

COLORADO CAREER DEVELOPMENT ASSOCIATION

# CCDA Newsletter

MARCH-MAY 2003



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## Welcome New and Renewing Members!

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### **New Members:**

Jean Cross  
Laura Dickinson  
Bill Heitsmith  
Nancy Lloyd  
Marlise Lonn  
John McCormick  
Judy Payne  
Gary Reser  
Art Scibelli  
Theresa Seagraves  
Cecil Senoggins  
Svea Whiting  
Leann Wyrick

### **Renewing Members:**

Joyce Benson-Fox  
Priscilla Bohl  
Nancy Bonner  
Debra DeVilbiss  
Linda Evans  
Beth Fredeen  
Meg Fremaux  
Sandra Hagevik  
Arline Heaton  
Denise Leberer  
Marion Lujan  
Dan Macy  
Maggie Manuele  
William McDonald  
Shelle McLean  
Guy Pfalzgraff  
Patty Roberts  
Victoria Roberts  
Howard Rosenberg  
Sandra Rosewell  
Cynthia Ryk  
Kaila Wilkes

## Letter from the President

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Dear CCDA Members,

Wow, as our program year for CCDA reaches Spring, we are showing no signs of slowing down! After an awesome Spring Conference, attended by 90 CCDA members and soon-to-be-members (hint), our follow up act is an April celebration of our local connections groups. Then, on June 25th, we will connect with close to one thousand of our peers from across the country as they flock to Colorado for three days of learning, teaching and growing in the field of Career Development. Maybe then we can take the summer off to enjoy nature as only Colorado experiences it!

My note here wouldn't be complete if I were to neglect mentioning the TREMENDOUS job that this year's Board is doing in their various roles. Please indulge me as I thank each one personally:

*Lisa Wegener* - Treasurer - thank you for your attention to detail

*Tom Jones* - Secretary - thank you for your consistently cool-headed opinion

*Deb Carr* - Past President - thank you for your unselfish guidance

*Anne Thompson* - Membership Chair - thank you for always delivering "can do" spirit with a smile

*Leslie Cancilla* - Training Co-Chair - thank you for your dedication and contribution to our field

*Sue Feinglas* - Training Co-Chair - thank you for seeing trials through to triumph

*Suzanne Reed* - Marketing Chair - thank you for your enthusiasm and creativity

*Melissa Johnson* - Web Administrator/Newsletter Editor - thank you for bringing us in to the 21st century with style

*Andrea Wieland* - Northern Connections Chair - thank you for serving tirelessly

*Isabel Shanahan* - Denver Connections Chair - thank you for giving over the years, and still giving again

*Dan Macy* - Boulder Connections Chair - thank you for your initiative

And thank you EACH for your support and friendship!

Won't you take the time to network in smaller groups with your peers and investigate all we have to offer one another? Read on to find out more about the Denver Connections, Boulder Connections, and Northern Colorado Connections groups and the programming they have planned for you! We look forward to seeing you there.

Sincerely,

*Alice Potter, President*

## CCDA Conference Review

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### ***Another Successful Conference!***

For the third consecutive year, on March 6, 2003, CCDA was proud and delighted to sponsor, coordinate and share in our "Best Practices in Career Development" spring conference.

Each year, we request our membership - our local expertise - to consider sharing their 'best practices' with their peers, and this year was a great success with twelve proposals, the largest response to date! And . . . thanks to Johnson and Wales University, we were able to accommodate all twelve presentations in three different tracks over four concurrent sessions throughout the day.

Many people assisted in the coordination of this conference, including all of the board members, our pleasant partnership with Johnson and Wales who so eagerly hosted us, and all of you who participated in our successful conference. The number of attendees reached almost 90, representing all sectors of our profession: k-12, post-secondary, private practice, agencies, corporations, government.

