

## Career Management Digest

### Live, Laugh and Learn: Creative Ideas For Professional or Personal Development

Blues singer Ella Fitzgerald recorded a George Gershwin song, "Summertime", with the lyric line of "Summertime, and the livin' is easy.." For some, the summer brings a more relaxed, easy pace around your work day or week. For others, summertime increases the pace: families work, attend their kids' sporting activities, outdoor lawn and garden care demands our time and then there are vacations—either a grand vacation or mini-getaways. Summer is also a time to try new things; included in this issue are ideas to explore to enhance your professional or personal development. Remember to take time for you-Live, Laugh and Learn.

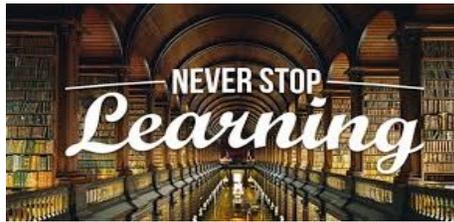
#### SUMMER CAN BE AN OPPORTUNITY FOR LEARNING; SEEK OUT PROFESSIONAL AND PERSONAL DEVELOPMENT OPPORTUNITIES

While selecting a topic for the June *Career Management Digest*, I thought about the things I have done where I have learned new things that have enhanced my own knowledge base. I love to read, take vacations or day trips to learn something new. I enjoy cooking and baking. Recently, I challenged myself to watch at least one television program on a channel I don't normally watch. ("Expedition Unknown" on the Travel channel is one I like to check out.)

**VOLUNTEER.** Volunteering is an excellent way to give back, learn new skills, apply existing skills for a worthwhile cause and meet others. Picture this: You have some carpentry skills, so you contact your local Habitat for Humanity and sign up to help work on a house. You get assigned to drywall (something you might not know about) and working with Doug. Doug's brother-in-law owns a company that has an opening in your field...you can guess the rest!

**TAKE A CLASS.** Check out your local community college or university and see what summer session classes

and/or workshops might be available. Summer class sessions are shorter and therefore more intense, but it's a great way to challenge yourself and learn something new.



**EXPLORE COMMUNITY EDUCATION.** Most community education programs are always looking for local experts to teach classes to students of all ages. If teaching isn't your thing, what about taking a class? Community education programs also offer day trips or longer jaunts to places of interest. A quick look at our local booklet shows: kayaking, music lessons, rocketry, yoga, painting and day/overnight bus trips. Imagine all you could learn through Community Education!

**EXPLORE [www.TED.com](http://www.TED.com).** I read and heard a lot about TEDTalks, so decided to investigate the website, I **will** be going back! Food for thought, great ideas and short inspirational presentations. TED's (Technology, Entertainment and Design) Mission: *Spread ideas*. TED is a global community, welcoming people from every discipline

and culture who seek a deeper understanding of the world. We believe passionately in the power of ideas to change attitudes, lives and, ultimately, the world.

**CHECK OUT THE HISTORICAL MUSEUMS IN YOUR AREA.** Learn about your community's history. You might be surprised what you learn! Did you know that singer Eddie Cochran (he wrote the song "Summertime Blues") and actress Marion Ross (most famously known as Mrs. C on the TV show "Happy Days") are both from Albert Lea? Learn more about them at our Historical Museum. What can you learn at your museum?

**TAKE SOME FREE ONLINE COURSES.** Someone recently talked about MOOCs...Massive Open Online Courses. Google "MOOCs" to find out more.; this is a huge industry! If you have not taken any MOOCs, you might want to check out what they are all about. This YouTube video could be helpful: <https://www.youtube.com/watch?v=r8avYQ5ZqM0>

The next step would be to search MOOC courses. If this is for you, read carefully to make sure you understand the process, if fees are charged, how to get a certificate (if you want one) after the course. It appears the courses are free, unless you want a certificate and then fees are reasonable.

## Using Summertime To Explore New Career Directions

Job search and career changes have no “right or wrong” time. Perhaps for you, summertime works better: the pace at your current job is a little slower, you’ve successfully finished a big project and you’d like to use that success as a tool in your job search toolbox or it’s simply the right time.

Some summertime job search hints:

1. **Step up your job search:** Stay busy, organized and fresh.
2. **Get out of your job search rut:** Try something new, network with old friends and ask their help in getting a new job.
3. **Step away from technology:** Think person to person. Share with others. Meet your friends in person and show them your re-

sume. Don’t rely only on technology.

4. **Think and speak in terms of your talent:** Assess your talents. Think about how these talents could make a difference in a new position. Develop a speech that showcases what your talents can do for that new company.
5. **Give yourself a break and give to others:** Find a cause or project you are interested in or passionate about and donate some time. You’ll come away feeling more refreshed and better about yourself.
6. **Show up:** Do your company research, determine how your talent can benefit that company and drop in. Customize your “pop-in”—ask for 15 minutes of their time for advice, be friendly and respectful.
7. **Do your follow-up:** Send thank you notes, keep in touch, and follow-up.



## What is YOUR Strategic Plan?

90% of job seekers NEVER write down their goals!

Three easy steps:

1. Write down WHAT you WANT
2. Write down the DATE you want it by.
3. Write down what you will DO to get there:



**Summer might be a perfect time to do a little reading for professional and/or personal development. Googling “recommended books for professional development” discovered some of the books listed below. Others are recommended by staff:**

- **How To Win Friends & Influence People In the Digital Age**-by Dale Carnegie. A tried and true favorite is updated to fit today’s digital world. Carnegie’s approach to communication has influenced people for over 75 years.
- **The Power Of Habit: Why We Do What We Do In Life & Business**-by Charles Duhigg. Understanding the science behind habits and learning how they can be changed. #12 Most Read according to Amazon.
- **Drive: The Surprising Truth About What Motivates Us**-by Daniel H. Pink. The New York Times bestseller that gives readers a paradigm—shattering new way to think about motivation.
- **Mindset: The New Psychology of Success**-by Carol S. Dweck, Ph D. Dweck explains why it’s not just our abilities and talent that bring us success—but whether we approach them with a fixed or growth mindset.
- **Who Moved My Cheese? An Amazing Way to Deal With Change In Your Work & In Your Life**– by Spencer Johnson, M.D. This book has over 10 million copies in print. This timeless business classic uses a simple parable to reveal profound truths about dealing with change so that you can enjoy less stress and more success in your work and in your life.
- **Start With Why: How Great Leaders Inspire Everyone To Take Action**-by Simon Sinek. This book shares the story of the leaders who’ve had the greatest influence in the world all think, act, and communicate the same way -- and it’s the opposite of what everyone else does. Find out more about what Sinek calls *The Golden Circle*.

Another great resource is [www.success.com](http://www.success.com). You can find many websites or blogs that will give you articles on: ongoing professional/personal development ideas, health, business and a weekly, online newsletter. “41 Books to Motivate You To Be Your Best Self”, from last week’s [www.Success.com](http://www.Success.com) newsletter might be of interest:

[http://www.success.com/article/41-books-to-motivate-you-to-become-your-best-selfutm\\_source=Maropost&utm\\_medium=Email&utm\\_campaign=Newsletters&utm\\_term=Inside%20Success&mpweb=574-3587542-495558560](http://www.success.com/article/41-books-to-motivate-you-to-become-your-best-selfutm_source=Maropost&utm_medium=Email&utm_campaign=Newsletters&utm_term=Inside%20Success&mpweb=574-3587542-495558560)

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