



e-Courses for GCDF Continuing Education Units

Life Strategies Ltd., a career consulting and corporate training firm located just outside Vancouver, British Columbia, Canada, is Canada's first, and only, approved training provider for the Global Career Development Facilitator (GCDF) Credential. The Career Management Professional Program (CMP) was launched in 2004 to provide accessible professional development for career/employment counsellors, career development practitioners, human resource professionals and career educators.

Courses are offered online, via an interactive, facilitated e-learning format, designed to engage the learner in ongoing discussions. This format brings together students from around the globe without them ever leaving their own communities. All courses are taught by industry professionals with extensive experience in the career development sector and either Masters degrees or PhDs.

To register for any of the courses listed below, visit the [Life Strategies Store](#).

The following courses are available to GCDFs around the world for continuing education units.

Two-week courses, offered as part of the CMP Program:

Career Management at Work: Keeping Employees Engaged

Effective career management is a lifelong activity – not just for the unemployed. Employee engagement is an ongoing concern in today's climate of skill shortages and retention challenges. This course explores career management as an employee engagement strategy and highlights the benefits to employees and employers alike of good career fit.

Community Capacity Building

Career Management Professionals are often called upon to take a leadership role in identifying and bringing community partners together in order to increase self-sufficiency. Participants will learn the many roles involved in community capacity building including efficiently identifying potential strategic partnerships to support the community's vision. This course will focus on maximizing limited community resources and identifying appropriate funding sources.

Developing Career Programs, Services or Courses

Participants will learn how to integrate components required for developing successful career programs, services or courses, based on desired outcomes. Focus will be on identifying the client group and specific needs of that group, formulating course/program purpose and building a comprehensive outline.

e-Coaching

The Internet provides new opportunities for communicating with diverse clients—especially those in remote locations, with mobility or transportation challenges or with time restrictions. Working online with clients, however, presents different challenges than those encountered in face-to-face interactions. This course will introduce e-coaching as an alternative for working with clients.

Employment Readiness: Preparing for the World of Work

Participants will learn how to identify and assess client employment readiness and ways to assist clients to cope and overcome barriers in order to achieve career goals.

Facilitating Work-Life Balance

Achieving work-life balance is the number one challenge for workers in the new millennium. Whether juggling dual careers with family responsibilities or struggling with the need to stay connected 24/7, workers today are facing new challenges. Throughout this course, participants will have the opportunity to discuss the importance of achieving balance and ways to assist clients to effectively balance their work-life roles.

The Immigrant Experience

Career Management Professionals working within the multicultural community will frequently encounter recent immigrants. To support them in establishing careers in their new country it is essential to understanding the immigrant (or refugee) experience. This course will explore topics such as choosing to immigrate, making the move, settling in, and experiencing culture shock.

International/Global Careers

In a “global economy”, work increasingly crosses borders. This course will highlight career opportunities that exist within the global marketplace and equip career management professionals to help their clients identify and access international opportunities. Emphasis will be on preparing clients to live and work abroad (which includes, for immigrants, establishing their careers in North America). The course will address the impact of international careers on family and friendships, the potential risks of living abroad in difficult times, and the challenges of repatriation.

Interpersonal Relationships

In today’s world individuals need to understand the dynamics of interpersonal relationships. This includes: facilitating healthy communication and conflict resolution with families, workplace, teams, and groups.

Outplacement and Career Transitions

The uncertainty of the labour market often results in organizations restructuring by “downsizing” or “rightsizing” their employees. Regardless of the terms used for this process, the truth is that employees are losing their jobs as organizations reduce work force, transfer operations overseas or restructure to improve earnings. The result is often significant employee layoffs. Organizations may rely on internal or external career management professionals to assist with planning the layoffs, providing support to impacted employees (those losing their jobs and also the “survivors” who have been left behind), and providing transition or outplacement services. This course will explore the specific challenges of working within the field of outplacement or career transitions and highlight the great sensitivity required by people who do this work.

Placement and Monitoring

Many career management professionals work within programs that require arranging job shadowing opportunities, work practica or co-op terms for clients/students. This course will introduce participants to the process of placement and monitoring. Topics include identifying employer “hosts,” negotiating work term agreements and learning plans, conducting effective onsite visits and evaluating both employers and trainees/students.

Retirement Readiness

Many workers wait, with anticipation, for the day they will retire. For many folks today, retirement is not viewed as an ending but rather as the beginning of a new life stage. However positive, though, retirement is still a major transition. Career management professionals can help new retirees (and those planning ahead) to re-evaluate priorities, set and achieve motivating goals, examine their financial options, plan and implement career/life changes, and consider the possibility of incorporating paid work into their retirement “career”.

Theories and Models: Human Development and Life Skills Coaching

This course will present human development and life skills coaching theory and models, and introduce the philosophic basis for a life skills / personal and professional development program. Using these theories and models, this course develops participants’ abilities to work constructively with clients to facilitate self-discovery and enhance self-esteem.