We were truly delighted in the commitment of all the presenters, dedicated to their profession, passionate about their particular area of interest, and willingness to share with us; their peers. One of the missions of the CCDA is to encourage networking and professional development. What better way to do both in a community setting with and for each other. THANK YOU Bill Heitsmith, Cyndy Redifer, April Petersen, Victoria Roberts, Debra DeVilbiss, Nicky Marone, Alexandra Hall, Larry Gabbard, Michelle Bergman, Tom White-O'Connor, Jennifer Anton, Andrea Wieland, Krista Malott, Anne Thompson and Melissa Johnson. We are all grateful for your contribution of a highly successful Third Best Practices in Career Development Conference.

We encourage those of you who have not had the opportunity to share your talents, skills, interests and passions with the rest of the membership, to consider next year's conference. The CCDA board will be calling for proposals late in the year or early in 2004. So stay tuned! And thanks again to all those involved.

*Leslie Cancilla, Training Co-Chair*

P.S.--If you weren't able to make it to all of the presentations you wanted to, please take a moment to read highlights (below) from this year's sessions.

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### **Career Services for Distance Students-Low Budget Solutions for a High-Tech Challenge,**

Cyndy Redifer and April Peterson

Please read on for some of the highlights from Cyndy and April's presentation.

National Board for Certified Counselors Code of Ethics and Guidelines for Internet Counseling:

- Review pertinent legal and ethical codes
- inform web clients of encryption methods being used
- Inform clients if, how and how long session data are being preserved
- Explain to clients how to cope with potential misunderstandings arising from the lack of visual cues.

Challenges for Counselors and Students:

- Culture-language-style-regional differences in job search etiquette.
- Visual cues are missing
- Rapport building for client comfort in disclosing concerns about disability, racial issues or other barriers.
- Privacy may be an issue over phone and email.
- Communicating with and marketing services to this population.

For resources regarding ethical internet counseling, visit the following websites:

- ACA Guidelines for On-Line Counseling: <http://www.counseling.org/resources/internet.htm>
  - NBCC Code of Ethics and Guidelines for Internet Counseling: <http://www.nbcc.org/ethics/webethics.htm>
  - WICHE Good Practices for On-Line Career Counseling: <http://www.wiche.edu/telecom/resources>
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## **Understanding Your Client's Core Motivations and Needs Using Temperament Theory Applications, Victoria Roberts**

Below are some highlights from Victoria's presentation:

Temperament is NOT: A simplification of type or just 2 letters of the 4-letter type code; derived from Jung; or an instrument

Temperament IS: A description of very broad patterns and themes of behavior; a dynamic theory of it's own that is grounded in systems thinking; and a way of looking at the pattern, processes, and purposes of individuals

4 Temperaments;

1. Artisan: *Core Needs*-Ability to make an impact, freedom to act now in whatever way they choose; *Talents*-troubleshooting tactics, impactful, skillful performance; *Values*-Aesthetics, action, and variation.
2. Guardian: *Core Needs*-Duty, membership, belonging, loyalty; *Talents*-Conserving, logistics, stabilizing; *Values*-Security, traditions
3. Rational: *Core Needs*-Mastery, competence, control of what happens to them, and knowledge; *Talents*-Strategy, design, categorization; *Values*-Intelligent relationships, ideas, and concepts.
4. Idealist: *Core Needs*-Unique identity, meaning, significance; *Talents*-Diplomacy, empathic, unifying; *Values*-Authenticity, integrity

Helpful resources for further exploration of temperament theory:

- *Understanding Yourself and Others, An Introduction to Temperament 2.0* by Linda V. Berens
  - *Please Understand Me II: Temperament, Character, Intelligence* by David Keirse
  - <http://www.16types.com>
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## **A Day in the Life of a Career Coach, Debra DeVilbiss, CPCC**

Below are a few highlights from Debra's presentation on coaching.

International Coach Federation Definition of Coaching:

'Coaching is an ongoing relationship, which focuses on clients taking action toward the realization of their visions, goals, or desires. Coaching uses a process of inquiry and personal discovery to build the clients level of awareness and responsibility, and provides the client with structure, support, and feedback. The coaching process helps clients both define and achieve professional and personal goals faster and with more ease than would be possible otherwise.'

