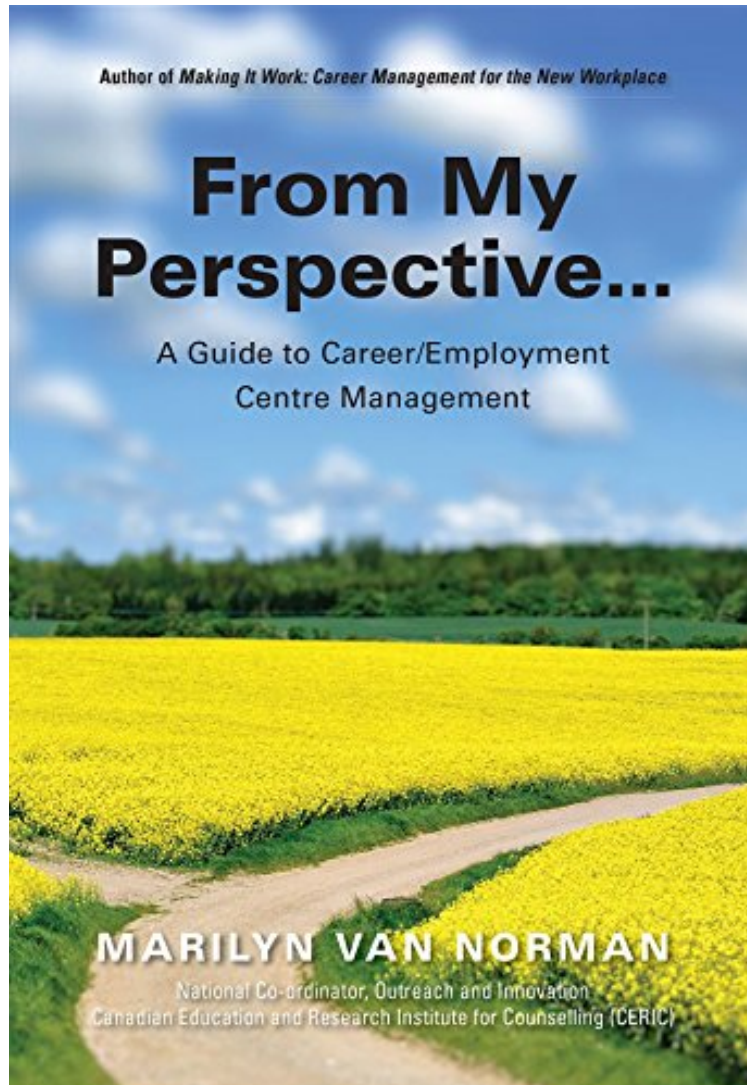


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From My Perspective... A Guide to Career/Employment Centre Management

Marilyn Van Norman

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Marilyn Van Norman : From My Perspective... A Guide to Career/Employment Centre Management before purchasing it in order to gage whether or not it would be worth my time, and all praised From My Perspective... A Guide to Career/Employment Centre Management:

From My Perspectivehellip;. will touch upon fundamental organizational capacity issues such as staffing, financing, programming, profile establishment and maintenance, as well as essential ingredients for success such as effective

networking, mentoring, relationship management, marketing, time management, visioning, strategic planning and evaluation. Managing a career/employment centre is both challenging and extremely fulfilling — though not without its frustrating moments, for sure. Successful directors/managers are those who are never satisfied with that status quo. This publication has been written so that both the beginner and the more experienced director/manager will be able to take away some ideas and approaches that will prove useful in their work.

About the author: Currently National Co-ordinator of Innovation and Outreach for the Canadian Education and Research Institute for Counselling (CERIC), Marilyn Van Norman has over 30 years proven experience in career centre and student services management. She has held the positions of Director of the Career Centre and Director of Student Services at the University of Toronto. She is a collaborator, visionary and expeditor. Author of numerous articles and publications on career development, her book *Making It Work: Career Management for the New Workplace* was a Canadian bestseller. Marilyn has been the recipient of a number of awards including the Award of Merit, Outstanding Contribution, Canadian Association of Career Educators and Employers; Contribution to Career Counselling, Ontario College Counsellors; the Etta St. John Wileman Award for Contribution to Career Development in Canada; The Joan Foley Award for Significant Contributions Enhancing Student Life, the University of Toronto; and Life Membership, the Canadian Association of Career Educators and Employers. Marilyn has been active on numerous Canadian committees and Boards relating to career development including: a past President of the Canadian Association of Career Educators and Employers (CACEE); member of ContactPoint Board; member of the founding Board of the Canadian Education and Research Institute for Counselling (CERIC); chairing the National Consultation on Career Development (NATCON) for 15 years.

“A very no-nonsense approach to the management of Career/Employment Centre. As all experienced or inexperienced managers will know the task of managing a Career/Employment Centre is ever changing and evolving. The topics covered are the day-to-day realities of a Career/Employment Centre Manager. Relevant topics, sound advice and practical solutions will make this a definite read for all managers, senior staff and Boards of Directors.” — Nancy Dube, Director, YMCA Employment Services, Sudbury