <li>• <b>Scholarships Aren’t Just for ‘A’ Students</b>  <a href="http://www.gov.mb.ca/educate/sfa/pages/just4you/scholarships.html">http://www.gov.mb.ca/educate/sfa/pages/just4you/scholarships.html</a>  This article, found on the government of Manitoba website, creates an awareness of the numerous scholarships available to students, many of which go unclaimed. Included are links to various websites that offer scholarships for Canadian students.</li> <li>• <b>Resources for Developing Career Portfolios</b> <ul style="list-style-type: none"> <li>○ Using a Career Portfolio  <a href="http://www.astd.org/Publications/Blogs/Career-Development-Blog/2012/10/Using-a-Career-Portfolio">http://www.astd.org/Publications/Blogs/Career-Development-Blog/2012/10/Using-a-Career-Portfolio</a></li> <li>○ Showcasing Your Work, in an Online Portfolio  <a href="http://www.nytimes.com/2012/07/01/jobs/an-online-portfolio-can-showcase-your-work-career-couch.html?_r=0">http://www.nytimes.com/2012/07/01/jobs/an-online-portfolio-can-showcase-your-work-career-couch.html?_r=0</a></li> <li>○ 3 Rules for Creating a Beautiful Online Portfolio  <a href="http://www.thedailymuse.com/job-search/3-rules-for-creating-a-beautiful-online-portfolio/">http://www.thedailymuse.com/job-search/3-rules-for-creating-a-beautiful-online-portfolio/</a></li> <li>○ The Importance of Creating an Online Portfolio  <a href="http://comerecommended.com/2013/01/the-importance-of-creating-an-online-portfolio/">http://comerecommended.com/2013/01/the-importance-of-creating-an-online-portfolio/</a></li> </ul> </li> </ul>

- **10 Things That Matter When Picking a College (& 10 Things That Don't)**  
<http://www.huffingtonpost.com/2013/03/05/10-things-that-matter-when-choosing-a-school/>  
 This article encourages students to focus on what's really important when choosing a school.

### Books:

- **My Utmost for His Highest** (ISBN-13: 978-1572937710)  
 This 1992 daily devotional by Oswald Chambers (updated in 2010) features brief Scripture-based readings focused on what it means to offer God your very best. Also available as a Kindle book.

### Phone Apps:

- **Career Search:**  
 This free app allows job seekers to search available job opening and research over 1,000 careers, including salary information, number of openings in specific locations, and whether the occupation is expected to grow or shrink in coming year.
- **Career Builder:**  
 This free app enables individuals to search for a new job from wherever they are.
- **ACT's College Search:**  
 This free app contains profiles of almost every two-year and four-year higher education campus in the United States and is designed to allow users to begin discovering colleges and universities that may match their individual post-secondary wants and needs.
- **Campus Tours**  
 Many colleges and universities put campus maps and contact info in a free app. Search by university name.

### Slide Shows/Powerpoints:

- **Body Language: Actions speak louder than words**  
[http://www.slideshare.net/suparnakoley/powerpoint-on-body-language-16395024?from\\_search=1](http://www.slideshare.net/suparnakoley/powerpoint-on-body-language-16395024?from_search=1)  
 This 22-slide powerpoint helps students know how to use correct body language during an interview.

### Websites:

- Check **provincial websites** for scholarship information
  - Alberta: <http://alis.alberta.ca/hs/fo/pay/scholarships.html>
  - British Columbia: <https://studentaidbc.ca/explore/grants-scholarships>
  - Manitoba: [http://www.gov.mb.ca/opportunities/financing\\_education.html](http://www.gov.mb.ca/opportunities/financing_education.html)
  - New Brunswick:  
[http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CDsQFjAA&url=http%3A%2F%2Fwww.gnb.ca%2F0000%2Fpublications%2Fss%2Fscholarshipinfo.pdf&ei=x19EUuSEJYa62AWkroHABA&usq=AFQjCNF47NTbM7tFqpboEpY0sUGs20\\_yTw&bvm=bv.53217764,d.b2l](http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CDsQFjAA&url=http%3A%2F%2Fwww.gnb.ca%2F0000%2Fpublications%2Fss%2Fscholarshipinfo.pdf&ei=x19EUuSEJYa62AWkroHABA&usq=AFQjCNF47NTbM7tFqpboEpY0sUGs20_yTw&bvm=bv.53217764,d.b2l)
  - Newfoundland: <http://www.ed.gov.nl.ca/edu/k12/highschool/scholarships.html>
  - Nova Scotia: <http://www.novascotiascholarships.ca/>