Four Cornerstones of Co-Active Coaching:

1. The client is naturally creative, resourceful, and whole
2. Co-active coaching addresses the clients whole life
3. The agenda comes from the client
4. The relationship is a designed alliance

Similarities and Differences between Coach and Career Counselor

- *Similarities:* The client wants change; one-on-one relationship (usually); a fee is paid for the service; educationally based-do and learn rather than feel and emote; emphasizes present and future-past may be shared, but emphasis is on the future; can be individual or group.
- *Differences:* The client expects a coach to create, to be a partner, and to focus on their whole life, but expects a career counselor to fix their problems, to be an expert, and to focus on just the career segment of their life; coaching is done over the phone and services are paid for in advance, whereas career counseling is done in person and services are paid for upon service; outcomes from coaching= A new life vs. outcomes from career counseling= A new career

For more information, visit the International Coach Federation website at: [www.coachfederation.com](http://www.coachfederation.com)

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## **What's Stopping You? Overcoming Learned Helplessness to Do What you Never Dreamed Possible**, Nicky Marone

Nicky left us with the top 10 ways to stay resilient and mastery oriented and avoid helplessness: (oops, I missed one!)

1. Expect mistakes, confusion, ambiguity, setbacks, obstacles and failures. Then you won't get derailed when they happen, as they always do.
2. Regard achievement as a process that includes failure as you can have failure after failure all the way to success.
3. Failure is a state (temporary), not a trait (permanent). It is part of a bigger process and don't judge the process too soon - anything before death is too soon.
4. Understand the difference between response-ability which is active and future-oriented and blame which is passive and past-oriented.
5. Construe events in ways that preserve and increase self-esteem
6. Spend more time problem-solving rather than explain and apologize for why error was made.
7. Do not compare self to others
8. Failure is usually a failure of strategy, not a failure of self. Strategies can be changed an infinite number of times
9. Take credit for jobs well done

Nicky has published a book with the same title as her presentation for those who might want to learn more.

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## **MBTI Career Counseling Lists with Enneagram Applications**, Larry Gabbard

A model was developed, during a Master's Project at Regis University, to relate the sixteen MBTI® types to the nine personalities of the Enneagram. Each of the nine Enneagram types could be modeled as two MBTI® types or an MBTI® Pair.

Based on these Pairs, MBTI®-like personality descriptions were constructed for the nine Enneagram personalities. These personality descriptions compare favorably to Enneagram descriptions and helped students confirm their Enneagram results.

However, the MBTI® results for several students did not match the Pair used to construct these descriptions. But these Pair descriptions appeared to describe the way they worked. This is consistent with beliefs that Enneagram personalities are "public" personalities, similar to working personalities. In contrast, MBTI® personalities are regarded to be "shoes off" or natural expressions of preferences. These personalities are more likely to be expressed when one feels at home.

The conclusion was that the MBTI® instrument captures our "At Home" personality and the Pair (expressed in the Enneagram result) captures our "At Work" personality. While there is no one-to-one relationship between type and Pair, there are very strong patterns of relationships.

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## **Career Counseling from the Right Side of the Brain**, Tom White-O'Connor

The following are some points to remember from Tom White-O'Connor's interactive presentation:

- Since we all have two sides of the brain, it's good to incorporate Right Brained techniques into our practice
- Dominant Right Brained counselors/coaches & clients really need to do this and it opens up some new doors and awareness for Left Brained types
- Right Brained activities are Fun! Colorful! Sensory! Spontaneous! Metaphorical (if that's a word) Dreamy! Intuitive!

- Things you can do - Play Music, ask a client to bring music that expresses them, Draw a picture instead of making a list, do a collage, make up a story, Dream, Visualize, Use objects to represent what your client is talking about, then add more objects and create a play, and so on.
  - Don't plan anything and leave your Head at home.
  - Pretend you're a kid again.
  - Use your Heart and your Imagination.
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### **Short-Order Career Counseling - How to Make the Most of a Single Session**, Jennifer Anton

This was a very well attended presentation as this is one of the current issues we face as counselors, consultants, career specialists . . . and that is how to utilize all the time you have, pre-, post- and during a session to determine client needs, generate realistic option and action steps and encourage follow-through and even a return session. Jennifer shared numerous ideas for all three "time periods"- pre-session activities, the session itself, and the closing of the session.

To prepare a new client, two examples are:

- Send them an assessment; the Self-Directed Search or My Vocational Situation to complete before the first session
- Suggest a visit to the library to help them generate a list of career targets to bring during first visit

During the opening of the session:

- Make a quick assessment after asking three basic questions: what to accomplish, the time they have, their basic concern. Jennifer reminded us that we lead by following, building rapport, and listening for their level of commitment.
- A few of the intake questions offered:
  1. "Imagine the session going perfectly, what would you have wanted to accomplish today?"
  2. "How much time do we have?"
  3. "In what ways are you stuck right now?"

In considering their content of a single session, some techniques that Jennifer recommended included:

Narrative Techniques:

- "Who did you admire growing up, what did you admire about them, how are you like/different from this person?"
- "Describe your favorite books, magazines, hobbies, school subjects, movies?"

Planned Happenstance Techniques:

- Help clients become more aware of chance events, encounters, situations as career/life path possibilities

Finally, Jennifer stressed the importance of the closing:

- To provide time for reflection on the session, determine if the client got what s/he needed, establish goals and determine if follow up will happen.
- She mentioned summarizing a career action plan, "what I hear is working, and what I see needs more attention", "here is what I am going to do, what are you going to do?", so you know how to carry out the action, what obstacles might you encounter.

To engage the audience in further discussion, Jennifer asked us to consider the pros and cons of scheduling follow-up appointments, what makes a successful single session from a client's and counselor's perspective, and how we know who's agenda is apparent - ours or the clients. Lively conversations followed!

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## **Genogram, and Family Influences in Career Counseling, Andrea Wieland and Krista Malott**

For several decades, genograms have been used as a therapeutic tool for illuminating family patterns (Kerr & Bowen, 1988). More recently, genograms have been applied to career counseling as an assessment of the influences of familial patterns on an individual's career choice (Okiishi, 1987). This workshop discussed the background and history of the genogram and related the genogram to its uses in career counseling. Handouts included material used in a university career counseling course, with instructions on how to use this technique with a variety of clients. Precautions in using the genogram were included. Genograms can help clients gain awareness of family patterns for greater understanding of what shapes and influences an individual's career path. Understanding one's family history helps clients move to another phase in their career path, as well as to recognize their unique abilities and skills in relation to familial influences. This activity allows the instructors to gain greater insight into what may hinder an individual's ability to make a career decision. Because the genogram requires examination of potentially sensitive issues, it is imperative that professionals who use this technique be adequately trained and made aware of risks.

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## **Career Counseling Students with Disabilities, Anne Thompson and Melissa Johnson**

The goal of this workshop was to provide counselors with ideas for assisting students with disabilities in their career development and successful job search strategies. More specifically discussed were special considerations for students with disabilities and the career development process; ideas for programs, collaboration, resources, and access; suggested ways to help prepare students for the job search and application process; and resources and ideas for connecting with employers through jobs and internships. The presenters also reviewed pertinent aspects of the ADA and issues regarding disclosure, reasonable accommodations, and access strategies for securing and maintaining valuable job opportunities. The workshop was attended by several people currently working with students/people with disabilities in various settings, which allowed for great discussion and information sharing. Individuals who were unable to attend the session on career counseling students with disabilities are encouraged to connect with offices serving this special population on their campus or within their school districts/organizations, etc. as well as utilize a comprehensive website, the Job Accommodation Network, provided by the U.S. Department of Labor: <http://janweb.icdi.wvu.edu/>.

## **CCDA Hosts Upcoming NCDA Conference**

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### ***CCDA will Serve as the State Host for the NCDA Conference***

With the national NCDA conference being held in Westminster, Colorado this year, the Colorado Career Development Association will be the state host association. Many Colorado career development professionals have already volunteered for this conference in exchange for reduced registration fees.

