

Table of Contents

Introduction	2
Career Management Professional Program	3
Individual Courses.....	3
Certificate Specialization: Career Development Practitioner (CDP) Essentials	4
Certificates Programs.....	5
Case Manager	5
Ethics Training for Counsellors & Psychotherapists.....	5
Job Developer	6
Personality Dimensions®	6
Frequently Asked Questions	7
Who designed the programs and courses?	7
Who is offering the programs and courses?.....	7
How is the program delivered?.....	7
How does a student complete a certificate?	7
How long do students have to complete a certificate?	7
What do students receive upon course completion?.....	7
What if a student needs another copy of his/her transcript and/or certificate?.....	7
Do students receive certification or a credential/designation?	8
Is a certificate the same thing as a certification or a credential?.....	8
What kind of course credit do students receive?	8
Can students transfer course credits to a university or college?	8
Can students transfer credits from another institution?.....	8
Will students earn Continuing Education Credits (CEUs)?.....	8
How are courses scheduled?	8
When do courses begin?.....	8
How long are courses?.....	9
Is this self-paced learning or more like live chats?	9
What are course times?	9
How much do the courses cost?	9
Are there any extra costs such as texts?.....	9
What if students aren't sure the program is for them?.....	9
Can students obtain funding for these courses?	9
Appendix A: Textbooks	10



Introduction

Welcome to the Life Strategies' LearnOnline program. Our suite of e-learning courses offers accessible and affordable professional development across a wide range of topics related to career development, coaching/counselling, and human resources. All courses were developed by industry professionals with extensive experience and subject-matter expertise. All course [instructors](#) have either graduate-level education (i.e., Master or Doctoral degrees) or are partnered with a member of our [leadership](#), [staff](#), or [associates](#) with relevant graduate-level education.

All courses use an interactive e-learning system called [Moodle](#). Our facilitated e-learning courses are designed to engage you in ongoing discussions with learners from around the world while our self-directed course offerings enable you to progress through your learning more independently. Moodle is easy to use, even for the novice-computer user; if you can open and send emails with attachments then you can use Moodle.

Not sure you are ready for online learning? Our [LearnOnline Readiness Quiz](#) is a great place to start; however, don't hesitate to connect with our [Student Advisor](#). New students can request a tour of our e-learning system or participate in the free, self-directed [LearnOnline Student Orientation](#).

Many of our courses incorporate videos and you'll find that some instructors may schedule live sessions in addition to the regular course learning activities. As we welcome students from across Canada and internationally, due to time zones, any live sessions will be optional. Generally live sessions will be hosted through [Zoom](#) and access details will be shared via the news forum on the course site. Recordings will be made available for those who were unable to attend.

For the upcoming start dates, please refer to the [Course Schedule](#). If you don't see the course you're interested in, it may be a self-directed format or could be currently enrolling a wait list. Contact our [Student Advisor](#) with your course schedule inquiries.

Although known for our online learning, Life Strategies continues to facilitate in-person workshops, seminars, and courses, as well as virtual webinars on a variety of topics – see our [areas of expertise](#). Most LearnOnline courses be offered in alternative formats (e.g., blended combining in-person and virtual components) for in-tact groups. Connect with us for a quote.

All courses have been aligned to the [Pan-Canadian Competency Framework for Career Development Professionals](#) and many have been pre-approved for Continuing Education Units/Credits (CEU/Cs) through professional bodies such as Canadian Counselling and Psychotherapy Association (CCPA). Several other professional associations (e.g., BC Career Development Association, Alberta Career Development Association, Center for Credentialing and Education (CCE), and BC Human Resources Management Associations) have also accepted our courses towards their credentialing and continuing education requirements; however, they don't offer a pre-course formal pre-approval process. If you have any questions regarding CEU/Cs, please contact the [Student Advisor](#).

Review the [Student Handbook](#) for general and program-specific policies and procedures. The catalogue will provide more detailed information on the specific programs we offer including the [Career Management Professional Program](#) and several [Certificate Programs](#).



