

**Facilitating Client Career Transition Success:
Bridging the Gap Through
Special Topics Training
Direct Client Support
Consultation & Outreach**

Helping Clients Find and Achieve Their Goals

Special Topic Workshops for Clients

Direct Client Support

Professional Development for
Agency Personnel

Consultation on Client Barriers

New Client Outreach and Collaboration



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Facilitating Client Career Transition Success Through Special Topics Training

Direct Client Support:

Self Awareness:

Career Assessments:

- Myers-Briggs Type Indicator (MBTI) Interpretation
- Strong Interest Inventory (SII) Interpretation:
- StrengthsFinder (or StrengthsQuest)

Learning Strategies & Career Success:

- Learning Strategies and Career Success
 - Taking Information In
 - Thinking About Information
 - Processing Information Together
-
- Identifying Your Transferable Skills

Education and Career Research:

- Planning for an Unpredictable Future
- When Skills are No Longer in Demand
- How to Get Your Dream Career
- Educational Choices You Won't Regret Later
- Career Success Starts Now
- Career Opportunities for Creative People
- Pursuing a Passion? Consider the Cost

Job Search Skills:

- Unemployed and Looking for Answers
- Job Search Tips for Unique Populations
- Social Media & Career Success
- Networking Savvy
- Resumes for Today's Job Market
- Perfecting the Interview Process

Developing Life and Coping Skills for Success:

- Generational Differences
- Help - Asking, Giving, and Receiving
- Managing Conflicting Priorities
- Meeting Financial Responsibilities
- Managing Life's Transitions
- Decision Making Dilemmas
- Unfamiliar Worlds

Staff Support—Professional Development:

- Planning for an Unpredictable Future
- Facilitating Career Development
- Shedding Light on Hidden Barriers

Direct Client Support

Client Workshop Titles

Self Awareness

Career Assessments:

Myers-Briggs Type Indicator (MBTI) Interpretation: *Ensuring Your Best-Fit Personality Type*

After having taken the official Myers-Briggs Personality Type Indicator (MBTI)®, participants will engage in an 'interpretation' session where they will receive their personalized MBTI report, and an explanation of what that report means. Participants will also be given additional resources to help them understand the information presented and determine whether or not their report results are accurate.

Strong Interest Inventory (SII) Interpretation: *Discovering What You Love to Do*

After having taken the official Strong Interest Inventory (SII), participants will engage in an 'interpretation session' where they will receive their personalized report and an explanation of what that report means. Participants will also receive information about how to find potential jobs/careers that are compatible with their reported interests.

StrengthsFinder (or StrengthsQuest): *Recognizing Your Strength Themes*

After having taken the official StrengthsFinder®, participants will engage in an 'interpretation' session where they will receive their personalized StrengthsFinder report, and an explanation of what that report means. Participants will also be given additional resources to help them understand the information presented and determine whether or not their report results are accurate.

Learning Strategies & Career Success:

There are many ways to teach and learn, and several things that affect the learning process. Learning is required throughout life, and a person's ability to learn will impact his/her academic and career success. This workshop introduces participants to three types of theories related to how people take in, process, and apply new knowledge. Individuals will take an assessment to identify their preferred sensory style of receiving new information, and will receive many tips for utilizing those preferred ways of learning. Tips and tricks for adapting to different teaching styles will also be discussed. Due to the depth of content, this topic is broken down into four modules: 1) Learning Strategies and Career Success 2) Taking Information In 3) Thinking About Information and 4) Processing Information Together.

Learning Strategies and Career Success—*Why Learning Styles Matter*

Taking Information In—*Information Gathering and Processing*

Thinking About Information—*Mental Processing*

Processing Information Together—*Collaborative Learning*

Identifying Your Transferable Skills: *Are You a Team Player, Problem-Solver, Leader, Great Communicator?*

Participants will learn what transferable skills are. They will know how to identify many transferable skills they have developed as a result of their innate abilities, education, work experience, and life experiences. Participants will also receive information about how to find potential jobs/careers that need such transferable skills.

Direct Client Support Client Workshop Titles

Education and Career Research

Planning for an Unpredictable Future: *How to Respond to a World of Constant Change*

Today's job seekers need to make decisions in a world of constant change. Participants will understand what factors affect career decision-making, which factors are stable, and which factors are not. Participants will understand which factors they can control, and which factors they can't control, which will allow them to make effective decisions in a world of uncertainty and constant change.

When Skills are No Longer in Demand *What Should You Do When You See the Warning Signs?*

The world is in a state of constant change and it affects people's jobs. Some people may discover at mid-career or pre-retirement age that their careers and/or the skills they have developed over time are no longer in demand. Should they try to find other employment, they will discover limited prospects with their current skill-set. This can be scary, and most adults do not know how to respond. Participants will discover options, resources and activities that can help them navigate this transition in their lives, and make decisions about what to do next.