Rich Feller, NCDA's Western Regional Board Trustee and Deb Carr, CCDA's Past-President, both served on the program selection committee and continue to be involved in the conference planning with NCDA's executive staff.

CCDA's future involvement in hosting the conference itself from June 25 - 28th has not been specifically laid out, but the CCDA Board is hoping to hold an open house for all general members and others interested in the association sometime during this conference. Details will be forthcoming in the near future.

## 2003 CCDA Scholarships

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### ***Deadline Quickly Approaching for 2003 CCDA Scholarships!***

Every year the Colorado Career Development Association offers scholarships to financially needy students and professionals seeking to improve their career counseling skills through professional development. This year we have 4 scholarships including up to \$150.00 worth of CCDA training sessions, the 2004 CCDA Conference, and CCDA memberships. We are excited about these opportunities and hope to see many great applicants! **Deadline is May 30, 2003.** Applicants can email, snail mail, or fax applications to the following address: Lisa K. Wegener, CCDA Scholarship Chair, Colorado State University Department of Biology Fort Collins, CO 80523-1878 / FAX: (970) 491-0649 / Email: [lisakw@lamar.colostate.edu](mailto:lisakw@lamar.colostate.edu). Below are links to each of the scholarship applications. Good luck!

- Professional Counselor Scholarship for: [CCDA Training and Membership](#)
- Professional Counselor Scholarship for: [CCDA Membership and the 2004 CCDA Spring Conference](#)
- Student Scholarship for: [CCDA Training and Membership](#)
- Student Scholarship for: [CCDA Membership and the 2004 CCDA Spring Conference](#)

## April Connections Events

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### ***Get Connected with CCDA Connections Groups in April!***

**Boulder Connections** – Come join us at the next Boulder Connections meeting on Friday, April 4th at 8 am at the Golden Buff Restaurant on the northwest corner of Canyon and 28<sup>th</sup> in Boulder. Jerry Lewis, Editor of the Boulder Business Report will present on Boulder area businesses and the economy. Please RSVP Dan Macy, Boulder Connections Chair, at [danmacy@yahoo.com](mailto:danmacy@yahoo.com), 303-938-5006 (voice mail), 303-914-6016 (work), or 303-938-4085 (home).

**Northern Colorado Connections** – The next Northern Colorado Connections meeting will take place on Friday, April 25 at 3:00pm. Take a tour and learn about the Weld County Chamber of Commerce at 902 7th Avenue in Greeley. For more information and to RSVP, please contact Andrea Wieland, Northern Colorado Connections Chair, at 970-351-1873 or [andrea.wieland@unco.edu](mailto:andrea.wieland@unco.edu).

**Denver Connections** - The next Denver Connections meeting will be held on Wednesday, April 23rd at 8:00 a.m at the Le Peep in Cherry Creek - 3030 E. 2nd Ave (at the corner of 2nd and Milwaukee Sts. - across from the Tattered Cover Bookstore). Joe Deloy, Assistant Director of the Office of Personnel Management will present on federal government hiring trends. For more information about Denver Connections, please contact Isabel Shanahan, Denver Connections Chair, at [IShanaha@regis.edu](mailto:IShanaha@regis.edu) or 303-964-5468.

## CCDA Board Nominations

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### ***e-Elections...Coming Soon!***

Just a note that we have accepted nominations for CCDA Board positions at our Spring Conference and an e-ballot will be going out very soon for our membership to vote. You can email it back to me or turn it in at your Connections meeting in April. The 2003/04 Board will be announced in the next newsletter. Thanks!

## Professional Development Events

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### **2003 Youth Workforce Development Summit**

*April 14-15, 2003*

Join us at the **2003 National Summit on Designing and Managing Effective Youth Workforce Development Programs** where leading experts, youth development workforce providers and one-stop resource centers will share best practices, lessons learned and innovative strategies for building successful youth programs. For more information: call (703) 894-0481 or visit [www.Performanceweb.org](http://www.Performanceweb.org).

