



**cdaa**  
career  
development  
association  
of alberta

# Career Momentum

March to April, 2011

## Greetings from your CDAA Board of Directors

It is February 6, 2011 and despite a teaser of spring this past week we are definitely still in the grips of winter in Alberta. While the weather outside is indeed frightful it won't be long before spring is upon us and we are enjoying much longer days, rain showers, and growth all around us! CDAA has already had a taste of spring...

We are thrilled to report that our recruitment efforts to contract an Executive Director were successful! In late January 2011 we welcomed Valary Howard to the part time and short term contract position of CDAA Executive Director. Valary will be working closely with the Board, Chapters, and Members for the next several months and we are pleased to introduce her to you. You can expect to hear from Valary and also see her at various CDAA events as she is very excited about getting to know you, the work you do, and your needs as Career Practitioners with respect to the work you do with your clients. Welcome Valary!

CDAA has positioned itself as a professional association that provides strategic leadership for the career development field by supporting practicing professionals who provide quality services. Our goal is to support you to provide quality services to your clients and we want to know how we can better achieve that goal. Much of Valary's initial focus will be to connect with members and member organizations to determine what is working well, what needs and gaps exist, and to collect some best practice information. The result will be the implementation of resources, services, and supports that will enable you to enhance the quality of service you provide to your clients and to develop as professionals within your field.

In early January you received some information with a request for feedback regarding updates being made to the Canadian Standards and Guidelines for Career Practitioners. These are the guidelines that direct our work as Career Practitioners and are also the guidelines on which the Certified Career Development Professional designation was designed. The Canadian Council of Career Development Associations (CCDDA) has identified two specific areas, diversity and technology, for updating. Your input as practitioners is essential to this project. We are hoping to have a couple of feedback sessions in March that will allow groups of practitioners to get together and work through the competencies in these two areas, providing feedback regarding the revisions / updates that you would like to see. Your individual feedback is also welcomed and appreciated.

Within the last couple of days a quick survey regarding your interest in purchasing Professional Liability Insurance and General Liability Insurance through CDAA was sent out. Based on the feedback we receive from members we will be able to determine what the cost to you would be to purchase this insurance. We had hoped to be able to provide you with some rough estimate costs early in the New Year but were unable to do that without providing information to the provider about the number of individuals/ organizations who might be interested.

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## Greetings from CDAA Board of Directors, cont...

The Building Tomorrow Today (BTT) Research Task Force has been struck and is meeting regularly to review historic data and make recommendations regarding the future of the event or a similar type of event. These recommendations will be presented at the AGM in June 2011.

The Registration Committee has been working on developing a Group Membership model which is in the process of being reviewed and approved. Stay tuned for details about this exciting membership option!!!

We have a very exciting AGM / Professional Development day scheduled for you on Friday, June 3, 2011 in Red Deer, AB. Please mark your calendars and plan to attend. The day will consist of two Professional Development sessions focusing on the competencies of diversity and technology as well as a lunch time AGM. We look forward to seeing you there and will provide more details as they are available.

We want to hear from you! Please forward your comments, questions, feedback, and suggestions to Alice Funk, CDAA Administrator, at [admin@careerdevelopment.ab.ca](mailto:admin@careerdevelopment.ab.ca) or Valary Howard, CDAA Executive Director at [ED@careerdevelopment.ab.ca](mailto:ED@careerdevelopment.ab.ca).

Warm regards,

Your CDAA Board of Directors  
Current. Connected. Committed.

## 10 Tips to Help You Stay Current, Connected, and Committed:

- Read your emails from CDAA – information is being sent out on a regular basis
- Visit the CDAA website 'members only' section for all sorts of great resources, job postings, member benefits, and information about your Association and field
- Read books, articles, papers, journals, studies, and of course Career Momentum
- Attend conferences, professional development and networking events, and participate in education or training to enhance your value to your clients
- Connect with other professionals about the work they do and share best practices
- Find out what other provinces, and countries are doing in the field of Career Development
- Get involved with your Association – there are a variety of volunteer positions available
- Promote your business through the Career Practitioner Directory
- Talk to your clients, colleagues, supervisors, etc about your work as a Career Development Practitioner
- Display your membership certificate and or CCDP certificate proudly

## Meet your CDAA Executive Director: Valary Howard

Valary is an adult educator who has worked across Canada supporting adult learning and development in a number of creative ways. She has worked in First Nations, cross-cultural, upgrading, post-secondary and special needs contexts, developing and teaching workshops and courses on writing, creativity and self-expression. A few years ago she self-published a book entitled, *Blue Beside Light and Other Poems*, based on life writing over 25 years. Career development related projects have included employment-focused teaching, literacy program coordination, volunteer management, prior learning assessment, immigrant teacher bridging, and board service.

Valary is delighted to assume the new role of ED for CDAA and looks forward to “meeting” members throughout the province and northern region. One of her first priorities is to undertake a needs assessment of the membership in order to support the Strategic Plan and advise the Board of future direction. You can look forward to hearing from Valary and can also contact her directly at ED@careerdevelopment.ab.ca.

Welcome Valary!