How to Get Your Dream Career: *Identifying Pathways to Your Dream Job*

This workshop will introduce participants to a four-phase process for finding and achieving their dream career, and will be able to identify four different types of jobs that will prepare them to achieve that dream. They will also receive tips for what to do when their dream job does not yet exist. They will receive resources for researching and preparing for potential entry-level and transition jobs.

Educational Choices You Won't Regret Later: *What You Need to Know and Do To Ensure You are Making Wise Decisions about Your Education*

Participants learn about what they need to know and do to make effective education choices so they can ensure that their long-term education and career goals are achieved. They will learn about how formal and informal education works, how it relates to careers and labor market trends, and what information they need to consider when making decisions regarding what type and how much education they need to achieve their goals.

Career Success Starts Now: *Why Just Passing Classes is Not Enough*

Many students tend to assume that in order to achieve their career dreams all they have to do is go to class and get good grades. Then when they graduate, there will be a job waiting for them. Yet career success involves much more than just classroom success. Participants will learn about what they need to know and do to translate their education into a good job.

Decision Making Dilemmas: *Why is It So Hard to Make Decisions?*

Participants will learn why decision making can be difficult for some people, what affects the decision-making process, and receive some resources and tips to improve decision-making skills.

Career Opportunities for Creative People: *The Fine Arts & Beyond*

This workshop explores a wide variety of careers and jobs that require creativity skills and allow for self-expression. It discusses what these careers have in common, and groups them according to 'career clusters'. Participants will receive tips and resources to facilitate exploring potential creative careers.

Pursuing a Passion? Consider the Cost: *"Doing What You Love" Has a Price Tag*

Many people have a desire to live a life in pursuit of passion. This can include living for a cause that is greater than oneself, or to make a living by doing what they love. Yet these things do not just happen, or even happen by accident. Being driven by a cause often involves planning, discipline, focus, and sacrifice. It also tends to consume one's life and requires going against the familiar and the expectations of society. Therefore the consequences are many. This workshop will discuss those costs and help participants examine whether or not they are ready to pay the price to pursue passion.

Direct Client Support Client Workshop Titles

Job Search Skills:

Unemployed and Looking for Answers: *What they need: Information, Resources and Support*

Participants will receive helpful and practical information and resources for where to find information, resources, and support for their job search process; how to transition into a new direction for a new career; how to address their educational needs and questions; how to address and meet financial, personal, and emotional needs; and how to discern where their priorities should be so they can recognize what they need to do next.

Job Search Tips for Unique Populations: *Unemployed, Over 40, Over Qualified, Disabled, Veterans, and Flawed Past*

Today's job seekers need to make life decisions in a world of constant change. People who are unemployed, over 40, over qualified, military veterans, disabled, or have a flawed past, face potential barriers to employment which others do not. Participants in this workshop will receive information helpful to all job seekers, as well as some helpful hints to address their unique barriers.

Social Media & Career Success - By Maintaining a Positive Online Presence: *Social Networking, Photos & Videos, Email, Websites, Blogging and "Personal Branding"*

Participants will understand what an "online presence" is; why it is important; how they can build, monitor, and manage their online presence; and how to build a personal/professional brand.

Networking Savvy: *Making the most of your personal, professional, and online connections*

Participants will understand what networking is, why it is important to career success, and what they need to do to develop good networking skills.

Resumes for Today's Job Market: *The "Rules" have changed. Does your resume reflect the new rules?*

This workshop discusses four items associated with resume building, how the rules of resume composition have changed in the past few years, and the purpose, contents, and types of resumes. It also introduces cover letters, online presence and personal branding. Participants will receive additional resources to assist with their resume composition.

Perfecting the Interview Process: *Preparation and Practice Make Perfect*

Participants will learn about the purpose of interviews, how to prepare, practice, and perform in interviews, how to present a professional image, and create a positive ending of an interview. Participants will also receive additional tools and resources to help with their interviewing process.

Direct Client Support Client Workshop Titles

Developing Life and Coping Skills for Success

Generational Differences: *Four Generations -- Worlds Apart on Perspective, Values, Priorities, and Lifestyle*

Participants will learn about the current four living adult generations (*Matures, Baby Boomers, Generation X, and Millennials*) and understand how they are very significantly different regarding their perspectives, values, priorities, lifestyles, and use of technology. By recognizing those differences, participants will learn how to appreciate and work with people of different generations, and thus improving their career success, interpersonal, and conflict management skills.

Help - Asking, Giving, and Receiving: *Solving Problems Without Ruining Relationships*

Going through new seasons of life, or seasons of adversity, requires learning how to do things differently. Navigating these seasons often involves getting help from others – people and institutions. Yet, the American culture is one that expects people to be self-sufficient in all situations, and to ‘pick oneself up by their own bootstraps’. Therefore, for many adults, asking, receiving and giving help can be a foreign concept, and thus may have difficulty doing so in a way that does not create stress and strain on relationships. This workshop will identify what affects helping, assist participants to clarify the actual need; identify who, when, where and how to ask for help; recognize how to respond when receiving help; and respond to requests for help from others.

Managing Conflicting Priorities: *School, Work, Personal Life? (Making Decisions About What is Important and What is Not)*

Participants will learn how to identify which factors should be considered in determining priorities. Participants will receive tools to help them to clarify and rank their priorities, and what sacrifices they are willing to make to maintain those priorities. Participants will also receive tools to help them identify their short-term and long-term priorities, and for ensuring that their goals and priorities are in alignment.

Meeting Financial Responsibilities: *Getting Your Financial Needs Met By Not "Putting All Your Eggs into One Basket"*

This workshop will give participants helpful and practical information designed to help them identify the attitudes and expectations that allow them to find creative solutions to addressing their financial needs. It will also help them explore many options for generating income, lowering financial responsibilities, reducing expenses, and identifying resources for coping with seasons of financial emergency, such as a loss of income.

Managing Life's Transitions: *Personal, Relationships, Societal, Education, Work, Military*

Participants will understand what transitions are, how they impact a person's life, how to identify transition-related challenges, they may be dealing with, and where to go for help in dealing with their own transitions.

Unfamiliar Worlds: *Navigating New Worlds and Adjusting to New Environments (College, Work, Military, Unemployment, New Cultures, and Beyond)*

Entering new environments brings unexpected and potentially uncomfortable challenges. People need to learn how to recognize and respond to those challenges. Participants will learn to recognize what those challenges are, and how to identify potential available support systems that will help them navigate their new worlds.

Staff Support

Professional Development Training

Planning for an Unpredictable Future: *How to Respond to a World of Constant Change*

Institutions and their leaders and employees need to make decisions that affect their clients/customers, and consequently the institution's survival, in a world of constant change. Participants will understand what factors affect their clients that create the trends which affect the institution. They will understand which of those factors are stable, and which factors are not. Participants will understand which factors they can control, and which factors they can't control. This understanding will allow them to make effective decisions in a world of uncertainty and constant change.

Facilitating Career Development

The NCDA Facilitating Career Development training program provides standards, training specifications, and credentials for those who provide career services in a variety of settings:

- Workforce development and government
- Business and Industry
- K-12 education
- Higher education

Shedding Light on Hidden Barriers: *Helping Those in Career transition Holistically Means Their Success Depends on Identifying All Barriers*

Working with all adults, especially those in career transition, requires going beyond just providing instruction and job search support. The unemployed often also face many cognitive and psycho/social challenges as well. The presenter has developed several resources that facilitate adults' transitions by helping them identify and address their complex needs. Some of these resources are represented in the workshops listed in this document for client use. This workshop is based on a presentation at the 2015 CCDA Regional Conference, "Helping Those in Career Transition Holistically: *Their Success Depends on Identifying All Barriers.*"

Additional Workshop Topics

Additional workshop topics can be created as needed.

Career Coaching and Case Management:

Consultant is available to assist clients to develop effective and current job search skills and strategies. Career coach and/or case manager can help with workshop presentation, teaching job search skills (search strategies, resumes, LinkedIn, interviewing, etc.), one-on-one client support, and/ or client caseload management.

Consultation

Consultant is available as needed for one-on-one consultation with staff regarding client barriers and other topics related to the workshop topics presented.

Consultant is available as needed for one-on-one direct counseling with clients who have multiple barriers, and/ or complex challenges.

Consultant is available to plan and execute collaboration activities with community organizations and for new-client outreach efforts. Possible outreach options include higher education, industry sector navigators, workforce development job fairs, chambers of commerce, schools of continuing education, employers' professional development offices, community job fairs, county office of education, county social service agencies, veteran's resource centers, non-profit career services organizations, community-based agencies, faith-based organizations, private-practice career counselors and education counselors, financial advisors, mass media, etc.

Institutional Support

Community Outreach

One-On-One Support and Outreach Available

Consultant is available to plan and execute collaboration and partnership activities with community organizations and for new-client outreach efforts. Possible outreach/collaboration opportunities include:

- Local colleges
- Sector navigators
- Workforce development
- Local chambers of commerce
- Schools of continuing education
- Employers' professional development offices
- Job fairs
- County office of education
- County social service agencies
- Veteran's resource centers
- Employee unions
- Non-profit career services organizations
- Community-based agencies
- Faith-based organizations
- Private-practice counselors (mental health, career, and education)
- Financial Services providers (financial advisors, tax preparers, investment advisors, etc.)
- Local military bases
- Mass Media

A Capability Statement is available upon request.