Career Management Professional Program

The [Career Management Professional Program](#) (CMPP) is designed to meet the professional development needs of career/employment counsellors, career practitioners, human resource management professionals, counsellors, rehabilitation professionals, and practitioners in related fields. It offers 11 distinct courses and students are welcome to either:



- Take courses individually to meet their professional development needs
- Complete a full certificate specialization, CDP Essentials, with 10 courses offering 200 hours of foundational career development training

Below we've included the course descriptions for all 11 courses and details on the certificate specialization option. If you're not sure which is your best option, connect with our [Student Advisor](#).

Individual Courses

The following table provides a list of each CMPP course with a hyperlink to the full course outline. Each course is 2 weeks in duration and the equivalent of 20 hours. Course registrations can be placed within our [Online Store](#).

Administering and Interpreting Career Assessments	This course provides an overview of several assessment tools commonly used to facilitate career decision-making (i.e., tools that assess skills interests, values, and personal style), including assessment selection, administration, interpretation, and integration of results. In addition, this course will consider the assessment process. Participants in the course are expected to purchase a package of assessment tools for use during the course. The focus of this course is on "A" level assessment tools (i.e., tools that do not require graduate level training in statistics and psychometrics). Commonly used "B" level assessment tools (i.e., those that require specialized training or a graduate degree in psychology) will also be introduced. However, it is important to note that completion of this course will not qualify participants to administer/interpret "B" level assessment tools.
Career Coaching Skills	This course will highlight differences between coaching and counselling. It is designed to develop/enhance the skills of managers, supervisors, HR managers, coaches, and career practitioners who need to coach employees or clients regarding career issues.
Career Development Foundations, Emerging Theories, and Models	This course will present traditional and emerging career development theories, models and strategies. Using these models, and strategies, this course develops participants' abilities to work constructively with clients to build individualized career plans. Note: An additional 10-hour Career Theory Supplement is also available for students seeking 30 hours of career theory training.
Developing Career Programs, Services, or Courses	Participants will learn how to integrate required components to develop successful career programs, services, or courses to achieve desired outcomes. Focus will be on identifying the client group and specific needs of that group, formulating course/program purpose, and building a comprehensive outline.
Ethics for Career Practitioners	Career management professionals are committed to working ethically with their clients. Due to the professional diversity of this field; however, there are many ethical codes that impact their work. This course will explore how several of those codes inform ethical practice and we will together examine real-life ethical dilemmas based on case studies and shared experiences.
Group Facilitation Strategies for Career Programs	This course will introduce strategies for effective face-to-face group facilitation. Topics include: stages of group development, differences between facilitating small and large groups, and strategies for effectively managing challenging situations.



<u>Helping Skills to Facilitate Career Development</u>	Participants will develop or enhance counselling, coaching, and other interpersonal communication skills to a paraprofessional level.
<u>Researching Workplace Trends, Career Information, and Employment Possibilities</u>	Timely and accurate information is essential for effective career decision-making. Although clients typically expect career practitioners to have immediate answers to a multitude of questions, the reality is that, in a constantly changing world, yesterday's answer doesn't usually fit for today. The solution, then, is research. This course will introduce excellent sources of career-related information and offer tips and strategies to enhance effectiveness and efficiency in finding, evaluating, managing, updating, and maintaining career resources.
<u>Understanding Diverse Clients</u>	In today's work environment, career management professionals require skills to work with diverse clients. This course will explore the similarities and differences in working with a wide variety of client groups and provide tips for tailoring strategies appropriately.
<u>Work Search Essentials 1: Resumes, Cover Letters, and Career Portfolios</u>	Career management professionals must be able to effectively guide clients through searching for and securing work opportunities. This includes developing and maintaining resumes, cover letters, and portfolios. With increasing competition from local and global markets, clients must have work search documents that stand out and get noticed. This course will take an in-depth look into the world of resumes, cover letters, and career portfolios, helping career professional create documents that better support clients' work-search activities.
<u>Work Search Essentials 2: Interview and Negotiation Strategies</u>	This course will provide career management professionals with the tools they need to coach clients through the process of employment interviews and job negotiations. Types of interviews and commonly used interviewing techniques will be introduced and tips provided to facilitate interview and negotiation success.

Certificate Specialization: Career Development Practitioner (CDP) Essentials ¹

For those interested in completing a full certificate, Life Strategies offers a 10-course certificate specialization option providing 200 hours of foundational training needed to work in a wide variety of roles and settings within the career development sector. It is ideal for those seeking certification through provincial certifying bodies.

1. [Administering and Interpreting Career Assessments](#)
2. [Career Coaching Skills](#)
3. [Career Development Foundations, Emerging Theories, and Models](#)
4. [Ethics for Career Practitioners](#)
5. [Group Facilitation Strategies for Career Programs](#)
6. [Helping Skills to Facilitate Career Development](#)
7. [Researching Workplace Trends, Career Information, and Employment Possibilities](#)
8. [Understanding Diverse Clients](#)
9. [Work Search Essentials 1: Resumes, Cover Letters, and Career Portfolios](#)
10. [Work Search Essentials 2: Interview and Negotiation Strategies](#)

As our field continues to rapidly change, Life Strategies requires certificates to be completed within 2 years of beginning the first course in the program. Should you be unable to complete your certificate in 2 years you may be required to re-take courses to ensure the content is current.

¹ This option meets the certificate requirements of BCCDA's CCDP

Certificates Programs

Life Strategies has collaborated with a variety of organizations, credentialing bodies, and/or educational institutions (e.g., Career/Life Skills Resources, Job Developers Resource Network) to offer stand-alone speciality certificate programs/courses aligned to industry standards. Many of the certificate programs link to certification and/or industry credentials.

Course duration varies across certificate programs, with students generally expected to commit to 10 hours per week, including weekends, on course activities (e.g., online discussions, readings, assignments). See our [Course Schedule](#) for the next available start dates. If you don't see your program listed, it may be a self-directed or wait listed program. Connect with our [Student Advisor](#) for details.

Currently, our certificate programs include the following:

- Case Manager
- Ethics Training for Counsellors & Psychotherapists
- Job Developer
- Personality Dimensions®

Case Manager

Case management is a process that facilitates client access to appropriate services and supports. This course is designed to equip case managers to conduct needs assessments, conceptualize cases, prioritize client needs, collaborate with clients to develop action plans and select interventions, and follow-up to ensure clients have achieved their identified goals. The course will also provide tips and techniques for managing time, systems, and data including case notes and documentation, regardless of the data management system – essential competencies for all case managers.



Learn more about this 40-hour (4 week) course on our [website](#). Refer to the [Course Outline](#) for more details and register through our [Online Store](#).

Ethics Training for Counsellors & Psychotherapists

Professional development opportunity for new counsellors and psychotherapists seeking to hone their skills and experienced counsellors and psychotherapists looking to brush up. This program includes 2 courses – the Ethics Primer and Ethics Refresher.



Learn more about these courses on our [website](#) and register through our [Online Store](#).

[Ethics Primer](#)

(Self-Paced, 10 hours)

This course will review CCPA's code of ethics and standards of practice, providing an essential foundation for ethical practice. Students will review and apply the CCPA ethical decision-making model to case vignettes that include a variety of ethical dilemmas and complex counselling challenges involving "shades of grey." For counsellors who haven't previously completed an ethics course recognized by CCPA, this self-directed, online course serves as a foundation for the Ethics Refresher course, which is more in-depth and instructor-led.

[Ethics Refresher](#)

(3-Week Facilitated, 20 hours)

Building from Ethics Primer or previous training in counselling/psychotherapy ethics, this follow-up, facilitated online course will dig deeper, exploring best practices for ethical counselling according to CCPA's code of ethics and standards of practice. Students will discuss ethical "grey areas" in current counselling practice; course activities will require personal reflection about values, culture, context, and decision-making processes as ethical knowledge is translated to practice through working with real and hypothetical scenarios.

