



10 TIPS FOR CAREER MANAGEMENT FOR CAREER PRACTITIONERS

In February 2012, to support the *Where's the Work? Helping Career Practitioners Explore their Career Options* project, Life Strategies surveyed Career Development Practitioners (CDPs); stayed tuned for survey results on our [blog](#). Below are general tips for managing your career; read more about upcoming webinars from this project under New Resources on page two.

- 1. Take time to reflect.** [Career engagement](#) results from matching challenge to capacity. Are you feeling overwhelmed, underutilized, or fully engaged? What's working and what's not at this point in your career?
- 2. Take stock. Are your skills current and in demand?** Is your attitude showing . . . and is it good? Do your values mesh with your organization's? How does your current job match your interests and personal style? Are you [optimistic](#) about your job? Organization? Sector?
- 3. Benchmark your skills and competencies.** Find role models and success stories. Clearly identify what sets them apart, then do a gap analysis. What skills do you need to acquire or further develop in order to be successful in this field?
- 4. Look around.** Have you kept up with changes in career services locally, regionally, nationally, or internationally? Does this sector (still) feel like home?
- 5. Identify trends.** What types of programs and services are growing in your area? Which programs and services are being cut? Do changes seem random or do you understand the rationale?
- 6. Explore opportunities.** Conduct research online. Attend networking events. Conduct informational interviews. Consider using vacation days to job shadow, take on an enrichment project, or attend a workshop, seminar, or conference. If it is time to move on, strategically ensure a gracious exit.
- 7. Be visible.** People do hire who they know. Build "brand recognition" through volunteering at professional events, writing for e-newsletters or blogs, contributing to relevant listservs or social media groups, offering workshops and courses, and presenting at conferences.
- 8. Commit to continuing education.** Although employer support and/or funding for professional development is always appreciated, don't abdicate responsibility for keeping your skills and certifications current. Be intentional about continuous learning. If you need Continuing Education Units (CEUs), know what counts and plan ahead to ensure you invest your time and money strategically.
- 9. Keep your documentation current.** Just like the cobblers' kids having no shoes, career practitioners often have out-of-date resumes, bios, and career portfolios. Set reminders for regular updates and allocate priority time to the task. Be prepared for happenstance.
- 10. Walk your talk.** Likely none of this is new to you; you tell your clients the same things every day. Be intentional about managing your own career and be responsive to the ongoing changes that impact your work.



Coming SPRING 2012

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

Click on the course names below for more information.

Starting soon . . .

- **Group Facilitation Strategies for Craeer Programs - March 14**
- **Personality Dimensions Facilitator Certification and Bridging - March 14**
- **Marketing Programs and Services - March 21**
- **Understanding Diverse Clients - March 21**

CMPP Courses:

- **Helping Skills to Facilitate Career Development**
- **Work Search Essentials 2: Interview and Negotiation Strategies**
- **Employment Readiness: Preparing for the World of Work**

Short Courses:

- **Managing Diversity at Work**
- **Consultants and Organizational Systems: Tips for Successful Interactions**

Certificate Courses:

- **Majors PTI Assessment Qualification Training**
- **Case Manager**

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

Upcoming Webinars:

- **Strengthening Optimism: Building Hope for the Future - March 20**

Roberta Neault and Deirdre Pickerell are presenting several sessions at the Career Development Conference, March 5 - 6, 2012. Life Strategies will also have an exhibitor table . . . be sure to pay us a visit! [Click here](#) for registration and details.

DID YOU KNOW?



Roberta Neault, Deirdre Pickerell and Nancy Arthur, and Dave Redekopp. will be presenting “**Thoughts on Theories**” at this year’s CCPA Annual conference? This workshop provides an opportunity to learn about some of the emerging theories and models that are influencing our work, locally and internationally. Engage with 4 of the contributing authors to the December 2011 Special Issue of the Journal of Employment Counseling as they demonstrate how to put theory into practice through examples, case studies, and experiential activities. [Click here](#) for registration and details.



Bowl for Kids Sake: This year Life Strategies will again be participating in the Big Brothers Big Sisters organization’s Bowl for Kids Sake event on April 14th. Help us raise money to support our local children who need a mentor. [Click here](#) to support our team.

NEW RESOURCES

National Occupational Classification (NOC) 2011, now available at ow.ly/8Nix2



Career Cruising, has a newly updated [website](#), designed to better reflect their core mission of engaging and inspiring individuals to achieve their full potential in school, career and life.

Where’s the Work? Helping Career Practitioners Explore Their Career Options Project.

3-part webinar series exploring career options, various roles, and diverse settings available to career practitioners - March 14th, 21st, 28th. Handbook available by March 31st. [Click here](#) for details.

Career Strategies for a Lifetime of Success.

The newly revised 3rd edition is now available in print. [Click here](#) to order your copy.

STUDENT OF THE MONTH



We’re proud to introduce Laurie Chisholm as March’s student of the month. Laurie has shown continued growth and development throughout every course she’s taken, always incorporating feedback, linking learning from course to course, and supporting her fellow students. She’s also shown incredible dedication to her studies – doing whatever it takes to keep up with discussions and assignments despite living in a remote community where power and Internet can be unreliable.

Laurie wrote: I have had the opportunity to live and work all across Canada in a variety of employment. I have had the enjoyment working in Addictions while in Alberta and later in Human Resources/Management across the Prairies for a large multi-national company. My favourite work was staying at home with my children while they were younger. I have worked the last 2.5 years in Career Development in Haida Gwaii where I have lived for the past 16 years. Taking Life Strategies Courses has been a challenge as we don’t always have the perks of the 21st century like power or internet but exercising my mind has been enjoyable and I hope to complete the GCDF certification by spring.

CONGRATULATIONS



Bev Grasse has successfully completed her **Employment Facilitation / Work Search Specialist** certificate.

Sandra Lim has successfully completed her **Organizational / Career Development Specialist** certificate.



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