Valary Howard CDAA  
Executive Director

## The CDAA Board/Committees for 2010 – 2011:

### Board of Directors:

Paula Wischoff Yerama	Chair
Doreen Kooy	Past-Chair
Margaret Vennard	Treasurer
Emily Sylvester	Secretary
Phyllis Stuckey	Director
Shirley McBride	Director
Amber Chapman	Director
Karen Lamothe	Director

### Standards & Certifications

#### Committee:

Margaret Vennard
Scott Fisher
Marie Woolgar
Monique Trudel
Angela Miller
Paulina Ojikutu

### Executive Director:

Valary Howard

### Chapter Chairs:

Ann Nakaska	Calgary Chair
Wendy Fessler	Central Chair
Paulette Neigel	Edmonton Chair
Marion Storm	North of 60 Chair
Melanie Kellerman	Northern AB Chair
Judy Stolk-Ingram	Southern AB Chair

### Membership Development

#### Committee:

Emily Sylvester  
Margaret Vennard  
Phyllis Stuckey  
Mirela Pirvu  
Jessa Meidinger

### Marketing & Communications

#### Committee:

Karen Lamothe  
Phyllis Stuckey  
Amber Chapman  
Jane Yakymishen

**Thank You** to the Board and  
Committees for investing your  
time and talents in furthering the  
goals of the Career Development  
Association of Alberta!

# Working the Web

By: Vicky Driver

Spring is coming and for many it is a time of *renewal*. Of course that is a word with different meanings, depending upon ones situation in life. As Confucius said “A journey of a thousand miles begins with a single step”.

**Working adults or high school graduates** who cannot commit to a full time program may be thinking of dipping a toe in the pool of life-long learning. Try continuing education or part-time programs at any number of public or private schools in the province. If the course you want to try is not available in your area, or on a day or time that works for you, try e-learning. Explore credit programs in Spring and Summer Sessions too.

Most public schools have their own links to Continuing Education programs, for example: <http://sait.ca/pages/cometosait/continuingeducation/index.shtml>.

## **Summer Programs:**

Many Post-Secondary Schools offer summer programs for children and teens and some hire teens as junior instructors or leaders:

**Mount Royal University** Summer camps: <http://www.mtroyal.ca/mrukids/index.htm>.

**Red Deer College** has a particular focus on Fine Arts: [http://www.rdc.ab.ca/continuing\\_education/summer\\_camps/Pages/default.aspx](http://www.rdc.ab.ca/continuing_education/summer_camps/Pages/default.aspx).

There are many more. Some are offered by universities and colleges others by professionals who work in the area.

Many of the professional theatre companies have summer programs to keep them busy and bring in some revenue during the off season.

Check out **Theatre Alberta** or a similar site [http://www.theatrealberta.com/about\\_us.htm](http://www.theatrealberta.com/about_us.htm).

It will probably have a link to something in your local area. (I have yet to find a single site for any topic that links to everything else).

**Campus Alberta** connects the learner to e based learning <http://www.ecampusalberta.ca/>

**Alberta Business Education Services:** <http://www.abes.ca/>

## **Adults in career transition or young people who are newly self-supporting:**

I found this link on the Possibilities site:

Free Groceries <http://www.save.ca/english/index.php?ext=html>.

There are other similar sites such as Groupon for dollars off goods, services or entertainment.

**Federal Action Plan for Economic Development:** <http://www.actionplan.gc.ca/eng/index.asp>.

Frankly I did not find too much that I could or would use, but what you need to know may depend on your client base. It is an “active site” and new topics or initiatives will be added; so visit it again.

**NB:** If you do not think this is a useful program, use your authority as an educated professional to tell your MP to stop wasting your money on “window dressing”.

# Working the Web, Continued...

## **NETWORKING:**

Not everyone sees value. It is this process, but one never knows when you will meet the right contact. It might as well be fun, so consider volunteering at one of the many festivals that abound with the advent of better weather. There are local sites for every region:

For Edmonton: <http://www.edmonton.com/for-visitors/festival-calendar.aspx#/?i=1>

For Calgary: <http://www.discovercalgary.com/Calgary/Events/Festivals/>.

Most major events have their own web sites. Clients can expand their horizons by checking out festivals or annual events in other cities and towns. People who live near larger urban centres often work in the city but are active in their local community.

## **NEWSLETTERS: “letters we’ve got letters”**

**Workplace:** a Division of the Institute of Professional Management is offering a workshop on May 3, 2011 in Calgary; the topic: *Workplace Bullying, Fraud & Investigations: Recent Trends & Best Practices*: <http://www.workplace.ca/events/event.php?id=129> . It will be presented by Al Bleau, CFI, Senior Manager, Specialist Advisory Services, and Grant Thornton LLP.

If this is not for you, there may be other events related to your practice to register for the newsletter.

**Best of the Web:** if you have not visited for a while, it is time: <http://www.bestoftheweb.ca/>.

This site targets learners of all ages, and while it is not about career planning or work search, one needs to seek information wherever you can.

Hoping Serendipity and Inspiration will abound,

Vicky Driver

## Tech Tip: The Word 2010 Navigation Pane

By: Carolyn Jonsson CCDP CDC

**The Word 2010 Navigation Pane** functions enhance your ability to organize, search and move around in your document.

View document headings in an index format, use headings to move sections of content or quickly move within the content without scrolling.

Find specific words or items. Easily prioritize sections and sub-sections in long documents and check for consistent style formats.

[Click on this link to take the online course and learn about the improvements](#)