Job Developer

Job developers have an important role to play in helping clients find meaningful employment and creating strong partnerships with employers; they make a crucial link between the agencies supporting clients and the local business community. Job developers need to be equipped to support diverse clients while also meeting the needs of the employer. This course will outline best practices in job development including understanding diverse clients, preparing clients for employment, making effective client-employer matches, maintaining effective relationships with employers, and dealing with challenges and concerns that may arise.



Learn more about this 40-hour (5 week) course on our [website](#). Refer to the [Course Outline](#) for more details and register through our [Online Store](#).

Personality Dimensions®

Personality Dimensions® builds on the personality temperament and type foundations of such influential authors as Keirsey, Berens, Lowry, Myers, Briggs, and Jung. Two of the Master Trainers for this internationally-recognized tool are on the Life Strategies team! Roberta Borgen (Neault) and Deirdre Pickerell are also authors of the “Toolkits for Trainers” series.



Learn more about these courses on our [website](#) and register through our [Online Store](#).

[Bridging Workshop](#)

(self-paced)

This self-paced bridging training gives existing True Colors® facilitators and Myers-Briggs Type Indicator® Qualified Users an opportunity to gain equivalent qualification for the Personality Dimensions® self-discovery model. Bridging participants receive a full set of Personality Dimensions® manuals, Dimension cards, Traits and Characteristics checklists, and a PD in Action booklet. Bridging fees include the cost of certification as a PD trainer and the required coaching appointment.

[Facilitator Training \(Level 1\)](#)

2 weeks

Personality Dimensions® is a “B” level assessment which means that you must have specific training in the tool or graduate level training in the use of assessments, typically through a Master’s in Counselling or Psychology degree. This 2-week online training program meets the “specific training” requirements. Participants who successfully complete the training, the qualification exam, and facilitate a Personality Dimensions® workshop to a minimum of 12 participants within 1 month of finishing the online component of the course can become Qualified Facilitators – they can purchase materials and conduct basic PD workshops and use the tool with groups in basic awareness workshops or specialized workshops on such themes as teambuilding and career planning.

Facilitator-Trainer Training (Level 2)

For currently certified Personality Dimensions Level 1 Facilitators seeking to become PD Facilitator-Trainers, our Level 2 in-person training can be arranged.

Facilitator-Trainers will need to either (1) identify a group of 10 people who want to achieve Level 2, select dates, and arrange a location; or (2) identify a group of 15 people who want to achieve Level 1, select dates, and arrange a location; we’ll use a co-facilitator / apprenticeship model to qualify you as a Level 2 Trainer while training them as Level 1 Facilitators.

Frequently Asked Questions

Who designed the programs and courses?

The Career Management Professional Program (CMPP) was designed in 2004 by Dr. Roberta Borgen (Neault) and Dr. Deirdre Pickerell of Life Strategies, and Cary Sheppard and Jean Sheppard of Access Employment Services with contributions to overall program design being provided by Lynn Jest, Director of Continuing Education at [Capilano College](#).

Since that time, Life Strategies has developed a suite of LearnOnline certificates, courses, and webinars in consultation with relevant sector leaders and associations (e.g., CCPA). Questions regarding the development of a specific course can be directed to info@lifestrategies.ca.

Who is offering the programs and courses?

All programs are offered by Life Strategies Ltd., under the leadership and direction of Dr. Roberta Borgen (Neault), CCC, CCDP, GCDF-i. Learning Pool hosts the Moodle platform (i.e., our [e-learning management system](#)) with technical support provided by members of the Life Strategies team.

For more information about program partnerships, please contact info@lifestrategies.ca

How is the program delivered?

All courses are offered online giving Canadian, US, and International students, including those in remote areas, an opportunity to access professional development and skills upgrading in their own communities. Most courses are facilitated, instructor-led courses; however, some are available as self-directed. Review the corresponding course outline for full details on course format/structure.

Special arrangements for face-to-face or mixed mode sessions can be arranged for intact groups; however, pricing may vary depending on format, size, and level of customization.

