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THE SCHOOL DISTRICT OF MANATEE COUNTY FEATURES A STUDENT AND A CAREER & TECHNICAL EDUCATION TEACHER

Newspaper in Education Presents  
**Inquizi**  
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SCHOOL Biz



**Opening New Doors**

Walking through Dr. Dianne Perry's door is a life-altering event for many people. As the New Options Coordinator at MTI, Dr. Perry loves what she does and delights in the opportunity to help others in her remarkable career. Four years ago Dr. Perry came to MTI from USF where she was the Coordinator of the Counselor Education masters program. Her objective at MTI is to guide New Options program participants towards matching their personalities and interests with a career path that is right for them. With an abundance of warmth and generosity of spirit, Dr. Perry provides support, encouragement, and opportunity to the 100 students currently enrolled. Under her direction, the program offers workshops that emphasize role-playing, resume writing, interviewing skills, dressing for success, and finding passion and power to succeed in a new career. Participants prepare for job interviews with fresh haircuts and manicures from MTI's Cosmetology program. They visit the Women's Resource Center to choose three outfits to wear for interviews, all at no cost. New Options and Dr. Dianne Perry have joined together to contribute to the success of each participant on the journey to financial independence.

KIDZ Biz & Buzz



**A New Chapter for Sheila Carter**

Starting a new chapter in her life this past February was just the beginning for Sheila Carter. As a new student at MTI's East Campus in the Medical Assisting program, making friends came easy. While chatting with a classmate in her Anatomy & Physiology class, Sheila learned about New Options, a state program funded by the Agency for Workforce Innovation. New Options is designed to empower and assist those adults who meet specific criteria and are trying to enter the workforce. Qualifying for New Options unlocked a whole new world of support and guidance for Sheila, from obtaining financial aide to finding a fabulous home health aide job that she loves. She attends classes by day, works in the evening, and squeezes studying in between. Recently she job shadowed at the Blood Bank to find out more about careers in Medical Assisting. She is also active in the MTI East Chapter of Health Occupation Students of America (HOSA) and was elected Vice President of the chapter. As Sheila struggles and juggles her new life and responsibilities, New Options is helping her build the strength and commitment from within that is essential to success.

**InnoVators**

**MTI OFFERS NEW OPTION TO JOB SEEKERS**

What does it take to prepare for a career and get a decent job? Career skills are important, and Manatee Technical Institute (MTI) is 100% geared toward equipping students of all ages and stages with real-world, in-demand skills. But some people gain specific career skills and still find it difficult to get an interview—or if they do get an interview, they may not get hired. That's because a professional resume, a professional appearance, and soft skills are also key ingredients in finding and keeping a job.

You may be skilled, but without a professional resume no one will know it. Your resume must be error free and should help you stand out among other applicants.

You may have a professional resume and land an interview, but without a professional appearance and soft skills, you may not get hired. According to one definition:

*"Soft skills refer to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. Soft skills complement hard skills, which are the technical requirements of a job." (Wikipedia.com)*

Examples of soft skills include communications skills, sociability, honesty, promptness, and responsibility. To improve your chances of getting a job, developing these skills and being able to communicate them is important.

At MTI, a program called **New Options** helps displaced homemakers, welfare recipients, widows, and other qualifying individuals prepare for careers by guiding them toward the career skills they need and equipping them with the tools—a resume, an interview outfit, and work readiness skills—that will help them achieve independence and career satisfaction. New Options offers services such as needs assessment, career assessments, job/career counseling, job training, job placement, financial management, employability skills workshops, and personal development workshops. The goal at New Options is to create a brighter future for every person they serve.



**Career Pathways in Manatee County**

**Regional Careers:** Here are examples of various occupations and current wages in the Suncoast Workforce Region.

Occupational	Entry	Average	Exper.
Hairdressers, Hairstylists, and Cosmetologists	\$7.96	\$13.65	\$16.50
Medical Secretaries	\$10.30	\$12.88	\$14.17
Medical Assistants	\$10.25	\$12.79	\$14.05
Community and Social Service Specialists	\$10.21	\$18.68	\$22.92
Social and Human Service Assistants	\$10.87	\$14.91	\$16.92
Educational, Vocational, and School Counselors	\$9.15	\$21.05	\$27.00
Business Operations Specialists	\$17.85	\$26.58	\$30.94
Bookkeeping, Accounting, and Auditing Clerks	\$10.93	\$15.40	\$17.65

Source: <http://fred.labormarketinfo.com>  
 FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

**Career Pathway:** Students of any age or status desiring a new career can find many adult programs at Manatee Technical Institute.

WEB Wise

Check out the following websites:

- [www.manateetechnicalinstitute.org/newopt/index.html](http://www.manateetechnicalinstitute.org/newopt/index.html)
- [www.ManateeTechnicalInstitute.org](http://www.ManateeTechnicalInstitute.org)
- [www.skillsusa.org](http://www.skillsusa.org)
- [www.ctdol.state.ct.us/progsupt/jobsvrce/jobhunt.htm](http://www.ctdol.state.ct.us/progsupt/jobsvrce/jobhunt.htm)
- [www.ctdol.state.ct.us/progsupt/jobsvrce/resume.htm](http://www.ctdol.state.ct.us/progsupt/jobsvrce/resume.htm)

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Explore IT

**Employment Potential Checklist**

What if you had to find a job tomorrow? Are you prepared? Even if you're already employed, these questions will help if you are thinking of changing jobs.

- Do you have a current, organized resume, all ready to print?  
*If your answer is "no" then now is the time to create your resume. Students, ask your guidance counselor or English teacher for help. If you aren't a student, consider a professional resume service.*
- If you have been employed previously, do you have your former employers' addresses and phone numbers to include on an application?  
*Use the phone book or the internet and gather the information you need.*
- Do you have a professional looking outfit? (Even if the job you're applying for doesn't require professional dress, first impressions are crucial. It's important to dress nicely for an interview.)  
*If cost is an issue, you'll be amazed at the professional suits on sale at Goodwill and other thrift stores.*
- Do you know what kind of job you want? What are your skills/interests? What training or education could help you prepare for your dream job?  
*Manatee Technical Institute can help!*
- Can you effectively communicate during an interview? You'll need to be able to answer questions about yourself confidently.  
*Find sample interview questions online and ask a friend to help you stage a mock interview. Practice makes perfect!*



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