Building a Resilient Career in Indigenous and Canadian Studies

Facilitated by: Yvonne Collins, M.Ed.
Career Services
401 Tory Building
613-520-6611
Career Services
401 Tory Building
8:30-4:30

- Drop Ins everyday
- Pop up events
- Employer Information Sessions
- Networking nights
- Career Fairs
How we can help

At Career Services we can help with:

- Resume reviews
- Interview preparation
- Networking skills
- Part-time/summer/post-grad job search
- Grad and professional school research
- Personal statements
- Career Exploration
After this workshop you will:

- Understand the stages of the career planning
- Identify different methods of self-assessment to help increase direct career exploration
- Gain an understanding of how to identify your sought after transferable skills
- Find out where and how to find information about career options and the labour market
Have there been any unplanned events that have influenced your path?

Jim Bright
Uncertainty is natural as plans emerge and evolve so it is important to remain curious, open and active in generating work opportunities to create those “lucky breaks” for yourself.

John Krumboltz believes in the importance of people creating and capitalizing on chance events in to career learning/opportunities.
1. Know yourself
2. Know what’s out there
3. Make connections
4. Develop job search skills
<table>
<thead>
<tr>
<th>Career Areas</th>
<th>Job Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Director of Government Relations</td>
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<tr>
<td>Community Development</td>
<td>Operations &amp; Client Services Manager</td>
</tr>
<tr>
<td>Non-Profit Management</td>
<td>Policy Analyst</td>
</tr>
<tr>
<td>Policy Analysis</td>
<td>Research Officer</td>
</tr>
<tr>
<td>Educational Administration</td>
<td>GIS Analyst</td>
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<tr>
<td>Government Administration</td>
<td>High School Teacher</td>
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<tr>
<td>Mental Health Care Field</td>
<td>Financial Advisor</td>
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<tr>
<td>Project Management</td>
<td>Museum Curator</td>
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<tr>
<td>Real Estate</td>
<td>Heritage Writer and Researcher</td>
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<tr>
<td>Non-profit Programming</td>
<td>Program Facilitator of Career Mentoring</td>
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<tr>
<td>Marketing</td>
<td>Market Analyst</td>
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<tr>
<td>Communications</td>
<td>Communications Specialist</td>
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<tr>
<td>Research</td>
<td>Coordinator of Manager of Socio-Economic Program</td>
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<tr>
<td>Banking</td>
<td>Manager of Indigenous Capacity-Building Program</td>
</tr>
<tr>
<td>GIS</td>
<td>Operations Management</td>
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<td>Sales</td>
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### What are alumni actually doing?

Carleton University is Canada’s Capital University.
Employers Hire People Not Degrees!

The skills and knowledge you develop as a result of your education, as well as in your work and community activities, have the greatest impact on hiring decisions.
Self Assessment/Knowledge

- Values
- Interests
- Skills
- Preferred Environments
- Personality Preferences

WHY?

- Improved Job/Life Satisfaction
- Better performance outcomes
- Helps create direction in job search
What if you were a Pirate?

- Purpose
- Values
- Skills
- Interests
- Environment
Find Out More About Yourself

Common methods include:

- Talking to those close to you
- Journaling
- Volunteer experience
- Paid work experience
- Extra curricular activities
- Career Counselling
- Online assessments
What do you Like and Dislikes(interests/skills)

- Partner up and talk about a terrible job/volunteer experience.
- What did you not like about it?
- Were there (if any) positive things you gained from this experience? Skills you used? What were you good at?
The thread that leads most post academic jobs is not subject matter but **skills sets** – so it is important to identify what yours are.

Go beyond skills developed through your discipline.
1. *Skills* refer to technical abilities on which an employer could test you, such as laboratory techniques or programming languages  ▪ False

2. A university education provides you with all the skills you need to be successful in a related career  ▪ False

3. Using examples and stories is generally the most effective way to communicate or “sell” your skills  ▪ True

4. Assessing and feeling confident in your skill set is an easy and straightforward process  ▪ False

5. *Skills* can be developed through any walk of life, including academics and extra-curricular involvement  ▪ True
**Skills Dimensions**

- **Technical**
  - * Open-Heart Surgery
  - * Repairing Airplane Engines
  - * Using custom-made database
  - * Programming in HTML
  - * Microsoft Office Suite
  - * Writing Press Releases

- **Job-Specific**
  - * Corporate memory and knowledge
  - * Negotiating organizational politics at XYZ company

- **Transferable**
  - * Oral Communication
  - * Problem-solving
  - * Teamwork
  - * Patience

- **Soft**
Transferrable skills

- Communication - Presentations, Essays
- Team Work – Group projects, Sports teams
- Leadership - Project lead, Student mentor
- Diversity & Intercultural Awareness - Travel, Working with others
- Planning & Organization – Organizing an event, planning a project
- Research & Information Management – Collecting data, documenting
- Technology - Computer use, using equipment
- Critical Thinking - Synthesize information, make connections
- Creative Problem Solving - Implement solutions, problem analysis
- Numeracy - Working with statistics, estimating
- Positive Attitude - Taking initiative, making compromises for the team
- Self-Management - Coming to work on time, meeting deadlines
- Resilience & Effective Coping - bouncing back from setbacks
Identifying Skills

<table>
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<tr>
<th>What did I do?</th>
<th>How did I do it?</th>
<th>What skill areas &amp; specific skills does this demonstrate?</th>
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Activity Instructions:

1. One partner selects a past or present job-related “accomplishment” to tell the group
2. The other partner interviews the storyteller to elicit details of HOW and what they did in this situation
3. Once all the details have been told, discuss the skills and skill areas each person demonstrated in the story
World of Work/labour market knowledge

- Job sectors and industries
- Organizations
- Job titles
- Labour market trends

WHY?

- Broadens your job search
- Helps you identify organizations you can target
- Focus your efforts on growing sectors/industries
What’s Out There?

- Experience
- Web Resources
- People
Online Resources:

- Self Awareness report on Type focus
- What can I do with a degree?
- Career Cruising
- Talent Egg
- ONET
- Labour Market information
- The Canadian Job Bank
- Yellow pages
- Your Degree, Your Future
- Career Services
Research – Organizations

- International Council for Canadian Studies
- Assembly of First Nations
- Academy of Canadian Cinema and Television
- Canadian Marketing Association
- Metis Nation of Canada
- International Journal of Canadian Studies
- Conference Board of Canada
- The Canada Council for the Arts
- C.D. Howe Institute
- Canadian Retail Council
- Mining Association of Canada
- Canadian Centre for Policy Alternatives
- Canadian Radio-Television and Telecommunications Commission
- Reconciliation Canada
- The Council of Canadians
- Canadian Labour Congress
- Innu Nation
- Canadian Historical Association
- Canada West Foundation
- Fraser Institute
- Atlantic Institute for Market Studies
- Historica Canada
- Canadian Bar Association
- David Suzuki Foundation
- Organisation for Economic Co-operation and Development (OECD)
Research through People

Talk to people who do what you want to do or work where you want to work.

You will also be able to learn:

- Up to date career information
- About an organizations culture, method of hiring
- Suggestions and advice to get your foot in the door
- About any upcoming opportunities
- Conduct an **Informational Interview** - an interview that YOU initiate to ask questions

A - Advice
I – Insight
R - Referrals
Workshop #2 - December 2nd

After this workshop you will:

- Understand the importance of targeting your job search
- Find out about the stages of the job posting and the hidden job market
- Identify how to find and expand networking opportunities
- Discover new job search strategies and tools
Contact:

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