How does a student complete a certificate?

We support “mastery learning” here at Life Strategies Ltd. Consequently, successful completion of a course is considered to be a final grade of 80% or higher. Upon successful completion of certificate requirements, students will officially be considered complete and receive a certificate of completion and a transcript of grades. Although students are welcomed to take individual CMPP courses, for this program they will **not** receive a certificate of completion unless they’ve selected the specialization option, CDP Essentials, and completed the 10 required courses.

How long do students have to complete a certificate?

For the certificate courses, students must complete the specified requirements within the time allocated as specified on the corresponding course outline. This may vary from 1 month for self-directed courses to 4-5 weeks for our Job Developer and Case Manager certificates. For CMPP students, although we welcome students to take individual courses based on their training needs, for those completing the CDP Essentials specialization certificate, the required coursework will need to be completed within 2 years. In some circumstances, students may apply for a certificate extension; see our [certificate extension policy](#). We strongly recommend CMPP students connect with the [Student Advisor](#) if they anticipate not being able to complete certificate requirements within the 2-year window.

What do students receive upon course completion?

Upon successful program completion, students will receive a transcript of grades and certificate of completion either from Life Strategies directly or the relevant program partner (e.g., CLSR). Certificates for individual courses will not be issued; however, transcripts are available.

What if a student needs another copy of his/her transcript and/or certificate?

We can happily arrange for transcripts and/or certificates to be re-issued; however, a small fee (i.e., \$10.00 plus tax) will apply to each re-issue. This fee can be paid via our online store – [certificate reprint](#) / [transcript reprint](#). If students need a transcript or certificate issued upon their behalf to another institution or professional association, please connect with the [Student Advisor](#) to make special arrangements. By default certificates/transcripts will be issued via email unless otherwise requested.



Do students receive certification or a credential/designation?

Some programs/courses can bridge into certification and/or a credential/designation. For example, the CDP Essentials meets specialization the certificate-level training for BCCDA's BCCCDP credential and NBCDA's Career Development Practitioner Certification.

As a private training/consulting organization, Life Strategies Ltd. does not grant credentials/certifications upon successful program/course completion. Professional bodies will typically require a dedicated application to be submitted along with verification of relevant professional membership, experience hours, references, ethics attestation, and/or an exam completion. Fees are usually associated with your initial application and upon renewal, often with some ongoing professional development hours (e.g., CEUs). Students seeking certification/credentialing must connect with the governing body for the credential upon successful program/course completion.

[Contact us](#) for more information regarding certifications and/or credentials.

Is a certificate the same thing as a certification or a credential?

Not exactly. Life Strategies merely offers training providing educational certificates to our students. Certifications or credentials often require individuals to complete an application documenting their experience and adhere to a code of ethics set forth by the hosting body. To maintain a certification and/or credential, individuals may be required to obtain Continuing Education Units (CEUs) and pay a fee to the association.

What kind of course credit do students receive?

Our programs and courses are designed as professional development. As such, these are not "credit" courses (i.e., as in university transfer credit); however, you will find the equivalence hours listed on the corresponding course outline.

Can students transfer course credits to a university or college?

As the courses are non-credit, there isn't a direct way to transfer course credits to a university or college; however, many institutions have a PLAR (Prior Learning Assessment and Recognition) process in place. As such, we encourage students to connect directly with the college or university of their choice regarding the process, procedure, and fees. We're happy to support your applications in whatever way we can. The publicly available course outlines provide details on the course format, expectations, and evaluation frameworks.

Can students transfer credits from another institution?

As with most programs, a limited number of courses can be "waived" or "challenged" if a student is working toward the CDP Essentials specialization through the CMPP. Students may challenge up to 2 courses, for a fee, and there is a negotiated amount of work that must be done to demonstrate the prior learning.

Will students earn Continuing Education Credits (CEUs)?

