

# focus

## on career PLANNING

May 1991

NEW NEW NEW

### **Children Challenges, and Choices--A Workshop for Single Moms Planning For Tomorrow**

(Workshop manual and leader's guide, 1991, 108 pp)

An exciting new workshop for single moms who are recipients of social assistance has just been developed by Womens' Career Resources and workshop manuals are now available. The pilots completed last year met with great success, and workshops conducted recently have been applauded for their relevance, sensitivity, and timeliness. Designed to provide the pre-career planning groundwork often needed by many single moms before more in-depth educational/occupational planning can begin, this workshop could serve as an important bridge to increased independence. Ideally it should be offered over three consecutive days with two modules being covered per day. The following six modules make up the workshop.

- This Is Where I Start
- Self-Esteem (Feeling Good About Myself)
- Communicating Clearly
- Am I Like Cinderella?
- Where Do I Go From Here?
- Managing My Life

The Workshop has been designed to allow participants to explore their own personal situations and circumstances in a safe understanding environment. It encourages participants to examine their own and society's expectations of them, and to challenge, within a supportive group setting, some of the common major barriers to independence experienced by this group. The workshop manuals that are now available provide detailed instructions and guidelines for facilitating the workshop.

\$15.00/copy

OLD BUT NEW, THE SAME YET DIFFERENT

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### **Guide to Setting Up a Career Resource Centre (booklet, 1991, 49 pp)**

If you thought the old edition of *A Guide To Setting Up a Career Resource Centre* was helpful, you're in for a treat with the new revised version available now from Learning Resources Distributing Centre. Retained are all the helpful hints on determining needs, ordering, classifying, evaluating materials, staffing and setting up. New is a section on computers and information on creating a multi-media centre.

\$5.00/copy

**Learning At Home: Distance Education Courses in Alberta, Manitoba and Saskatchewan** (directory, three-hole punched, shrink-wrapped package 1991-92, 230 pp)

A newly revised version of the correspondence directory *Learning at Home* has just been produced. It now includes only those courses and programs offered by post-secondary institutions, professional organizations and associations, and private vocational schools licensed or registered in the three prairie provinces--Alberta, Saskatchewan, and Manitoba.

Other changes to the publication include telephone numbers of the offering institutions, and the medium of instruction for each course (print, audio/visual, teleconferencing, radio/TV, or computer, etc.) Two important appendices have also been added--one listing all the complete or partial programs which can be taken through distance learning, and the other listing all correspondence directories providing distance education information for other parts of Canada. Addresses required for ordering them are also provided.

\$8.00/copy

**Self-Directed Career Planning Guide--Pick and Choose What You Need--All, Some, or One.**

Since the *Self-Directed Career Planning Guides* came out in 1989, practitioners have primarily ordered them as a complete package--five booklets in a folder. We want to remind you that the Guides are also available individually, and can be ordered that way. You may find that many of your clients need specific information on self-assessment, exploring options, or decision-making. By having individual copies of these guides on hand you can hand them out as your clients need them, according to the stage of career planning the individual is at.

The booklets--*Getting Started*, *Discovering Yourself*, *Exploring Options*, *Deciding*, *Implementing*--are designed to stand alone. Each booklet includes an introduction, treatment of a specific career planning concept, concluding summary, evaluation of client learning and a list of resources for further information or assistance. So next time you're ordering the Guides feel free to pick and choose--order one, some or all.

\$20.00/package of 5 booklets  
or \$4.00/booklet

**Skills Are Your Passport**

When passports are the only documents that will do, then obviously it's time that everyone had one of his/her own. Now all your clients can have their own *Skills Are Your Passport* passports.

In response to the many requests we have received from users of *Skills Are Your Passport* who wanted extra copies of the passports, or passports only, we have produced large quantities of the passports. Now you can order them separately so each of your clients can record his/her own technical, functional, and self-management skills. Any of the exercises in *Skills Are Your Passport* that can assist your clients in completing their passports can be photocopied and distributed along with the passports.

\$4.00/booklet with passport  
\$1.00/additional passports