



Special points of interest:

- News from NCDA
- “Tips, Tools, & Techniques” Review
- Drinking from a Fire Hose
- Self-Esteem & Success
- Member Book Reviews

CURRENT EVENTS

Nominations for CCDA Board Positions

It’s that time of year when CCDA sends out a call for nominations for Board Member positions. Being a board member is a fun way to further develop leadership skills and a professional network.

Would you like to nominate yourself or another CCDA member for any of the positions listed below? If so, please send the name of the nominee to allan.obert@aims.edu by Monday, April 24, 2006.

We will vote on the Executive Board positions (President Elect and Secretary Elect) at our Spring Conference on Friday, April 28, 2006. Please contact current board members for more information on the positions.

ELECT BOARD POSITIONS STARTING JULY 1, 2006 (Full responsibilities start July 1, 2007)

President Elect: Responsibilities of President in-

clude serving as the central spokesperson of CCDA, coordinating and leading monthly Board meetings and the annual retreat, giving the welcome at CCDA events, and representing CCDA at the NCDA annual conference.

Current President: Allan Obert (allan.obert@aims.edu)

Secretary Elect: Responsibilities of Secretary include taking notes at

Inside this issue:

Current Events	1-3
Corner Resources	3-5
Book Reviews	5-6
CCDA Connections	7
Upcoming Events	8



NCDA: News from the National Front

by Deb Carr, NCDA Secretary

Congratulations to Colorado Leadership Academy Honorees!

Lisa Severy and Lynda Kemp were recently selected into the inaugural NCDA Leadership Academy, Class of 2006-2007. They were selected in this highly competitive process based on their commitment to the career development profession as well as their leadership potential. The ultimate goal of this academy is to identify and nurture future generations of NCDA leaders.

Lisa and Lynda will be attending a series of leadership workshops and training sessions during the next two NCDA conferences

where they will learn more about NCDA’s history, governance process, and strategic initiatives. They will meet with current NCDA leaders, learn more about leadership opportunities within NCDA, and be mentored as they prepare for future leadership positions on the Board. They will also be required to identify and implement a twelve month Leadership Action Learning Project.

Leadership Academy participants receive yearly travel stipends and waived conference fees to support their participation in the Academy.

CCDA members should be proud to have two candi-

dates honored for acceptance into this academy!

Annual Membership Meeting – a change from the past.

Last year, NCDA’s Delegate Assembly approved a major change in how members can participate in the organization. All members are now invited to attend the Annual Membership Meeting where they will be briefed on organizational initiatives and vote on by-laws revisions. The Annual Membership Meeting is a wonderful opportunity to network with other members and learn more about current and future happenings in NCDA.



HOLD THE DATE!

CCDA
6th Annual Best Practices in Career Development Conference
Friday, April 28, 2006
8:30 am—3:30 pm
Radisson Center, Longmont

National News, continued...

This year's meeting will take place on July 7th from 11am – 12noon. All members are encouraged to attend!

NCDA's mentoring program needs you!

NCDA launched its mentoring program in late 2003 and over 130 members have participated. If you are a member of NCDA, have five years experience in career development, and are passionate about what you do, consider spending a year with a young professional in a mentoring relationship. Or, if you're that young professional and are seeking the good counsel of, and a relationship with, more experienced career development professionals, sign up for a mentor!

Visit the NCDA website for more information about this wonderful program.

Deb has been involved in this program for the past couple of years, so if you'd like to contact her about her experience, email her at deb.carr@comcast.net.

2006 career development facilitator instructor training courses.

Are you interested in becoming an NCDA Career Development Facilitator Instructor? The popularity of the GCDF credential is increasing each year as is the demand for instructors teaching GCDF courses. If you would like to become an instructor of NCDA's CDF curriculum, visit the

NCDA website for the complete listing of 2006 instructor training offerings, including the following: Dallas Texas, April 21-23, 2006. Master Trainers: Deb Carr and Cheri Butler.

CCDA Training Co-Chair and President-Elect Lisa Severy (top) and Newsletter Editor Lynda Kemp (below) have been selected to participate in the inaugural NCDA Leadership Academy.