The granting of CEUs is up to specific associations. Many of our courses are currently approved for CEUs each with the Canadian Counselling and Psychotherapy Association (CCPA) and Vocational Rehabilitation Association (VRA) of Canadian. The Human Resources Management Association of BC (HRMA), at this time, does not have a way to pre-approve these courses but would be happy to consider courses for CEU credit on an individual basis. Students can also approach their professional association directly to request CEUs for these courses or can let us know if there's another association that they'd like us to contact.

How are courses scheduled?

Courses are scheduled from September to June with a winter break in December. Most courses are scheduled once a semester; however, some of our more popular courses are scheduled more often and some of our less popular courses are scheduled less often (i.e., once a year). [Click here](#) to view the course schedule.

If you have an intact group that you'd like to schedule a special session for, please connect with us to make arrangements – email info@lifestrategies.ca.

When do courses begin?

Most courses start on a Wednesday and end on a Tuesday; however, some certificate offerings begin Monday or are self-directed. Students can expect to receive access to the course site one week prior to the start date. Although we strongly encourage students to take a look at the course site and post their welcome message and learning goals, the required learning activities won't officially begin until the formal start of the course.



How long are courses?

Courses range in duration up to 5 weeks (e.g., Job Developer); however, they normally will be the equivalent of 10 hours per week. Refer to the specific course outline for specifics on the duration and hourly expectations per week.

Is this self-paced learning or more like live chats?

For most courses, there is a set start and end date. As such, participants will work through the content together over the specified time period. However, to maximize flexibility and accommodate different time zones and work/life schedules, course discussions will rely primarily on discussion forums (similar to “message boards”), rather than live “chats.” Occasionally, live chats may be scheduled to facilitate group projects and live webinar sessions may be scheduled depending on your course needs. If you are unable to attend a live session, a recording will be made available on the course site.

At the beginning of each course, facilitators will post topical information and links to web resources and then open a series of course-specific discussion forums. Students are expected to respond to the forums, sharing information from their life/work experiences and the course readings/research. Facilitators will add comments as well, and the discussions will be shaped by postings and questions – very similar to interactive classroom-based learning. Using discussion forums, over “real-time chats”, allows students to retain the flexibility that is so fantastic about online learning. However, this format is more structured than self-paced learning as there are specific start and end dates, and discussions will be moderated by instructors/facilitators that are committed to checking-in daily. Active participation (i.e., regular posting to discussion forums) is essential to successful completion of these courses.

For self-paced course, there will not be interaction within discussion forums with the exception of a Course Questions and Technical Support forms.

What are course times?

There are no specific class times or instructor office hours scheduled. In most courses active participation is required and is a graded component (i.e., it is hoped that students will check in and post online once or twice per day for the duration of each course). Generally, students can expect to spend approximately 10-hours per week on course-related activities unless otherwise stipulated within the course outline.

How much do the courses cost?

Course fees range in price, starting with \$375.00 for each 20-hour CMPP course. Students who register for 3 or more courses, at one time, are eligible for a per-course discount of 10% - use coupon code: 3+course during checkout. Organizations that send 3 or more staff to any individual course are also eligible for a per-person discount of 10%. In order to qualify for any discount, full registration and payment should be received for all courses/staff at **one** time (i.e., on the same order). Amended orders / invoices will not be eligible for the bulk discount.

Are there any extra costs such as texts?

A few of the courses have required texts, but most of the information will be available online. We have kept the required texts to a minimum in order to keep costs low. Refer to [Appendix B](#) for the textbook and readings list. Some of the course fees include all or part of the required materials (i.e., CPE 521 and Personality Dimensions Level 1 and Bridging courses), which will be sent to the students prior to the course start date.

For new students there is a one-time application fee of \$35.00 (plus tax), which can be purchased through the [online store](#).

What if students aren't sure the program is for them?

Although we do not have any information sessions planned at this time, please do not hesitate to contact any one of our team with any questions. The [Student Advisor](#) is happy to provide more information, answer questions, and/or develop a personalized course plan for students.

Can students obtain funding for these courses?

