**Introducing Career IQ!**

How fitting, to focus on “learning” for our first issue of Career IQ. The campus is bursting with activity as a new semester begins and an endless stream of learning flows through our community. It wasn’t that long ago that learning was synonymous with being a student in a classroom; today learning goes beyond the classroom and exists in all aspects of life and work. Lifelong learning is no longer a catchphrase; it’s a value and practice that is key to our individual success.


- Look for opportunities to develop new skills, and test yourself in new ways
- Find an assignment outside of your comfort zone – stretch yourself, take some risks
- Do something surprising, something you have never done before
- Understudy or work with someone who is doing work that interests you, or that you can learn from
- Participate in high-level conference
- Get great training – become better at something you are already good at
- Participate in an interdepartmental task force
- Continue your education
- Coach or mentor younger staff
- Learn a new language
- Volunteer outside the workplace to develop new skills, increase your network and do something meaningful
- Take on a completely new role
- Make a contribution to something you care about
- Rejuvenate yourself – take a sabbatical, go on a mid-career break, upgrade your education

If you are wondering what you get back from learning here is a list of benefits:

- Keep your mind sharp
- Improves memory
- Positively effects your health
- Increases self-confidence
- Offers an inexpensive way to try something new
- Saves you money as you learn to “do it yourself”
- Gives you a feeling of accomplishment and proves your abilities
- Helps you meet people who share your interests
- Builds on strengths you have and creates transferable skills
- Offers you an opportunity to learn a new skill or trade
- Creates opportunity for work
- Gives you a new interest to share with family and friends

"Learning through life is a journey of self-discovery. It takes many forms and directions. It equips you with the means to participate in a swiftly changing world, develops and improves your skills, keeps you up-to-date on innovations and learning how to use them. It also can deepen understanding of your past and influences your present and future. Learning helps you discover the wealth of other cultures, helps you come to terms with problems in everyday life, or simply explore personal interests. At a collective level, learning throughout life leads to a stronger community and a more equitable society."

Source: Adult Learning UNESCO

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**Resources**
- Share your interests with your manager and explore learning opportunities.
- Contact Employee Career Services: discuss your needs and design a learning plan.
- Contact The Registrar office and/or Continuing Education Centre at McMaster University.
The Ten Hottest Transferable Skills

While some skills are more transferable than others, we encourage that you identify your most powerful talents, with the implied assumption that every skill can find a home somewhere.

You should pay special attention to the ten hottest transferable skills in the work you’re currently doing or look for them in the non-paid activities of your spare time. Also comb through your past experiences for evidence of the following ten skills.

1. Budget Management: Take responsibility for any budget you can find no matter how small. Manage how the funds are dispensed, keep control of the budget, and learn what fiscal control is all about.

2. Supervising: Take responsibility for the work of others in a situation in which some accountability is called for. Have direct contact with their work, expose yourself to the difficulty of giving orders, and learn to understand other’s viewpoints. Here is also where listening can become a real feat of skill.

3. Public Relations: Accept a role in which you must meet or relate to the public.

4. Coping with deadline pressure: Search for opportunities to demonstrate that you can produce good work when it is required by external deadlines. Prove to yourself and anyone else that you can function on someone else’s schedule.

5. Negotiating/Arbitrating: Discover and cultivate the fine art of dealing openly and effectively with people in ambiguous situations. Learn to bring warring factions together, resolve differences between groups or individuals, or make demands on behalf of one constituency to those in positions of power.

6. Writing: Go public with your writing skills, or even the lack of them. Seeing your own words in print tends to provide energy. Practice putting pen to paper by writing letters to editors of publications you read routinely or creating a newsletter at work.

7. Organizing/Managing/Coordinating: Take charge of an event that is within your grasp. It doesn’t matter what you organize, as long as you have responsibility for bringing together people, resources, and events.

8. Interviewing: Learn how to acquire information from other people by questioning them directly. Start by interviewing friends and family. Work on helping a person to feel comfortable in your presence, even though you’re asking difficult questions.

9. Teaching/Instructing: Refine your ability to explain things to other people. Become familiar and comfortable with passing information and understanding to others.

10. Speaking: Take a leadership role in any organization, so that you’re forced to talk publicly, prepare remarks, get across ideas, and even motivate people without feeling terribly self conscious. Discover your own personal style.

Adapted from Joe Hodowanes, Career Strategy Advisor for J.M. Wanes & Associates

Lifelong Learning Fast Facts

- It is never too late to learn – approx. 50 percent of Hamiltonians from 25 to 75 years of age are engaged in some form of lifelong learning.
- Local postsecondary institutions, including McMaster University, have associations of continuing education students that collectively represent more than 15,000 lifelong learners in our community.
- Hamilton’s learning sector is adjusting to market demand and providing greater flexibility in the design, delivery, and scheduling of programs.
- Lifelong Learning Week in Hamilton during 2006 saw 180 events with more than 5,500 participants.

Adapted from Adult Basic Education Association of Hamilton

Lifelong Learning Week 2007
September 17 – 23

Discover Your Learning Style
Sept. 17, 18 or 19 at McMaster University
Register at www.workingatemcmaster.ca/development (max. 50). Get tips and strategies to maximize your learning power.

Hamilton events can be found at:
http://www.abea.on.ca/llw/calendar.php

Training and Workshops

MVP Professional Development Training
offered by McMaster’s Centre for Continuing Education

McMaster is committed to providing you with training that will help you achieve your most important career development goals.

Workshops include:
- Change Management
- Effective Goal Setting
- Negotiation Skills
- Stress Management
- And more...

Visit their website at http://www.mcmaster.ca/conted/mvp for full course listings and dates.

Newest Resources Available

- Think on Your Feet: 10 Steps to Better Decision Making and Problem Solving at Work by Jeremy Kourdi
- Detox Your Career: 10 Steps to Revitalizing Your Job and Career by Patrick Forsyth

To be released in late 2007
- Strategic Career Management: Developing your talents by Jane Yarnall
- Courting Your Career: Match Yourself with the Perfect Job by Shawn Graham