



## 10 TIPS FOR ETHICAL PRACTICE

- 1. Understand the importance of ethical practice.** Ethics guide our practice. They outline professional roles, boundaries of competence, reporting duties, and appropriate relationships. Ethics provide a philosophical viewpoint of right and wrong.
- 2. Review relevant ethical codes.** Identify codes relevant to your work and understand implications for your practice – see [CCPA](#), [CDN S&Gs](#), [GCDF](#), [HRMA](#), [NCDA](#), or [VRA](#) for examples. Some codes are more in-depth than others; invest time in looking at more than one to get a broad sense of ethical practice. Pay close attention to any code you've signed, or are party to, based on membership in a professional association or a professional credential/designation.
- 3. Don't print it, post it, and pray.** According to [10 Things You Can Do to Avoid Being the Next ENRON](#), ethical codes "need to be actual living documents encouraged and valued at the highest levels." Simply posting a code on a bulletin board isn't enough; management needs to actively support, encourage, and model ethical practice, setting examples with high standards.
- 4. Make ethics dynamic.** Bring ethics to life by engaging in workplace discussions on ethical practice and issues. Consider developing an ethical resource centre or ethical committee that can regularly discuss challenges currently being faced or anticipated in the future. Ensure discussions can occur without fear of retribution or ridicule; a "safe place" to talk ethics is paramount.
- 5. Be proactive.** As your work evolves, think about the ethical dilemmas that may emerge and plan in advance. Consider a scenario-planning approach (i.e., think of a potential dilemma; then use a decision-making process to identify and evaluate possible solutions).
- 6. Recognize ethical dilemmas.** The first step in any ethical decision-making process is to recognize that an ethical dilemma exists. This may be more challenging than it seems as individuals will have different ideas about what constitutes a dilemma. Be willing to engage in respectful dialogue with someone who has a different opinion than you – don't judge . . . you may learn something new.
- 7. Follow an ethical decision-making model.** An ethical decision-making model provides a structure for working through ethical dilemmas, helping to ensure that every angle is covered, each party is acknowledged, and all the risks and benefits of every action is considered. [CCPA](#) has a great example of a step-by-step process to making ethical decisions.
- 8. Acknowledge shades of grey.** The "black and white" of ethics is easy . . . it's the shades of grey that pose a challenge. In some instances, you have to choose the better of two less-than-ideal options in order to resolve an ethical dilemma. What works one time, doesn't necessarily work the next. Learn from every situation and be willing to do things differently next time.
- 9. Take action.** Although not directly involved, you may witness unethical activities. Be willing to help others explore ethical implications of the situation rather than standing idly by; doing nothing may, in itself, be unethical.
- 10. Engage in professional development.** Ethical practice requires continuous attention. Take a course (such as our [10-hour Ethics Essentials e-course](#)) or participate in [webinars](#), [workshops](#), or [seminars](#). Read relevant articles, including those on emerging ethical topics such as [ethics and email](#) or [ethics and social media](#), and/or follow blogs discussing the [topic of ethics](#).



## Coming WINTER 2012

We hope you'll join us in our upcoming courses.

Click on the course names below for more information.

### Starting soon . . .

- **Career Development Foundations, Emerging Theories and Models - February 8**
- **Work Search Essentials 1: Resumes, Cover Letters and Career Portfolios - February 8**
- **Ethics Essentials for Career Practitioners - February 8**

### CMPP Courses:

- **Administering and Interpreting Career Assessments**
- **Outplacement and Career Transitions**
- **Career Coaching Skills**

### Short Courses:

- **Proposal Writing / Responding to RFPs**
- **Marketing Programs and Services**

### Certificate Courses:

- **CPE 510: Fundamentals of Psychometric Assessments**
- **Look Before You Leap: Self-Employment Survival Strategies**
- **Job Developer**

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

Are you a leader who wants to stay engaged and on track? Join us for our upcoming **Leadership Lessons for Transformational Times** webinar - Tuesday February 7, 10am PT. Register and receive a free PDF copy of *Leadership Lessons for Transformational Times* book - [click here](#) for details.

[Click here](#) for a list of Roberta's upcoming webinars; topics include: Career Engagement, Retirement Readiness, Self-Employment, and Strengthening Optimism

# DID YOU KNOW?



Life Strategies Ltd. has been granted a 2012 CCDF Endowment Fund for an innovative training project: **Where's the Work?** Helping Career Practitioners Explore Their Career Options. Help us help career practitioners explore their career options . . . [click here](#) to learn more.

**Career Development Connections** offers a weekly newsletter to stay up-to-date on job postings, upcoming training, and other relevant info. Sign-up at [www.CareerDevelopmentConnections.com](http://www.CareerDevelopmentConnections.com)

Roberta Neault, Deirdre Pickerell are presenting several sessions at the 2012 Career Development Conference. Their topics include: 10 Tips for Identifying Themes and Patterns Across Assessment Results, Exploring the MajorsPTI™/PTE™: An Alternative to the Myers-Briggs Type Indicator, and Reflecting on Your Own Career Engagement. Life Strategies will also have an exhibitor table . . . be sure to pay us a visit! [Click here](#) for registration and details.

# NEW RESOURCES

*The Sequel: How to Change Your Career Without Starting Over*, by Laurence Shatkin. Available at <http://jist.emcpublishingllc.com/the-sequel.html>

*Career Counseling*, by Mark. L. Savickas. Available at: [www.amazon.ca/Career-Counseling-Mark-L-Savickas/dp/143380980X/ref=sr\\_1\\_1?ie=UTF8&qid=1327685006&sr=8-1](http://www.amazon.ca/Career-Counseling-Mark-L-Savickas/dp/143380980X/ref=sr_1_1?ie=UTF8&qid=1327685006&sr=8-1)



*A Multi-Sectoral Approach to Career Development: A Decade of Canadian Research*, Edited by Robert Shea and Rhonda Joy. Available at: [www.cjcdonline.ca](http://www.cjcdonline.ca) (note: online version available soon)

# STUDENT OF THE MONTH



Sharon was chosen as February's Student of the Month based on the incredible dedication to her professional development and significant contributions to the Life Strategies learning community. In addition to thoughtful contributions to discussions and exceptional assignments, Sharon is a wonderful supporter of her fellow students; she never hesitates to jump in to respond to questions or find additional resources to share. We're thrilled to have Sharon as one of our students.

Sharon wrote: I have achieved an MA (Leadership and Training) and the CHRP designation. My background is in Human Resources/Management, and I have worked in the Career Development field for 1 ½ years in Nanaimo. I love having the opportunity to explore the close link between HR and Career Development. I have really enjoyed the Life Strategies classes I have taken. I love the opportunity to learn not only from the facilitators, but from other students in the class who have more experience in the career development field or different backgrounds from me. My goal is to complete the GCDF certification in April. Thank you for giving me the opportunity to learn and grow through these courses.

# CONGRATULATIONS



The following students have recently completed their **Case Manager** certificate:

- Judy Dickson
- Kelly Dunn
- Shannon Inglis
- Anai Sangrar-Ordonez
- Annie Wilson

The following students have recently completed their **MajorsPTI™ and/or MajorsPTE™** certification:

- Christine Dunn (PTI/PTE)
- Donna Hayes (PTI/PTE)
- Ann Nakaska (PTI/PTE)
- Laurie Sing (PTI/PTE)
- Tejal Solanki (PTE)

The following students have recently completed their **Psychometric Assessments "B Level" Qualification Training** certificate:

- Norman Bodach
- Amy Johnson
- Kris Trotter



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