- Ontario: <http://www.ontario.ca/education-and-training/student-loans-grants-scholarships-and-bursaries>
  - Prince Edward Island: <http://www.studentloan.pe.ca/index.php3?number=1040566&lang=E>
  - Quebec: <http://www.quebecscholarships.ca/>
  - Saskatchewan: <http://www.aeei.gov.sk.ca/student-financial-assistance-scholarships>
- 
- Check **university websites** and **local apprenticeship programs** for entrance requirements
  - **Scholarships Canada**  
[www.scholarshipscanada.com](http://www.scholarshipscanada.com)  
This organization maintains an extensive database of scholarships, student awards, bursaries, and grants. Information is available about student loans, applications, and budget planning.
  - **Student Awards**  
[www.studentawards.com](http://www.studentawards.com)  
This Canadian scholarship search service is devoted to helping high school, college, and university students find information on scholarships, bursaries, grants, and other forms of financial assistance.
  - **Financial Aid**  
[www.finaid.org/otheraid/canadian.phtml](http://www.finaid.org/otheraid/canadian.phtml)  
This website lists financial aid resources for Canadian students and maintains databases and publications to help students locate scholarships and fellowships.
  - **Association of Universities and Colleges of Canada**  
[www.aucc.ca](http://www.aucc.ca)  
This organization administers more than 150 scholarship, fellowship, and internship programs on behalf of governments, foundations, and private sector companies.
  - **School Finder**  
<http://schoolfinder.com/>  
This website helps students select the right school by comparing programs, prerequisites, and costs for schools both in Canada and around the world.
  - **Education Canada**  
<http://educationcanada.com/>  
This site provides a search for jobs using various search criteria.
  - **Power Point on Body Language in an Interview**  
[http://www.slideshare.net/suparnakoley/powerpoint-on-body-language-16395024?from\\_search=1](http://www.slideshare.net/suparnakoley/powerpoint-on-body-language-16395024?from_search=1)  
This 22-slide powerpoint presentation focuses on using the correct body language during job interviews.



**Resources**

- **Youth Build**

<http://youthbuildmentoringalliance.org/whats-next-college-knowledge>

This interactive eLearning module was designed to help mentors and mentees explore the elements and attitudes needed for a successful transition to college including choosing a school, financing higher education, taking placement exams, and taking ownership of your transition.

## The Workplace

As Christians consider obtaining employment and working in an environment where there is continual contact with others, what guiding principles should they follow in order to be effective employees and/or managers? An effective Christian worker is one who reflects the character of Christ in the workplace and who shows integrity, honesty, and responsibility for the quality of work and performance.