Although Life Strategies does not offer program funding, past students have received funding through training grants. Keep in mind that funders of training (e.g., Employment Insurance) typically require courses to be completed full-time and, as scheduled, our courses may or may not meet these requirements. Please contact the [Student Advisor](#) to discuss course scheduling.



Appendix A: Textbooks

In preparation for your courses, you may need to purchase one of the textbooks listed in the rows below. If you need to order materials, please be sure to allow adequate yourself time for shipping of any printed items. To avoid double ordering, please be aware that some courses do require the same textbooks.

	Administering and Interpreting Career Assessments	Career Coaching Skills	Career Development Foundations, Emerging Theories, and Models	Developing Career Programs, Services, or Courses	Ethics for Career Practitioners	Group Facilitation Strategies for Career Programs	Helping Skills to Facilitate Career Development	Researching Workplace Trends, Career Information, and Employment Possibilities	Understanding Diverse Clients	Work Search Essentials 1	Work Search Essentials 2	Case Manager	Job Developer	Ethics Primer & Refresher
Assessment Package. Available from Life Strategies	REQ													
Arthur, N., Neault, R., & McMahon, M. (Eds.). (2019). <i>Career theories and models at work: Ideas for practice</i> . CERIC. (eBook or Print available from CERIC)			REQ											
Borgen, R. A. (Ed.). (2021). <i>Career development for diverse clients: Beyond the basics</i> . Cognella. Available in e-book .									REQ				REQ	
Career Strategies for a Lifetime of Success?	Neault, R. (2012). <i>Time for action: Successful marketing strategies</i> (3rd ed.). Life Strategies. (PDF).							REQ – Option A						
	Neault, R. (2012). <i>Time to choose: Identifying career possibilities</i> (3rd ed.). Life Strategies. (PDF).													
	Neault, R. (2012). <i>Time to explore: Understanding the workplace</i> (3rd ed.). Life Strategies. (PDF).							REQ – Option A						
	Neault, R. (2012). <i>Time to prepare: Developing portfolios, resumes, and interview skills</i> (3rd ed.). Life Strategies (PDF).									REQ	REQ			
	Neault, R. (2012). <i>Time to reflect: Understanding yourself</i> (3rd ed.). Life Strategies. (PDF).	OPT												
Martin, L., Shepard, B., and Lehr, R. (Eds.) (2015). <i>Canadian counselling and psychotherapy experience: Ethics-based issues and cases</i> . Canadian Counselling and Psychotherapy Association. (click here to order)														REQ
Niles, S., Amundson, N., Neault, R., & Hyung, J. Y. (2021). <i>Career recovery: Creating hopeful careers in difficult times</i> . Cognella. ³ (eBook or Print available from Cognella)								REQ – Option B						
Pickrell, D. A., & Neault, R. A. (2016). <i>So you want to be a case manager: A career practitioner's toolkit</i> . Life Strategies (print or PDF).												REQ		
Prendiville, P. (2008). <i>Developing facilitation skills: A handbook for group facilitators</i> . Combat Poverty Agency. Click here for free download.						REQ								
Shepard, B. C. & Mani, P. S. (Eds.) (2014). <i>Career Development Practice in Canada</i> . CERIC . (eBook or print). ⁴	REQ	REQ	OPT		REQ		REQ	REQ	REQ	REQ	REQ			
Wyckoff, L., & Clymer, C. (2005). <i>Job development essentials: A guide for job developers</i> (2nd ed.). Public/Private Ventures. Click here for free download.													REQ	

² Purchase Neault, R. (2012). *Career strategies for a lifetime of success* (3rd ed.). Life Strategies ([PDF](#) or [print](#)) if you're completing a full certificate as it includes all "Time to" chapters

³ *Career Recovery* is targeted for navigating career transitions within a post-pandemic world. The more generic book, *Career Flow and Development: Hope in Action* (Niles, Amundson, Neault, & Hyung, 2021) is also permissible (eBook or Print available through [Cognella](#)).

⁴ This textbook is a required reading throughout the Career Management Professional Program. You can either purchase the full book or download relevant chapters for free.