### **National Career Development Association Career Development Across the Lifespan Conference**

*June 25-28, 2003*

The conference will be held at the Westin Westminster Hotel in Denver, Colorado, June 25-28, 2003. We are expecting 800+ attendees to attend the premiere conference for career development professionals across all areas of career development and in all settings. Early bird registration is \$295 and must be postmarked by May 1. Registration received after May 1 is \$350. For more information, visit their website at: <http://www.ncda.org/>.

## Corner Resources

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### **Recommended Websites:**

- **16types.com:** <http://www.16types.com>. 16types.com is dedicated to providing widespread opportunities for personality type practitioners to purchase books and resources at a discount, interact with experts, connect with peers, and participate in new studies on personality type.
- **The Center on Education and Work:** <http://www.cew.wisc.edu/> The Center on Education and Work seeks to enhance the quality of career-related learning for all individuals in schools, colleges, and the workplace. Established in 1964 the Center for Education and Work (CEW) has a rich tradition of enabling educators to engage youth and adults in learning and career development that leads to productive careers. Direct links to: Careers Conference 2003, 2003 CEW Resource Catalog; Senior Projects Institute, Summer Institute on Education and Work, and Career Development Facilitator Training Program
- **International Career Development Library:** <http://icdl.uncg.edu/> The International Career Development Library (ICDL) is a free, online collection of full-text resources for counselors, educators, workforce development personnel, and others providing career development services.
- **International Coach Federation:** <http://www.coachfederation.com> The International Coach Federation is the professional association of personal and business coaches that seeks to preserve the integrity of coaching around the globe. ICF helps people find the coach most suitable for their needs. It supports and fosters development of the coaching profession; has programs to maintain and upgrade the standards of the profession; conducts a certification program that is the gold standard for coaches worldwide; and conducts the world's premier conference and other educational events for coaches.
- **Job Accommodation Network:** <http://janweb.icdi.wvu.edu/>. The Job Accommodation Network (JAN) is a free consulting service that provides information about job accommodations, the Americans with Disabilities Act (ADA), and the employability of people with disabilities.

- **Professional Guidelines for On-Line Counseling:**

ACA: <http://www.counseling.org/resources/internet.htm>

NBCC: <http://www.nbcc.org/ethics/webethics.htm>

WICHE: <http://www.wiche.edu/telecom/resources>

**Recommended Books:**

- **Understanding Yourself and Others, An Introduction to Temperament 2.0** by Linda V. Berens. The newest version of Understanding Yourself and Others provides you with expanded information on the dynamics of temperament; more practice for identifying different temperaments; new applications for perspective shifting a link to Maslow's Hierarchy of Needs; more information about temperament and stress; expanded definitions on the temperament skill sets; two full pages of descriptions for each temperament; the Temperament Targets(TM); and appendices with links to Interaction Styles, the 16 type patterns, Carl Jung's theory of psychological types, and the Myers-Briggs Type Indicator(R) (MBTI(R)).
- **Please Understand Me II: Temperament, Character, Intelligence** by David Keirsey. For the past 20 years Professor Keirsey has continued to investigate personality differences--to refine his theory of the four temperaments and to define the facets of character that distinguish one from another. His findings form the basis for *Please Understand Me II*, an updated and greatly expanded edition of the book, far more comprehensive and coherent than the original, and yet with much of the same easy accessibility.
- **What's Stopping You: Overcome Learned Helplessness and Do What You have Never Dreamed Possible** by Nicky Malone.

**Submit a Newsletter Article!**

*Do you like to write? Share your career development knowledge with other CCDA members by submitting an article for the next CCDA Newsletter! The editor is collecting articles now for the June-August, 2003 issue. To submit an article, email your submission to Melissa Johnson at [Melissa.Johnson@colostate.edu](mailto:Melissa.Johnson@colostate.edu) by May 10, 2003.*

*The CCDA Newsletter is published quarterly. Any correspondence regarding the newsletter can be sent to Melissa Johnson, Newsletter Editor, at [Melissa.Johnson@colostate.edu](mailto:Melissa.Johnson@colostate.edu).*