<b>Sub-topics</b>	<p><b>Curriculum content may vary from province to province. The following subtopics have been considered in the resources included in this unit:</b></p> <ul style="list-style-type: none"> <li>• Workplace Safety</li> <li>• Health Regulations</li> <li>• Labour Legislation and Standards</li> <li>• Unions</li> <li>• Conflict Resolution</li> <li>• Effective Teamwork</li> </ul>
<b>Biblical Narratives</b>	<p>Aquila and Priscilla – these tent-makers also led out in establishing churches (Acts 8:1-4)</p> <p>Joseph and Daniel – they distinguished themselves as captives in foreign lands because of their personal characteristics (i.e., honest, trustworthy, dedicated, accountable, responsible, went beyond the basic requirements for his jobs, self-motivated, high moral standards, God came first in everything, diligent, ability to rise above their difficult circumstances to achieve greatness, good interpersonal relationships, created safer environments, demonstrated Golden Rule, effective team players). (Genesis 39:1-6, 22-23, 41:45-47; Daniel 2:24-48)</p> <p>Children of Israel marching around Jericho – they worked together as a team (Joshua 6:1-20)</p> <p>Jesus’ disciples – they were sent out two by two, as were the 70 sometime later (Mark 6:7; Luke 10:1)</p> <p>Nehemiah – he divided the people into sub-groups to get the work accomplished quickly (Nehemiah 3)</p> <p>Paul – he always took people with him on his missionary journeys (Acts 13:2-15:40, 16:1-5, 18:18)</p>
<b>Biblical References</b>	<p>“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.” <b>2 Timothy 2:15</b>, NKJV</p> <p>“‘<i>It is good for nothing,</i>’ cries the buyer; But when he has gone his way, then he boasts.” <b>Proverbs 20:14</b>, NKJV</p> <p>“Whatever your hand finds to do, do <i>it</i> with your might; for <i>there is</i> no work or device or knowledge or wisdom in the grave where you are going.” <b>Ecclesiastes 9:10</b>, NKJV</p> <p>“Do not go hastily to court; For what will you do in the end, When your neighbor has put you to shame? Debate your case with your neighbor, And do not disclose the secret to another; Lest he who hears <i>it</i> expose your shame, And your reputation be ruined.” <b>Proverbs 25:8-10</b>, NKJV</p> <p>“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell <i>it</i> to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.” <b>Matthew 18:15-17</b>, NKJV</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Biblical References</b></p>	<p>“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.” <b>Colossians 3:23-24</b>, NKJV</p> <p>“Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves.” <b>Romans 13:1-2</b>, NKJV</p> <p>““They said to Him, ‘Caesar’s.’ And He said to them, ‘Render therefore to Caesar the things that are Caesar’s, and to God the things that are God’s.’” <b>Matthew 22:21</b>, NKJV</p> <p>“Indeed the wages of the laborers who mowed your fields, which you kept back by fraud, cry out; and the cries of the reapers have reached the ears of the Lord of Sabaoth. You have lived on the earth in pleasure and luxury; you have fattened your hearts as in a day of slaughter. You have condemned, you have murdered the just; he does not resist you.” <b>James 5:4-6</b>, NKJV (for reference on labour unions)</p> <p><b>Other Biblical References:</b> Proverbs 16:8; 21:6; 3:29-30; 6:6-8; Ecclesiastes 4:9-12</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Spirit of Prophecy References</b></p>	<p>“Those who do nothing for their employers except that which is commanded them, when they know that the prosperity of the work depends on some extra exertion on their part, will fail to be accounted faithful servants. There are many things not specified that wait to be done, that come directly under the notice of the one employed.” <b>Messages to Young People 228.1</b></p> <p>“It is the most abhorrent form of selfishness that leads the worker to neglect the improvement of time, the care of property, because he is not directly under the eye of the master. But do such workers imagine that their neglects are not noticed, their unfaithfulness not recorded? Could their eyes be opened, they would see that a Watcher looks on, and all their carelessness is recorded in the books of heaven.” <b>Messages to Young People 228.3</b></p> <p>“There are many who profess to be Christians who are not united with Christ.... They cannot be depended upon, they cannot be trusted. They are anxious to reduce their service to the minimum of effort, and at the same time exact the highest of wages. The name ‘servant’ applies to every man; for we are all servants, and it will be well for us to see what mold we are taking on. Is it the mold of unfaithfulness, or of fidelity?” <b>Messages to Young People 229.2</b></p> <p>“You can do very much by example. You need to be very circumspect in your business transactions, to carry out in them the principles of your faith. Be faithful in deal, thorough in labor, ever bearing in mind that it is not your employer's eye alone that is to inspect your work, but that the eye of God is upon all the transactions of your life. Angels of God are viewing your work, and it should be a part of your religion to have every piece of work marked with truth and faithfulness.” <b>Testimonies for the Church, Vol. 2, 78.2</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Resources</b></p>	<p><b>Articles:</b></p> <ul style="list-style-type: none"> <li>• <b>A Christian Approach to Management and Work</b> <a href="http://www.librarianscf.org.uk/about/workparties/management.pdf">http://www.librarianscf.org.uk/about/workparties/management.pdf</a> This article seeks to describe how being a Christian should affect the way in which we relate to colleagues and suggests a Biblical Model for Managers and Management.</li> </ul>

## Slide Shows/Powerpoints:

- **Workplace Ethics**

<http://www.wiziq.com/tutorial/40988-Workplace-Ethics-PowerPoint-Presentation>

This 13-slide powerpoint presentation provides information on understanding workplace ethics, its importance, its benefits, and two case studies to illustrate how to resolve ethical dilemmas. At the end of the short slide show, an option is given to download a longer version with more in-depth information (172 slides).

