

# Career Development Program Summaries

## Is A Career in Management Right For You?

At a time when experienced supervisors and managers are retiring at a high rate and when the competition for talent is increasing on every front, it is increasingly important for organizations to identify, develop and promote their own front-line employees into supervision and management. In order to meet workforce development goals organizations need develop the capabilities of their employees to step into these positions and to promote from within whenever possible. This 2-day program provides the training resource needed to give every front-line employee the opportunity to assess their interest in and readiness for supervision and management. Implicit in the design of this program is that each employee has to make an informed choice as to whether a career in management is in line with his or her career goals. The first step in this self-directed development process is to give employees the chance to gage their interests, assess their current readiness and to begin to develop their capabilities if they are interested. This program helps participants assess their interests and to begin to prepare a career development plan to help them acquire the skills and knowledge they need in supervision. Participation in this workshop does not guarantee anyone a management position. Rather, it will serve as an important first step in identifying the actions employees need to take to qualify for consideration for a position in supervision or management.

## Increasing Job & Career Satisfaction

This two-day career development program enables front-line employees to direct their own development in ways that maximize their value to their company and their satisfaction from their job and career. This program provides opportunities for participants to explore their interests and job competencies and prepares employees to communicate with their manager about their performance, talents and development interests.

## Mentoring

An important part of an overall mentoring program is help mentors develop the skills they need in order to provide maximum value in their working relationship with their mentees or protégés. Our two-day workshop for mentors focuses on the specific process skills that will enable mentors and mentee-designates to get to know and trust each other; understand each other's dominant operating style and preferred style of mentoring; and develop actionable mentee development goals.

## Working With A Mentor

This two-day program is designed to assist participants to direct their own career development as a protégé. Participants learn the role of the protégé, the mentor and of the potential and for satisfaction the protégé/mentor relationship can bring, as well as potential pitfalls. Participants clarify their development objectives, decide on development plans, analyze their present competencies and plan ways to reach agreement with their mentor on how to gain support for their career goals.