

CAREER DEVELOPMENT WORKSHOPS*

CAREER SELF-RELIANCE: SURVIVING AND THRIVING IN THE “NEW” WORKPLACE

One of the keys to success in today’s world of work is *career self-reliance* — the ability to actively manage worklife in a rapidly changing environment and the attitude of being self-employed whether inside or outside an organization. Acquiring the skills and knowledge to become career self-reliant will enable employees to survive and even thrive in times of great change. Ideas explored in this workshop include:

- job security no longer rests only with one’s loyalty and commitment to a company
- career self-reliance competencies maintain and build employability
- lifelong learning is key to professional and personal development

Participants will learn the keys to understanding career management in the “new” workplace. An assessment of Career Self-Reliance will be completed and the elements required for a successful career action plan will be outlined.

WHAT TO DO WHEN YOU DON’T KNOW WHAT YOU WANT TO DO

This workshop introduces the career management process which begins with self-assessment and exploring options. Self-assessment helps identify an individual’s unique blend of skills, interests, personality preferences and values. Exploring options becomes the next step toward the development of an action plan. Through exercises and group discussion, participants will learn how to approach career management in a systematic and creative way.

BUILDING YOUR NETWORK

Research on top performers indicates one of the keys to success is “networking” both within and outside the organization. Building relationships is a fine art which can be

learned, but needs to be continually practiced. Networking from a broad perspective is an important career and life management tool.

Participants will learn:

- to build an effective network
- to communicate with purpose, power and persistence
- techniques for keeping the network alive

EXPLORING OPTIONS: THE INFORMATION INTERVIEW

A personal meeting with an expert is an effective way to exchange information on trends, careers, opportunities and skills required for specific fields. In the new decade the ability to conduct an effective informational interview will broaden an individual’s knowledge of business and industry, and will increase visibility inside and outside the organization.

Participants will develop strategies for:

- preparing for an informational interview
- professionally guiding the discussion
- establishing a positive, lasting impression

CAREER FITNESS: STAYING IN SHAPE FOR 2000 AND BEYOND

The ability to respond to changing work conditions enhances an individual’s employability. Career Fitness offers a model for enriching current positions while staying in place. It means developing responsibility and initiative to focus on the work that needs to be done versus a singular focus on “the job.”

Participants will discover how to:

- evaluate current skills to meet the needs of the “customer” — the employer
- measure progress toward career self-reliance and meet the changing needs of the organization
- identify trend information necessary to predict future learning needs

BENCHMARKING YOUR SKILLS

Benchmarking is a critical tool for individuals to maintain career fitness and future employability. It is the practice of comparing individual skills to a standard of excellence and to what the market currently requires. This process will help employees:

- measure their competitiveness in the market place
- identify potential gaps in their skills, experience and knowledge
- keep up with the pace of change in today's world of work

TRENDS: IMPLICATIONS FOR YOUR CAREER

Change is the one constant we can count on; it's part of the human condition. However, the pace of change is quickening. It is becoming more complex and unpredictable. This transformation in the nature of change is affecting our jobs, the way we work and our careers. Employees' ability to understand business trends and their implications will make them more effective in their current and future positions. Ideas explored in this workshop include:

- business trends reshaping career opportunities
- implications of these trends for career decision making
- strategies for identifying current and future trends.

SETTING AND ACHIEVING GOALS: IMPLEMENTING YOUR ACTION PLAN

Goals are a key tool for organizations, teams, and individuals to establish priorities, measure progress, and focus energy. The process of setting and achieving goals offers an ongoing opportunity to increase communication, build trust, and generate commitment. Participants will learn how to:

- clarify objectives
- fine tune goals during implementation
- deal skillfully with resistance
- sustain motivation and enthusiasm

RESUMES/COVER LETTERS FOR ALL REASONS

The resume is an important career management tool that can be used for more than one purpose. An appropriate cover letter is just as important! Participants will learn how to write effectively to reflect their unique qualifications. (3 hours)

INTERVIEWING: CONNECT, COMMUNICATE, CONVINCe!

Learn to improve your interviewing effectiveness so you stand out against the competition. This workshop will provide individuals with the skills to interview with confidence and land that job. Participants will learn how to prepare for the interview and deliver an effective presentation, both verbally and visually. Through role-playing, individuals will become more effective in answering difficult questions in both the behavioral and traditional interview.

CAREER DECISIONS FOR THE MATURE ADULT

Planning ahead can make life easier. Couples typically consider financial and estate planning issues but may not be addressing critical career planning issues either individually or as a couple. Retirement is a word that needs to be retired! With current life expectancies extending into the 80's, the rocking chair may not be the life of choice for the productive Senior. Through individual assessments and activities/discussions, participants will engage in a process of self-examination and sharing as a couple to experience a proactive approach to planning for this important stage of life. (Instructed jointly with Richard Berrett, Ph.D. Offered in four 2 hour sessions.)

* Unless otherwise noted, workshops are 60 - 90 minutes in length to accommodate a "Lunch 'n Learn" format. All include interactive activities and Q&A opportunities to address individual needs.