- **Workplace Etiquette**

[http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&ved=0CEUQFjAD&url=http%3A%2F%2Fhealthandperformancesolutions.com%2Fhpsu\\_trainings%2FWorkplace\\_Etiquette%2FWorkplace%2520Etiquette%2520Slides.ppt&ei=y4\\_VUY2NFseXiQL20YH4BQ&usg=AFQjCNE SYFZRqHNTbNIXbR86cmYyX2dq-Q&bvm=bv.48705608,d.cGE](http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&ved=0CEUQFjAD&url=http%3A%2F%2Fhealthandperformancesolutions.com%2Fhpsu_trainings%2FWorkplace_Etiquette%2FWorkplace%2520Etiquette%2520Slides.ppt&ei=y4_VUY2NFseXiQL20YH4BQ&usg=AFQjCNE SYFZRqHNTbNIXbR86cmYyX2dq-Q&bvm=bv.48705608,d.cGE)

This 18-side powerpoint presentation defines workplace etiquette and describes the behaviours and skills that are appropriate for the workplace.

- **Sexual Harassment in the Workplace**

[http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=6&ved=0CFAQFjAF&url=http%3A%2F%2Fwww.mohave.edu%2Fdocuments%2Fhuman\\_resources%2Ftraining%2FSexual\\_Harassment\\_Prevention.ppt&ei=y4\\_VUY2NFseXiQL20YH4BQ&usg=AFQjCNHif9EWxQbMX0NGNwG0zUHtflN1uA&bvm=bv.48705608,d.cGE](http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=6&ved=0CFAQFjAF&url=http%3A%2F%2Fwww.mohave.edu%2Fdocuments%2Fhuman_resources%2Ftraining%2FSexual_Harassment_Prevention.ppt&ei=y4_VUY2NFseXiQL20YH4BQ&usg=AFQjCNHif9EWxQbMX0NGNwG0zUHtflN1uA&bvm=bv.48705608,d.cGE)

This 15-slide powerpoint presentation defines sexual harassment, describes the different types, and reviews the steps for filing a complaint.

## Videos:

- **Conflict Resolution and Team Work**

<http://www.youtube.com/watch?v=kChj699vpbw>

This 1:30 minute slide show set to music provides a quick overview of the participants in a conflict, reasons why conflict is needed, the causes of conflict, and how to resolve conflict that becomes a problem.

- **7 Ways to Strengthen Your People Management Skills**

<http://www.youtube.com/watch?v=bfWmx2seMdc&feature=related>

This 6:55 minute Carnegie Centre video reviews specific techniques to improve communications with other people. The article version can be found at:

<http://carnegiecentre.com/articles/personal-development/how-to-strengthen-your-people-management-skills/>. (Note: the first 1:20 is a video about the Carnegie Centre)

- **Difficult Coworkers**

<http://www.youtube.com/watch?v=WVEJ-Z4659w&feature=related>

This 3:20 minute video project, done for an Interpersonal Communications class, discusses the types of difficult coworkers and some tips for communicating with them.

- **Dealing with Difficult People**

<http://www.youtube.com/watch?v=V-KMojzH8Ys&feature=related>

This 8:44 narrated personal blog video provides some practical workplace strategies for dealing with difficult people.

- **Effective Collaboration in Multi-disciplinary Teams**

<http://www.youtube.com/watch?v=NsndhCQ5hRY>

This 9:44 minute animated video summary of a master's thesis from Edinburgh College attempts to identify the difficulties in interdisciplinary practices and how to turn these into opportunities. The transcription and dissertation can be found at:

<http://eca.academia.edu/aforviz/Masters%27-Dissertation>

### Websites:

- **Conflict Resolution Study Guide**

<http://www.studygs.net/conflres.htm>

This Study Guides and Strategies site is an “independent, learner-centric educational public service” and includes an overview and case study of conflict resolution.

- **Team Building Workshops in the Philippines**

<http://teamworkdreamwork.sulit.com.ph/>

This site, sponsored by a division of Starfisher Asia People Development Consultancy, includes excellent information on the why, when, and what of teambuilding. Eleven characteristics of effective teamwork are listed.