One-week courses, offered as part of Life Strategies LearnOnline:

Ethics Essentials for Career Practitioners

Career management professionals are committed to working ethically with their clients. Due to the professional diversity of this field, however, there are many ethical codes that impact their work. This course will explore how several of those codes inform ethical practice and examine real-life ethical dilemmas based on case studies and shared experiences.

Beyond Government Contracts

Are you worried about the future of work in government-funded projects? Perhaps you aren't sure what other opportunities exist for someone with your skills? In addition to the somewhat traditional roles career practitioners have known within government-funded programs, there are increasing demands and opportunities for career development services within organizations, the rehabilitation sector, and educational institutions. This course will introduce the many opportunities available to career development practitioners to move beyond government contracts.

Blueprint for Life/Work Designs

According to the Blueprint for Life/Work Designs website (www.blueprint4life.ca) "Career development is about growing through life and work; about learning, experiencing, living, working and changing; about creating and discovering pathways through one's life and work. When intentional, career development is about actively creating the life one wants to live and the work one wants to do. The Blueprint for Life/Work Designs will help make career development intentional for more people." Join Blueprint leaders, Roberta Neault and Deirdre Pickerell as they introduce you to the Blueprint, in this official orientation session – the only session currently available online.

Budgets and Business Plans

This course will present methods of budget creation and tracking for financial management of small businesses and contracts/projects. Participants will learn about tracking income and expenses, managing payables and receivables, and tax implications for the self-employed. Business plans, their importance, and what banks will be looking for in considering financing will also be discussed.

Entrepreneurial Spirit: Forming Strategic Partnerships

In today's complex economy, many workers are self employed, working for small businesses or working on short-term contracts/projects. Learning to think like an entrepreneur and leverage strategic partnerships to achieve employment success are skills that all workers can benefit from. This course will equip career practitioners and human resource professionals to assess self-employment readiness, both for themselves and for their clients, and explore opportunities for creating meaningful work.

Marketing Career Development Programs and Services

Whether working in government-funded programs or in private practice, effectively marketing programs and services is vital to career management professionals. This course will discuss “best practices” in marketing programs and services. This includes marketing on a shoestring budget.

Proposal Writing / Responding to RFPs

Whether responding to a Request for Proposal (RFP) or proposing creative new services, career practitioners, consultants, coaches, and human resource professionals are often called upon to participate in the submission of proposals. This course will introduce participants to the most common sources of proposal requests, and equip them to analyze the needs/requirements of funders and potential clients and respond quickly with complete, concise, and compelling proposals.

Start a Private Practice

Many career practitioners, counsellors, coaches, and other professionals consider setting up a private practice (even if only on a part-time basis to supplement earnings and enrich their work experience). Self-employment can maximize flexibility, offer opportunities to work with diverse clients, and minimize reliance on external funders. This course will introduce essential considerations in setting up a private practice and explore the pros and cons of self-employment.

Successful Academic Writing using APA Guidelines

Do you need to master the American Psychological Association (APA) style for your academic or professional writing? Nobody is born knowing APA style and getting used to it can be one of life's bigger challenges! Join the Life Strategies team for a brief course that highlights the most common APA errors and provides tips for avoiding them. As a published author, university instructor, editor, and thesis supervisor, Dr. Roberta Neault has spent countless hours editing papers to conform to APA. This course shares lessons learned and a comprehensive checklist of the most common APA errors made by her students and colleagues.

One or two week courses that lead to a certification/qualification:

Let's CHAT! (one-week)

As organizations face the challenge of recruiting, retaining, and re-skilling the employees that they need in the changing workplace and employees strive to find a measure of work-life balance as they continue to learn and grow, managers and supervisors are often expected to take on the role of coach, mentor, or confidant. Let's CHAT! is an innovative program that facilitates open communication, empathy, appreciation, and a commitment to action – between employees and their supervisors or managers, or between managers and the executive team. This course will provide the certification required to introduce and use this model with your clients.

Survivability® (two-weeks)

Survivability is the ability to survive and thrive, no matter what life throws at you. It is a mindset, a way of thinking based on self-reliance and resilience. The Survivability Skills Profile illustrates the abilities, learning and attitudes that underpin this mindset: Technical literacy, Positive thinking, Self-marketing/promotion, Communication, Information gathering and management, Active learning, Creativity/applied resourcefulness, Consultative problem solving, Entrepreneurial initiative, and Self-management. Whether attending a Survivability workshop or completing the online assessment, Survivability Pro, this process helps people to create a comprehensive profile of the skills they currently possess and the skills they need to develop. The Survivability tools show people how to take action, building strategies to move through their particular workplaces in a thoughtful and deliberate way. Become certified to use this innovative tool via an interactive, facilitated e-learning format. Two qualifications are available—Survivability® Coach and Survivability® Workshop Leader. Each qualification can be completed separately or combined for a dual certification.