CCDA Board, continued...

monthly Board meetings and annual retreat, and collecting and filing any brochures, minutes, pictures, etc. produced by CCDA that year for our historical records.

Current Secretary:
Tom Jones
(tom.jones@aims.edu)

Web Administrator Elect: Responsibilities of the Web Administrator include updating and maintaining the CCDA webpage as necessary.

Current Web Administrator: Meg Fremaux
(mfrema@aol.com)

Membership Chair Elect: Responsibilities of Membership Chair include maintaining an accurate database of CCDA mem-

bers and managing the CCDA email listserv.

Current Membership Chair:
Julie Elliot
(jbelliott04@earthlink.net)

Training Co-chair and Training Co-chair Elect: Responsibilities of Training Co-chair include planning the logistics of and coordinating CCDA's Fall Training and Spring Conference. A Training Co-chair serves for two years. We are accepting nominations for one Co-chair and one Co-chair Elect.

Current Training Co-chairs:
Lisa Severy
(lisa.severy@colorado.edu)
and Kate Culligan
(culligankate@hotmail.com)

Marketing Chair Elect: Responsibilities of Marketing Chair include generating and

implementing marketing goals for the CCDA Board.

Current Marketing Chair:
Wendy Winter
(wendy.winter@comcast.net)

Newsletter Editor Elect: Edit online quarterly CCDA newsletter, which includes soliciting articles and announcements from the CCDA Board and CCDA members.

Current Newsletter Editor:
Lynda Kemp
(lyndabikes@comcast.net)

The CCDA Newsletter is published quarterly. Any correspondence regarding the newsletter can be sent to Lynda Kemp, Newsletter Editor, at lyndabikes@comcast.net

Tools, Tips, & Techniques for Career Development



The conference room at CSU's Lowry Student Center in Fort Collins was packed February 1st as Dr. Rich Feller led a full day of activities and lectures designed to help career professionals evaluate the latest career tips, tools, and practical techniques.

Rich led off with an overview of *True Colors*. Through interactive activities and group demonstrations, participants learned first hand how *True Colors* can help us to understand temperament, personality, and preferences. *True Colors* is a multi-dimensional assessment that views "differences as an asset" and helps people learn to "honor" not just acknowledge the differences amongst us.

Another *True Colors* tool is the Word Sort, a one page re-

source that helps a client quickly describe themselves using adjectives that can then be linked to colors.

Also available are the "Reframing," "Values, Joys, Strengths, Needs, and Stresses," and the "Natural Gifts and Talents" handouts. These resources provide employers with an overview of how to honor employee differences utilizing *True Colors* concepts.

Rich also discussed the book "Showing Your True Colors" available through Amazon.com. It comes with a set of color cards and is the best source Rich knows of to understand the *True Colors* program without further training.

Dr. John Littrell, from CSU's

School of Education, led a session on "Solution Focused Coaching to Motivate Clients." John presented six techniques used in Solution Focused counseling including: discovering changes that have already occurred; interrupting with respect and finesse; eliciting clients' strengths, competencies, and abilities; exploring exceptions to the problems; asking the "miracle" question; and scaling questions. John explained how a counselor can put a client at ease and begin gathering information before a session even starts by using simple preparatory phrases such as "before we begin..." He also explained how counselors can use Prochaska's Change Model to help locate what stage of change a client might be in along a change continuum.

Rich then walked the group through a variety of on-line resources including

CORNER RESOURCES

It's Like Drinking From a Fire Hose: How to Avoid Pressure and Stay Focused, by Frank Traditi

Are there days (or maybe it's every day) where you have so much to do and so little time to get it all done? Does it feel like someone turned on a fire hose and then asked you to drink from it? The number of items on your to-do list and the speed at which it's all coming at you is sometimes unbearable. You begin to question why you're doing all this work and the answers become less and less clear. That familiar feeling of overwhelm sets in and you just want to throw your hands up in anguish and say, "I quit!"

Lance Armstrong, arguably the world's best athlete and cyclist, was asked why he is so good at what he does. His simple but powerful answer, "I'm on my



bike 8 hours a day." He is totally focused and committed to what he does.

Someone close to Tiger Woods was asked the same. The answer - he's the first to arrive and the last to leave the practice course. Again, total focus on being a champion.

You don't need to be a super athlete to learn how to stay focused. However, it does require some level of commitment and willingness to make small changes to make it work. The key to staying focused is balancing your state of mind and your body. I call this your personal "weather report."

Each day, you can gauge on a scale of one-to-ten just how your mind and body

feel. When both are in balance, that's when you feel like you can take on the world. As with everything in life, your scores for will go up and down from day to day. If either one or both are very low or out of balance, it's easy to get overwhelmed by what lies ahead. The good news is that simply keeping score every day of your state of mind and physical condition helps you improve your scores.

Let's look at some ideas on how you can stop drinking from the fire hose and stay focused on what's important:

Keep the end in sight:

From time to time while you have the ax to the grindstone, you might for-

Fire Hose, continued...



Frank Traditi is the co-author of *Get Hired NOW!: A 28-Day Program for Landing the Job You Want*. He is an author, speaker, career strategist, and executive coach with more than 20 years of experience in management, sales, and marketing for Fortune 500 companies. Frank works with talented professionals to design a game plan for an extraordinary career. For a copy of his free guide "How to Find a Job in 28 Days or Less," visit www.gethirednow.com

get why you are doing all this work. Be sure to take time out to reflect on your goals. That might have to do with money, peace of mind, fame, satisfaction, or just plain relief. Find a method that works for you to keep the end result in your line of sight and stick with it.

Work on one thing at a time: I think the jury is still out on this multi-tasking thing. Trying to do too many things all at once usually results in frustration and a bunch of unfinished projects. Review a current project you're focusing on and split it up into small pieces. It is much easier and you get more doses of that great rush of getting something done.

Take note of your most productive hours of the day: Early birds, afternoons, night owls - whatever you are, take stock in what those hours are and capitalize on them. These hours are your most creative and productive. You want to have some fun focusing on what you're doing, so do the work when it's the most fun for you.

Win the "Paralyzed by Perfection" game: Like me, you may have been trapped in

this scenario before. You're getting close to the point of completion for your project. It's looking good, but you think it might need a tweak or two. After you make the change, the entire project looks different. Now you feel like you have to start over again. Don't get caught up in this game and get paralyzed by perfection. If you keep going in this circle, nothing will ever get out the door. Just pick a point of completion and move on. You can always go back and make revisions later.

Exercise to increase your endurance: Every world-class athlete knows that endurance is one of the key attributes that separates the winners from everyone else. Staying focused on each project takes endurance. To increase it, you have to exercise your body and your mind. Plan for at least three times per week to get out and exercise your body. Also, take mini-breaks every day to expand your knowledge. You'll discover you can stay focused on your work or project for much longer.

Step away from the work - take a time out: You'll drive yourself crazy bearing down all day every day. You need

a time out. This is what's commonly called a "recovery period." Taking recovery time recharges your creativity, determination, and motivation. Things always look different and often times better than they did when you were last working your project.

Don't get discouraged: It's easy to get overwhelmed by the size or number of the projects ahead of you. Give yourself credit for each and every small step you take. If you can't muster up the self-credit, outsource it. Check in with business partners, friends, family, clients, or anyone who knows you. You can always find an encouraging word from someone in your network.

Get some sleep: This is obvious, but often neglected. I live on very few hours of sleep each day, but when the batteries are drained, it's time to get some shut-eye. Things always look better after a great night's sleep.

When you put your mind and body into it, staying focused can be the easiest and quickest way to success. Stop trying to drink from the fire hose and take smaller sips from a glass. It tastes better and you won't get so wet.

There's a Better Job Out There: Self Esteem and Success

By Lisa Wegener



The other day a friend told me about some unethical things occurring in her workplace that were against everything she believed in. She was unhappy with her job and asked what to do. I related one of my favorite commercials to her. It is by Monster Board and the tagline is "There's a better job out there." When she re-

plied that she couldn't get another job and started the litany of "yes, buts", it made me think about my presentation at the CCD A Conference last year on how self-esteem and confidence affect whether someone is successful or not in their career development. That single factor can overshadow everything else. If

someone does not have confidence, doesn't believe in themselves, and has a low self-image, it will reflect in all that they do in their career exploration and job search.

The movie "Catch Me If You Can" is a prime example of how much of a difference confidence makes.



Better Job, continued...

This movie is a true story about Frank Abagnale, Jr. who had more careers before the age of 19 than most people have in their entire life. The kicker about every career he had was that he had absolutely no training or qualifications for every field he entered—from foreign language teacher to airline co-pilot to physician to lawyer. He fooled everyone and easily obtained all of his jobs. Was he just lucky? No. He was very confident and sure of himself and that is why he attained so many high-level positions. I am not saying that we should teach our clients how to lie and fool employers. What I am saying is that confidence and self-esteem have a major impact on success.

In the movie “Joe Somebody,” when Joe gained confidence and changed his image of himself, he suddenly started to get respect at work and move up the ladder. He was still the same person with the same skills and personality, but how he behaved and treated himself changed. This then impacted how others treated him. It’s like the

quote says, “We teach others how to treat us.”

On the television show “The Apprentice” one of the factors that has come up more than once in the board room where Donald Trump fires someone is a candidate’s lack of confidence when they answer his questions. If they are not confident in themselves and reveal that they think someone is better, they get fired. “The Donald” says that if someone doesn’t think he or she can measure up, then why should he. It’s like the famous commercial slogan says, “Never let them see you sweat.”

Obviously not all clients need to work on self-esteem, and some need some reality counseling more than anything. However, I am seeing more and more each day, especially with those who have been out in the world and slapped around a few times, is that many people are defeated before they even began their career exploration, much less their job search. The job market is tough. More and more people are being laid off.

Pay is low. Competition is tight. Dreams often don’t come true and the media sure doesn’t highlight when they do. So, it is easy for people to be discouraged and buy into the idea that they can’t get the job they want or enter the career they desire.

My main point about career development mirrors what Henry Ford once said, “Whether you think you can or whether you think you can’t, you’re right.” That’s why it is so important for career counselors to be aware of self-esteem issues and include confidence-building methods in their repertoire. Robert Redford was once asked what his favorite word was. He replied, “Possible.” That is a powerful word. Let’s teach our clients that word and the vocabulary that goes with it, which has been lost in recent years. For it is only in believing in possibility that anything is ever achieved.

Lisa Wegener is an Academic and Career Counselor for the Department of Biology at Colorado State University where she has worked almost seven years. She has also worked at the University of Northern Colorado, the University of Nevada, Las Vegas, and Morgan Community College and served on the CCDA Board for five years.

“Spring Break” Reading: Book Reviews by CCDA Members

The World is Flat: A Brief History of the Twenty-First Century, Friedman, Thomas L. Friedman (2005) Farr, Straus, and Giroux. New York

I have tucked in the front of my copy of *The World is Flat* two newspaper articles that I cut out from the Longmont Daily Times-Call, my hometown newspaper. The first, from December 8, 2005, is headlined:

“Microsoft Ups India Investment.” The second, dated Feb. 11, 2006, is titled: “Expert: Global Economy is Seeing ‘Seismic Shifts’.” Both are representative of the kinds of news articles that are surfacing daily in support of the subject of this book.

If you are at all familiar with Tom Friedman, you know that he will give you a thoughtful, well-

researched, highly-readable account of whatever subject has captured his razor-sharp intellect. He states that this book is an expansion of his previous book, *The Lexus and the Olive Tree*, which outlines globalization and traces its growth and possible outcomes. A three-time Pulitzer Prize winner for his work at The New York Times, when you pick up anything he writes, you





can be sure you will come away enlightened and provoked.

Friedman is using this weighty book (469 pages) to demonstrate that a “triple convergence” has changed the world. He presents a list of ten world flatteners, such as the fall of the Berlin Wall, open source code, supply chains, and search engines, with cogent descriptions of what they are and how they got to be world flatteners.

His “triple convergence” consists of:

- * A flattened global playing field,
- * A shift in the way we are doing business, from vertical to horizontal, and
- * Lots more people (billions!) accessing the global marketplace.

This convergence occurred around the year 2000, and we, and our clients, are feeling its impact every day of our lives, from calling a help line in India, to shopping at Walmart.

What this means for our clients depends on where they are in their career. Offered as suggestions, I’ve outlined where I think the emphasis should be for each

age group:

School aged children: With the increased global competition from cultures that value education, our kids need to be encouraged to study math, science and languages early on. Rather than playing video games, they should be challenged to create their own.

20s to 40s: The more opportunity for skill building at this stage of their career the better. One particular skill to pay attention to would be communication (learn a foreign language – how about Mandarin, Hindi, or Farsi?). Write coherently and succinctly. You will be communicating with many whose first language is not English and they will know it better than you.

40s to 60s: By this time in your career, you should be special, specialized or adaptable. And never stop learning. Old dogs must learn new tricks to stay competitive.

60+: I’m including this category because the Baby Boomers will not retire the way the WWII generation did. They will live longer than previous generations and be more active and involved. Significance will be of more interest than func-

tionality. Fall in love with a cause and bring all your skills into play to support it.

Economically, the world really is flat. After you read this book you will realize our global community is hyper-competitive and moving at a breakneck speed. There are new challenges, new opportunities and new partners. Collaboration and cooperation will be key; but the skills that will serve everyone best are creativity, imagination, and flexibility. As my Mom says, “Blessed are the flexible for they shall not be bent out of shape!”

Debra DeVilbiss, CPCC, is owner of Forward Momentum, LLC, a career coaching community dedicated to helping clients move forward. She works with people



who are restless and discontent and are ready to make significant change in their lives.

Learn more about Debra and Forward Momentum at <http://www.forwardmomentum.com> and subscribe to her monthly newsletter, “Moving Forward!” She can be reached at 303-485-9853 and by e-mail: debra@forwardmomentum.com



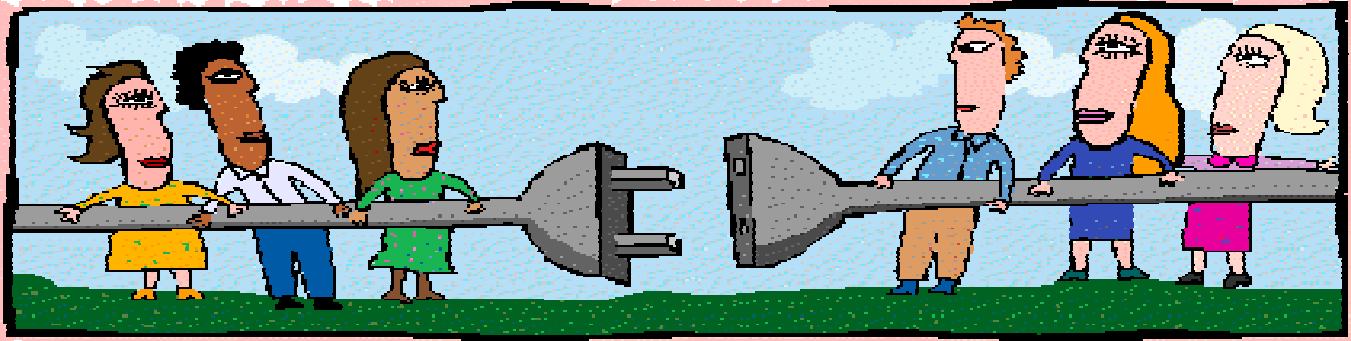
Tools, Tips, & Techniques, continued...

www.MyMajors.com, which targets high school students and first year college planners helping to identify an appropriate major field of study; the new Strengths Finder book: Strengths Quest <http://www.strengthsquest.com>; The Federal governments huge career database O*Net <http://online.onetcenter.org/> and the National Career Development Guidelines <http://www.acrenetwork.org/>

ncdg.htm .

The final speaker was Joe Stimac, developer of “The Ultimate Job Search Kit” and founder of Accuhire. He led the group through a discussion of traditional vs. behavioral/performance interviewing. He then demonstrated, through audience participation, how the depth of an interviewee’s experience is apparent when that person has actually experienced an event and tells a story about

that event vs. someone who has not actually experienced an event, but tries to create a story based on their knowledge. The richness of detail is key. Joe recommended coaching clients to use “STAR” when framing responses to behavioral questions: Situation or Task, Action, Results. Joe also demonstrated how job descriptions often contain clues to possible interview questions, specifically the competencies listed.



GET CONNECTED! With CCDA Connections

Boulder Connections

We are an informal bi-monthly gathering of career development professionals, students or interested community members with the purpose of networking and expanding our awareness of career development related issues and resources. **Friday, March 3rd, 8 am** Topic: Deb Carr will provide, guide us through and lead a discussion of a video of Mark Savikas (from the last NCDA Conference) presenting his "Narrative Approach to Career Counseling." University of Colorado. Willard, Room 24, on the ground floor (Same building as Career Services) <http://www.colorado.edu/campusmap/map.html?n=-545&w=0> There is a public pay-parking kiosk on the south side of Regent Drive: pick a numbered spot, than go to the kiosk and pay for your time: 1.25 per hour (takes cash or credit cards). We will provide coffee, tea and bagels.

For more information and to RSVP contact Boulder Connections Chair: Dan Macy, danmacy@yahoo.com or 303-819-6178. Hope to see you there.

Denver Connections

The Denver Connections Group meets for breakfast every other month at LePeep in Cherry Creek (3030 E. 2nd Avenue) For more information or to attend, please contact Howard Rosenberg at howard.rosenberg@colorado.edu.

Northern Connections

Here's the scoop on Northern Connections for the next several months. **MARCH MEETING-Friday, March 3, 7:30 a.m.** Loveland Cracker Barrel. I-25/Hwy34 Topic: Group sharing of marketing ideas for career service events. **APRIL MEETING- Thursday, April 6, 5:30 p.m.** Austin's American Grill, 2815 East Harmony Road, Fort Collins. Topic: Guest speaker, Dennis Cole, from CSU's Career Center and College of Business. Dennis will discuss northern Colorado business trends.

To RSVP for upcoming meetings or to ask questions regarding Northern Connections, please contact Ruth White at Ruth.White@colostate.edu or 491-3919.

Western and Southern Connections

The Western and Southern Connections continue to build. Larry Dutmer and Amy Turner lead the effort to build awareness and access to CCDA for folks on the western slope of Colorado. Please contact Larry at ldutmer@coloradomtn.edu if you have any comments, questions, and/or suggestions.

Larry Gabbard has agreed to chair a Southern Connections for folks in Colorado Springs, Pueblo and areas in the southeast. Larry can be reached at larrygab@adelphia.net.

UPCOMING EVENTS

Glossary of Acronyms

ACCA: American College Counseling Association

ACPA: American College Personnel Association

ACA: American Counseling Association

APA: American Psychological Association

ASCA: American School Counselor Association

CCSA: Collegiate Career Services Association

NACE: National Association of Colleges & Employers

NAWDP: National Association of Workforce Development Professionals

NBCC: National Board of Certified Counselors

NCDA: National Career Development Association

RMACE: Rocky Mountain Association of Colleges & Employers

Rocky Mountain Workforce Development Association

MEETING THE BUSINESS DEMANDS OF THE NEW ECONOMY

RMWDA 2006,
April 12 & 13

The Grand Hyatt—Denver, Colorado

Contact: Mary Jordan

720-913-1664/mary.jordan@ci.denver.co.us



March 18-22, 2006
Indianapolis, Indiana



National Employment
Counseling Association
International Professional Development
Workshop
March 30-31, Montreal
www.employmentcounseling.org



May 30-June 2, 2006
Anaheim, California



March 30-April 3, 2006
Montreal, Canada