



10 TIPS FOR ACQUIRING SKILLS TO GROW YOUR CAREER

Coming FALL 2012

- 1. Begin with the end in mind.** Stephen Covey calls this the personal leadership habit. Having a single vision towards what you want to achieve personally and professionally will make you more diligent and decisive.
- 2. Recognize what you need to learn.** Identify what skills, knowledge, and competencies you need to develop to advance your career.
- 3. Benchmark your competencies.** Identify and connect with people who have the career you want. What skills do they have that you lack? How did they acquire those skills? What advice can they provide?
- 4. Start small.** Consider short webinars, workshops, and/or lunch 'n learns. Starting small is generally easier to fit into busy lives and limited budgets. This approach may take longer, but any action is better than no action.
- 5. Make space.** Recognize that, as you add professional development activities, other things will likely need to shift. [Analyze your time](#) to identify what you can set aside. Ask friends and family for help with various household chores. Negotiate time, during your work day, that can be used for your studies.
- 6. Find learning that fits.** Consider your learning style, stage of life, roles, and responsibilities, geographic location, budget, professional goals, and job or certification requirements. Ensure the learning method you choose will support learning success. [Contact us](#) for e-learning opportunities, in-house training, or help with creating your learning plan.
- 7. Find a study buddy.** Whether sharing the drive to and from "school," partnering on various projects or assignments, or simply offering support, learning with someone can be more effective. Beyond particular courses, also **find a coach or mentor** who will help you identify next steps on your learning journey.
- 8. Get creative.** Take advantage of free and low cost learning opportunities. Use social media sites to join topical groups and participate in ongoing discussions. Seek out new projects to stretch your capabilities; commit to learning at least one new skill with each project you work on.
- 9. Be visible and vocal.** Don't hesitate to take charge of your career. Communicate your career goals with colleagues, supervisors, and managers. Connect with relevant professional associations, attend conferences and networking events, and effectively use social media such as LinkedIn and Facebook.
- 10. Have fun learning.** Approach learning with a balanced amount of seriousness and fun! Take books to read in the park; form learning groups with like-minded people. Make flash cards or use mnemonics to help you memorize and retain information. Fully engage and participate to optimize your learning opportunities.



Welcome to the Team, Mary!

Life Strategies Ltd. would like to welcome Mary Power to the team. In addition to her work with the Aldergrove Fair days, Mary is assisting us with administrative duties throughout the summer. To learn more, [click here](#).

Check out these upcoming courses; just click on the course names below for more information. For many of our CMPP students, September 30th is your **2-year certificate completion deadline**. Be sure to plan ahead – contact the [Student Advisor](#). If you can't make the 2-year deadline you may apply for a certificate extension; however read our [course catalogue](#) for full details.

Keep in mind that we can arrange special sessions, of any course, for intact groups, as well as facilitate workshops on a wide-variety of topics. [Contact us](#) to discuss your options.

CMPP Courses:

- **Researching Workplace Trends, Career Information, and Employment Possibilities**
- **Group Facilitation Strategies for Career Programs**
- **Career Development Foundations, Emerging Theories, and Models**

Certificate Courses:

- **CPE 510: Fundamentals of Psychometric Assessment**
- **Foundations for Practice in Educational and Vocational Guidance**
- **Job Developer**

Short Courses:

- **Managing Diversity at Work**
- **e-Coaching**

[Click here](#) for our full course schedule

Webinar Recordings:

Missed a webinar? Purchase a CCPA webinar recording for only \$55 (\$45 for CCPA members)

- **Retirement Readiness: Preparing to Become "Semi-Leisured"**
- **Navigating Job Loss: A Puzzling Process**
- **Leadership Lessons Part 1 & 2**
- **Integrating Assessments into Career Conversations**
- **Career-Flow: A Hope-Centered Approach, Part 1 & 2**

DID YOU KNOW?



Life Strategies Summer Reading Sale!

As you get ready for our Fall 2012 courses, remember our Summer Reading Sale on until August 31st. When you place an order for any course, you'll receive an e-book of your choice for FREE! [Click here](#) for full details.



Research Participants Needed: Job Search Outcomes Survey

This anonymous survey investigates how job seekers set goals, deal with obstacles, and interact with others. If you are currently a job seeker [click here](#) to participate. If you know of any job seekers, feel free to let them know about the survey.

New CJCD Article On Self-Employment Features Look Before You Leap Project

In this exploratory study, Neault, Pickerell, and Saunders, investigated Career Development Practitioners' (CDPs) opinions of self-employment, what factors lead them to engage in self-employment conversations with clients, and what aspects impacted perceptions of self-employment as a viable option for clients. [Click here](#) to read more.

NEW RESOURCES



CERIC's Survey of Career Service Professionals

This survey gathered information on demographics, CERIC and its programs, professional development and learning, research, career capacity/mobility, and technology access and awareness. [Click here](#) for the highlights report and summary PowerPoint. [Regional analyses](#) are also available.

Love and Accept it All – A Journey from Near Death to Bliss

After recovering from a severe car crash, Cristy Lynn Hayden shares her story in this new book. [Click here](#) for more information or to order a copy.

STUDENT OF THE MONTH



August's student of the month is Barb Kruger. Barb continually went above and beyond course requirements striving for excellence in all course activities, discussions, and assignments. Outside of the "classroom" Barb sought to apply her learning in real-life scenarios with enthusiasm. She founded and coordinated the Voices Intercultural Youth Leadership Program, worked with international schools, and worked for an international charity building partnerships with groups involved in social and economic development. Her passion is to love life to the fullest and to "be the change we wish to see in the world," assisting others to do the same!

From Barb: The CMPP program was truly the best educational experience I've had because I could do it around my other activities and work. The flexibility and support, encouragement, and detailed feedback from of all the staff allowed me the opportunity to really engage and utilize my capacities to their maximum potential.

CONGRATULATIONS



Dean Peachment has successfully completed his **Rehabilitation Specialist** certificate.

Kathie Landrie has successfully completed her **Case Manager** certificate.

The following students have recently completed their **Psychometric 'B' Level Assessments** Certificate:

- Alice Richardson
- Barb Kruger
- Peter Frauley
- Sivan Nitzan
- Amanda Kiatipis
- Donika Madjirova
- Richard Shelson
- Vanessa Lurie
- Barb Pierce
- Lani Siminoff
- Sarah Greenwood