



10 TIPS TO FIT PROFESSIONAL DEVELOPMENT INTO A BUSY LIFE

Coming Spring 2011

- 1. Make it a priority.** If you don't there is unlikely to ever be a perfect time.
- 2. Take time to reflect.** [Benchmark](#) your current professional competencies against where you'd like them to be – either to move forward in your current position or to prepare for the next step in your career.
- 3. Be strategic.** Make good use of your time and professional development resources by intentionally filling your identified gaps.
- 4. Start small.** It's generally easier (and more affordable) to fit in a 1-hour webinar or evening workshop than to take a full course or program.
- 5. Find learning that fits.** Consider your [learning style](#), stage of life, roles and responsibilities, geographic location, [budget](#), professional goals, and job or certification requirements. All these, and more, will impact the learning opportunities you choose – whether formal or informal; individual courses, certificates, or degree programs; in-house, classroom-based, or online. Independent reading, job shadowing, cross-training, in-house training, workshops, webinars, conferences, and scheduled courses all meet specific learning needs.
- 6. Organize your time.** Most professional development activities can be clustered into two categories – tasks that can be accomplished a few minutes at a time and tasks that require dedicated time for deeper reflection, reading, and/or writing. Strategically plan your professional development activities – make a list of 5 minute tasks that you can easily do “off the side of your desk” (e.g., registering for a course, ordering a book, Googling a topic, downloading an article). Then, block chunks of dedicated time for reading, taking a course, or attending a conference.
- 7. Find a coach, mentor, or even an expert to observe from afar.** Learning doesn't have to be formal. In fact, it can be more efficient to learn by watching, working alongside, or talking through your challenges with someone who knows your field well.
- 8. Attend a conference.** Some people find it easier to take time off work to focus on professional development. Consider choosing one annual conference as your professional home – a place to learn and network.
- 9. Be creative.** If you don't find the professional development opportunity you need, make it happen. Arrange for [customized in-house training](#), request training topics from your professional association, negotiate a “directed studies” course with a subject matter expert, or do some independent research on a topic that interests you.
- 10. Give back.** Share what you've learned. Contribute to a blog or newsletter, facilitate a “lunch and learn” for your team, submit a proposal for a conference presentation, or write an article for a professional journal. It's amazing how much you'll learn as you prepare to teach others!



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

Click on the course names below for more information.

There's still time...these three classes are starting soon:

- **Diverse Clients - Mar. 2**
- **Employment Readiness - Mar. 9**
- **Career Coaching - Mar. 16**

e-Courses starting in the New Year:

- **Marketing Programs**
- **Managing Diversity**
- **Successful Academic Writing**

CMPP Courses:

- **Work Search Essentials 2**
- **Ethics Essentials**
- **Helping Skills**
- **Career Development Theories**

Certificate Courses:

- **Personality Dimensions**
- **CPE 521**
- **Job Club Coach**
- **Case Manager**

To view our full course schedule, please [click here](#)

**Look Before You Leap:
Self-Employment Survival Strategies**

Join us for the upcoming pilot course:

- March 9th, 8:30 - 4:30, Vancouver
- March 16th - 25th, online
- View our [flyer](#) for more details

**Building An Employee Career
Development Process - April 28**

- BCHRMA - Victoria
- Details at www.bchrma.org

DID YOU KNOW?



As career practitioners, you have a chance to influence revisions to our Canadian Standards and Guidelines. More info at: <http://www.slideshare.net/markfranklin/revitalization-of-cdn-standards-guidelines-for-career-development-practitioners>

Youth unemployment after global economic crisis was the highest on record. Read more at: http://www.ilo.org/empelm/what/pubs/lang--en/docName--WCMS_143349/index.htm

There's a worldwide movement called "Decent Work" (<http://www.ilo.org/global/topics/decent-work/lang--en/index.htm>). Interestingly, Canada isn't one of the countries listed. What can you do to facilitate decent work for all Canadians, as well as those impacted by our global economy?

Life Strategies is available for in-house training.

Hot topics include:

- Retirement Readiness
- Managing Challenging Clients
- Structuring Your Assessment Process
- Building a Corporate Career Development Program
- Career Flow: A Hope-Centred Approach to Career Development
- Leadership Lessons for Transformational Times

Contact us to discuss your training needs: info@lifestrategies.ca

CONGRATULATIONS



Susan Kiverago has successfully completed her Global Career Development Facilitator Certificate in the Career Management Professional Program

Diana Abath has been awarded her GCDF credential

The following students have recently completed their Job Club Coach Certificates:

- Andrea Fung
- Cathryn McPhee
- Chris Newell
- Cindy McMillan
- Julie Denesik
- Toby Schnoor

NEW RESOURCES

Coming Soon!

***Look Before You Leap: Self-Employment Survival Strategies*, Deirdre A. Pickerell and Roberta A. Neault**

Topics include history of self-employment, characteristics of the self-employed, entrepreneurial readiness, trend-spotting, and the logistics of self employment including developing business plans, marketing, managing money, accessing professional supports, and evaluating success.



New Tip Sheets. Click on the title name to view the full tip sheet.

- [Building a Career Development Process](#)
- [Concepts in Career Theory](#)
- [De-Escalating Conflict](#)
- [Essential Questions to Structure Your Assessment Approach](#)
- [Managing Challenging Clients](#)
- [Tips for Memorization](#)
- [Writing Effective Proposals](#)



604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca