

Career Development Ideas and Resources

Development Activities for your Current Position

From *Up is not the Only Way* – Beverly Kay

- Skill Variety – increase the number and variety of skills and talents
- Task Completion – do a job from beginning to end
- Task Significance – find ways to make more contribution to others
- Autonomy – increase responsibility, independence, and discretion in determining work procedures
- Feedback – create more opportunities for feedback intrinsic in the job itself, as well as for feedback from peers and leaders
- Interpersonal Relationships – add more opportunities to work more closely with clients or with people in other parts of NU, in addition to other members of your work unit
- Training – add more on-the-job training, special seminars and courses
- Teaching – find an opportunity to teach and train others or make a presentation
- Volunteer

Pick two enrichment activities from the above list that you could implement in your current job.

Resources

Workshop

- Northwestern University's Managing Your Career series (see other side for more details)

Career Planning

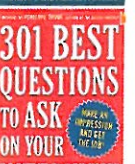
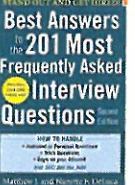
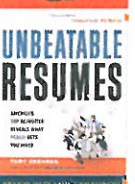
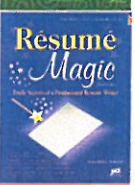
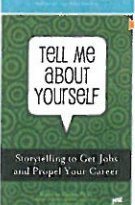
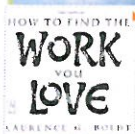
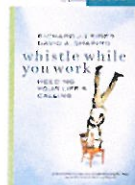
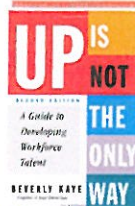
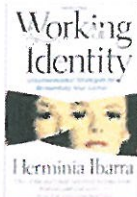
- *Working Identity: Unconventional Strategies for Reinventing Your Career* by Herminia Ibarra
- *Whistle While You Work – Heeding Your Life's Calling* by Richard J. Leider and David A. Shapiro
- *How to Find the Work You Love*; Laurence G. Boldt
- *Changing Your Course: The 5-Step Guide to Getting the Life You Want* by Robert and Melinda Blanchard
- *Tell Me About Yourself: Storytelling to Get Jobs and Propel Your Career* by Katherine Hansen

Resumes and Cover Letters

- *Resume Magic: Trade Secrets of a Professional Resume Writer* by Susan Britton Whitcomb
- *The Damn Good Resume Guide: A Crash Course in Resume Writing* by Yana Parker
- *Unbeatable Resumes: America's Top Recruiter Reveals What REALLY gets You Hired* by Tony Beshara

Interviewing

- *Best Answers to the 201 Most Frequently Asked Interview Questions* by Matthew DeLuca
- *301 Best Questions to Ask On Your Interview, Second Edition* by John Kador



Managing Your Career Series

"Choose a job you love and you will never have to work a day in your life." -Confucius

Open exclusively to Northwestern employees, Managing Your Career is a series of six monthly workshops for those looking to take control of their careers and find greater satisfaction at work. The series is offered in Chicago during winter and spring and in Evanston during summer and fall.

The Managing Your Career series is free. The sessions take place during lunch hours, so please bring your lunch. Participants register to complete the full six-part series on either campus. Workshops may not be taken individually.

To register, visit www.northwestern.edu/hr/workplace-learning/workplace-skills.html. Registration will open in early spring.

Managing Your Career Part 1: Introduction

In the first session, participants learn about the basic principles of career planning, its challenges, and the different methods we use for making career decisions. Participants receive a career workbook, *If You Knew Who You Were, You Could Be Who You Are*, which provides the foundational tools to help assess values, interests, work styles, work environment, knowledge, skills and accomplishments. Post-workshop assignment: Participants complete the workbook before the next session.

Managing Your Career Part 2: Assessment

Where Are You in Your Career?

In the second session, participants discuss their assessment work and obtain guidance on interpreting and solidifying the results. Post-workshop assignment: Participants read a *Harvard Business Review* article, "What's Your Story," by Herminia Ibarra and Kent Lineback and start building their own career story. **Prerequisite:** Introduction.

Managing Your Career Part 3: Exploring Options

Where Do You Want to Go?

The third session explores how to leverage your strengths in your current position and more fully employ your talents. Participants learn how to use networking and information interviewing to broaden their career options. Post-workshop assignment: Participants conduct an informational interview and further develop their career story. **Prerequisite:** Assessment.

Managing Your Career Part 4: Creating Your Plan

How Are You Going to Get There?

The fourth session focuses on narrowing options, targeting career goals, and creating an individual career development plan to meet your goals. Participants will get practice sharing their career stories. We'll also start preparing for the next session by evaluating the effectiveness of some good and some not so good resumes and cover letters and discuss how a recruiter/hiring manager screens resumes and of how to avoid red flags. Post-workshop assignment: Participants complete their individual career development plan and prepare their resume. **Prerequisite:** Exploring Options.

Managing Your Career Part 5: Marketing Yourself - Applying for the Job

Applying for the Job

In this fifth session, participants bring a copy of their resumes and get feedback from a staffing specialist. Participants learn about the University's transfer process, and best practices for preparing for an interview are discussed. Post-workshop assignment: Participants prepare for interviews. **Prerequisite:** Creating Your Plan.

Managing Your Career Part 6: Marketing Yourself - Interviewing

In the final session, a panel of staffing experts is available to give guidance on how to handle those tough interviewing questions. Then participants have an opportunity to rehearse a mock interview. **Prerequisite:** Marketing Yourself: Applying for the Job.