



TRAJECTORIES

A Professional Development Program for Graduate
Students and Postdoctoral Fellows



Carleton
University

Faculty of Graduate
and Postdoctoral Affairs

Graduate Professional Development

TRAJECTORIES: A Focused Approach to Professional Development

TRAJECTORIES is a new professional development program designed specifically for Carleton graduate students and postdocs. It offers multiple Skill Pathways comprised of workshops and modules that cover a wide array of in-demand skills. Each Skill Pathway provides a blueprint for enhancing key career competencies and improving overall employability.

TRAJECTORIES is informed by the three components of effective professional development:

- **Learn:** attend workshops and modules to acquire skills and tools as well as to get exposed to principles and tips
- **Implement:** practice applying what you learn in workshops and modules – whether within your ongoing projects or as part of projects and assignments spurred by the topics discussed
- **Consult:** request a consultation to receive feedback on your work, plans, and progress

We currently offer the following Pathways:

- Career Planning & Job Hunting
- Professional Writing
- Communications & Engagement
- Research Management
- Business & Personal Finance

You can follow the TRAJECTORIES pathways on your own, or you can contact us to consult on how to proceed. Just send an email to david.lafferty@carleton.ca and karim.abuawad@carleton.ca and let us guide you through!

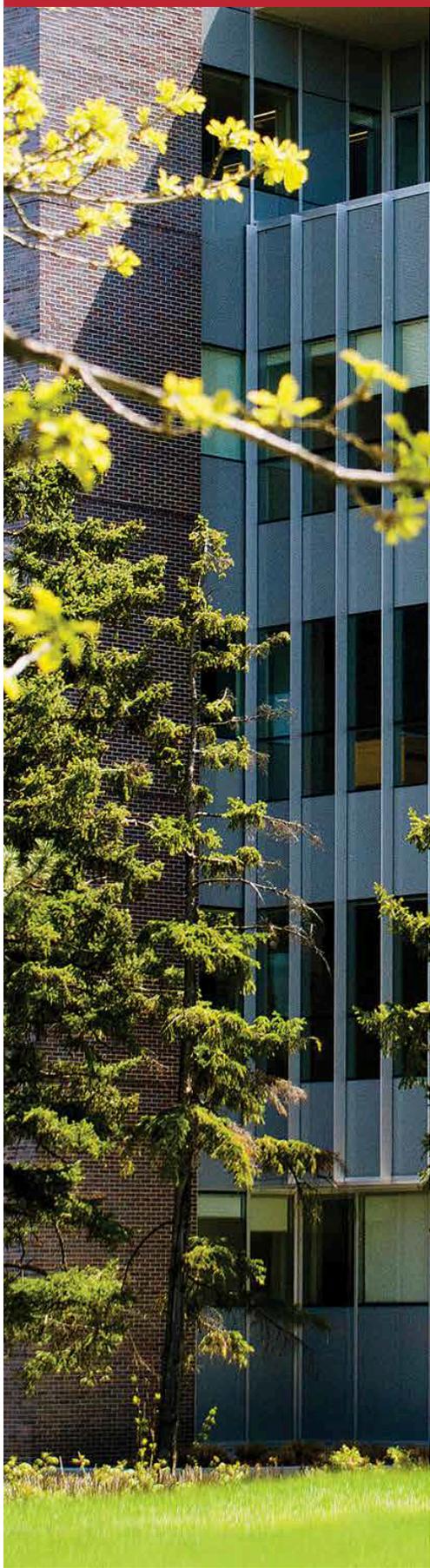
To learn more about TRAJECTORIES, visit our website:

carleton.ca/gradpd

Skill Pathways at a Glance

Core Pathway	Skill Pathways			
Career Planning & Job Hunting	Professional Writing	Communications & Engagement	Research Management	Business & Personal Finance
<p>Workshop: Identify Your Skills</p> <p>Workshop: Explore the Job Market</p> <p>Workshop: Enhance Your Employability</p> <p>Workshop: The Alt-Ac Launchpad</p> <p>Workshop: Resume and Cover Letter Development</p> <p>Discussion Series: Alt-Ac and Beyond</p> <p>Discussion Series: Alumni Conversations</p> <p>Workshop series: LinkedIn & Networking</p>	<p>Module: Writing Academic Articles</p> <p>Module: Writing Grant Proposals</p> <p>Module: Writing Reports</p> <p>Workshop: Creating Portfolios</p> <p>Workshop: Managing the Writing Process</p>	<p>Workshop: The Hows and Whys of Networking</p> <p>Workshop: Introduction to Knowledge Mobilization</p> <p>Module: Copywriting</p> <p>Workshop: Get Connected! Finding Your Social Media Ecosystem</p>	<p>Workshop: Thesis and Dissertation Layout Made Easy</p> <p>Workshop: Grey is the New Black-- Grey Literature: How to Find It?</p> <p>Workshop: Systematic Reviews, Scoping Reviews and Other Knowledge Synthesis</p> <p>Workshop: Introduction to SPSS</p> <p>Workshop: Introduction to Research Data Management</p>	<p>Workshop: Budgeting & Expense Planning</p> <p>Workshop: Debt & Credit Scores</p> <p>Workshop: Introduction to Investing</p> <p>Workshop: Cryptocurrencies & Beyond</p> <p>Workshop: Digital Privacy & Identity Theft</p> <p>Workshop: Things to Know Before Starting a Business</p>

Pathway 1: Career Planning & Job Hunting



This Skill Pathway introduces participants to key principles, approaches, and tools pertinent to career planning and job hunting. Participants gain insights and develop strategies which will help them manage their careers and set professional goals systematically and comprehensively. This overarching aim is achieved through three methods: (1) demonstrating the potential and benefits of treating continuous professional development as an integral part of career management, (2) presenting a set of tools and strategies that students can use to determine existing skills, future career goals, and potential skill development activities, and by (3) discussion sessions with alumni and other professionals that expose participants to a variety of professional experiences and career narratives—all situated within the context of graduate studies. The pathway's ultimate goal is to provide participants with the knowledge and guidance needed to prepare for the job market effectively and efficiently as they progress through their academic program.

Learning Outcomes:

- Appraise past experiences—both academic and non-academic—and existing qualifications through the lens of transferable skills
- Use research tools and principles to gain insights about the requirements and expectations within a chosen sector of employment
- Employ a strategic plan to enhance transferable skills and boost employability
- Design and implement a comprehensive Individual Development Plan (IDP)

Learn More & Register:

<https://carleton.ca/gradpd/skill-pathway-career-planning-job-hunting/>

Pathway 2: Professional Writing



This Skill Pathway introduces participants to key writing practices, approaches, and techniques pertinent to a variety of professional fields. The modules and workshops offered as part of this pathway are organized around a range of topics, but they are all informed by a twofold aim: (1) developing the writing versatility needed to address different audiences using conventions applicable to distinct contexts and (2) enhancing the capacity to express ideas in concise, coherent, and compelling text. To achieve this aim, participants learn about the options available to writers as well as about the writing process itself, including planning, drafting, revising, and editing. In addition to learning about the conventions and the process, participants gain proficiency in proper document formatting and in the use of effective organizational patterns—all discussed within a specific professional context and with identifiable goals. The in-demand writing skills participants develop in this pathway are designed to improve career prospects and to enhance job readiness.

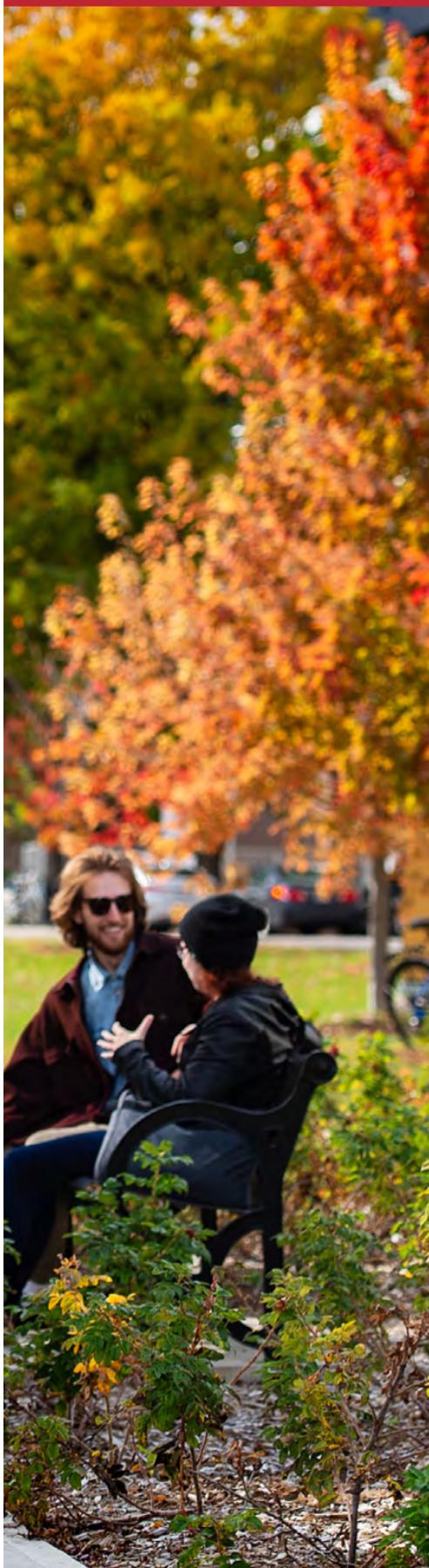
Learning Outcomes:

- Manage each aspect of the writing process, including planning, drafting, revising, and editing
- Employ various strategies, conventions, practices, and techniques to achieve writing objectives
- Implement a variety of formats and organizational patterns based on expectations, context, and audience
- Develop writing flexibility and adaptability to meet different writing demands
- Enhance the capacity to evaluate text and implement changes

Learn More & Register:

<https://carleton.ca/gradpd/skill-pathway-professional-writing/>

Pathway 3: Communications & Engagement



This Skill Pathway concentrates on the practices, principles, and methods related to communicating ideas in an effective and accessible manner, including using different channels to engage with audiences and individuals in both academic and non-academic contexts.

Workshops and modules delivered as part of this pathway introduce graduate students to a variety of concepts in the field of communications and equip them with techniques used in communications professions, with the aim of enhancing participants' capacity to become better communications practitioners. Topics addressed include effective copywriting, engaging with audiences on social media, and the methods used to communicate academic research to the broader community. The pathway is suited to graduate students wishing to improve their academic communication skills, those thinking of entering professions outside of academia, and those interested in developing their outreach strategy.

Learning Outcomes:

- Develop skills for communicating ideas using various channels to a variety of audiences
- Learn how to translate academic research into broadly accessible language
- Understand the underpinnings of networking and the ways it can function as a form of professional communication
- Explore the ways academics can engage with the public through social media
- Identify key methods used by communications practitioners
- Develop an individual outreach strategy to communicate research to wider audiences

Learn More & Register:

<https://carleton.ca/gradpd/skill-pathway-communications-engagement/>

Pathway 4: Research Management



This Skill Pathway aims to enhance the research capacity of participants by introducing them to research tools, methods, and practices used by both academic and professional researchers. Workshops offered as part of this pathway help participants improve their research through utilizing a variety of research technologies. This includes gaining familiarity with qualitative and quantitative research management software, carrying out research processes in an organized manner, documenting data collection, using statistics software to conduct analysis of large volumes of data, formatting research documents effectively, as well as learning the basic functionalities of commercial research tools. This Skill Pathway is suitable to those who seek to leverage digital research tools in their ongoing academic research as well as to those interested in becoming familiar with research tools used in many non-academic research-oriented professions.

Learning Outcomes:

- Gain familiarity with key academic and commercial data analysis software packages
- Apply the functionalities of common software packages to format various elements of research documents
- Apply digital tools and techniques to track and document the collection and presentation of both qualitative and quantitative research data
- Learn practices and approaches used to prepare various research documents such as reviews and research data management plans
- Learn practices and approaches that allow researchers to conduct research processes effectively

Learn More & Register:

<https://carleton.ca/gradpd/skill-pathway-research-management/>

Pathway 5: Business & Personal Finance



This Skill Pathway aims to enhance the financial literacy of participants. Financial literacy is important to the economist, to the young professional, and to the student – regardless of academic and disciplinary background. Participants learn how to strategically allocate funds to different types of investment accounts, reduce or eliminate high fees, and qualify for lower interest rates by boosting their credit scores early on in their career. This pathway covers personal finance topics as diverse as setting up a budget, dealing with debt, types of bank and investment accounts and their respective features, taxation basics, types of investment vehicles, and how to objectively evaluate the purchase of a home, among other related topics.

Learning Outcomes:

- Learn about various money-saving strategies and how to create a budget
- Acquire strategies to pay off debts more effectively (debt consolidation, snowball method, and debt avalanche method) and learn about the pros and cons of different types of debt
- Develop a basic understanding of various financial investment
- Know what to take into consideration when starting a company and learn how to create a business plan
- Learn about cryptocurrency basics: private vs. public keys, mining, tokens, wallets, & much more
- Learn about the latest identity theft & phishing scams and become familiar with known vulnerabilities of various smart devices

Learn More & Register:

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