The Product Coding Matrices (one for each phase) can be used to code career information resources.

- List the components (e.g., chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table provided, and

- Review each resource and check which, if any, of the 11 career management competencies the component primarily addresses.
<table>
<thead>
<tr>
<th>SECTIONS:</th>
<th>Chapter One</th>
<th>Chapter Two</th>
<th>Chapter Three</th>
<th>Chapter Four</th>
<th>Chapter Five</th>
<th>Chapter Six</th>
<th>Chapter Seven</th>
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<th>Facilitator Guide</th>
<th>Participant Manual</th>
<th>Reference Software</th>
<th>Q &amp; A</th>
<th>Video</th>
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<tr>
<td>CAREER MANAGEMENT COMPETENCIES</td>
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<td>AREA A: PERSONAL MANAGEMENT</td>
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<td>AREA C: CAREER BUILDING</td>
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<td>11.4 Manage your career building process</td>
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**INSTRUCTIONS:** List the components (e.g. chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.
### CAREER MANAGEMENT COMPETENCIES

#### AREA A: PERSONAL MANAGEMENT

1.1 **Build a positive self concept while discovering its influence on yourself and others**

2.1 **Develop abilities for building positive relationships in life**

3.1 **Discover that change and growth are part of life**

#### AREA B: LEARNING AND WORK EXPLORATION

4.1 **Discover lifelong learning and its contribution to life and work**

5.1 **Understand the nature of career information**

6.1 **Discover how work contributes to individuals’ lives**

#### AREA C: LIFE/WORK BUILDING

7.1 **Explore effective ways of working**

8.1 **Explore and improve decision-making**

9.1 **Explore and understand the interrelationship of life roles**

10.1 **Discover the nature of gendered life and work roles**

11.1 **Explore the underlying concepts of the career building process**

List the components of the resources under review as column headings in the table above. Then review each resource and check which competencies the component primarily addresses.
CAREER MANAGEMENT COMPETENCIES

AREA A: PERSONAL MANAGEMENT

1.2 Build a positive self concept and understand its influence on life, learning and work
2.2 Develop additional abilities for building positive relationships in life
3.2 Learn to respond to change and growth

AREA B: LEARNING AND WORK EXPLORATION

4.2 Link lifelong learning to personal career aspirations
5.2 Locate and use career information
6.2 Understand how work contributes to the community

AREA C: LIFE/WORK BUILDING

7.2 Develop qualities to seek and obtain/create work
8.2 Link decision making to career building
9.2 Explore and understand the interrelationship of life roles
10.2 Explore non-traditional life and work options
11.2 Understand and experience the career building process

INSTRUCTIONS: List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.
<table>
<thead>
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<th>REVIEWER:</th>
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<tbody>
<tr>
<td>SECTIONS:</td>
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</table>

### CAREER MANAGEMENT COMPETENCIES

#### AREA A: PERSONAL MANAGEMENT

| 1.3 | Develop abilities to maintain a positive self concept |
| 2.3 | Develop abilities for building positive relationships in life and work |
| 3.3 | Learn to respond to change that affects your well-being |

#### AREA B: LEARNING AND WORK EXPLORATION

| 4.3 | Link lifelong learning to the career building process |
| 5.3 | Locate and evaluate a range of career information |
| 6.3 | Understand how societal needs and economic conditions influence the nature and structure of work |

#### AREA C: LIFE/WORK BUILDING

| 7.3 | Develop abilities to seek, obtain/create and maintain work |
| 8.3 | Engage in career decision-making |
| 9.3 | Link lifestyles and life stages to career building |
| 10.3 | Understand and learn to overcome stereotypes in your career building |
| 11.3 | Take charge of your career building process |

### INSTRUCTIONS:

List the components (e.g., chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.
### CAREER MANAGEMENT COMPETENCIES

#### AREA A: PERSONAL MANAGEMENT

1.4 Improve abilities to maintain a positive self concept
2.4 Improve abilities for building positive relationships in life and work
3.4 Develop strategies for responding positively to life and work changes

#### AREA B: LEARNING AND WORK EXPLORATION

4.4 Participate in continuous learning supportive of career goals
5.4 Use career information effectively in the management of your career
6.4 Incorporate your understanding of changing economic, social and employment conditions into your career planning

#### AREA C: LIFE/WORK BUILDING

7.4 Improve on abilities to seek, obtain/create and maintain work
8.4 Incorporate realism into your career decision-making
9.4 Incorporate life/work balance into career building
10.4 Seek to eliminate gender bias and stereotypes in your career building
11.4 Manage your career building process

### INSTRUCTIONS:

List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.