



# Career Links

QUARTERLY NEWSLETTER

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## Learning Adaptability in a Career Tsunami



“When people go to work, they shouldn’t have to leave their hearts at home”

-Betty Bender-



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In times of economic hardship, some industries are harder hit than others. Typical career paths are seeing changes on a much larger scale than usual. There are new opportunities opening; and the old opportunities are closing. This means that the ability to be adaptable to change becomes most important during this time. Below are a few helpful tips on flexibility:

**Creating a positive attitude** – apply this thinking to both your professional and social relationships. Are you feeding the gossip train or stopping it? Who do you spend most of your time with, those with positive outlooks on life or a negative focus? The ability to have a positive outlook on life will help you to endure changes during an economic downturn.

**Build your relationships** – learn the company’s culture, a workplace is a family with its own set of norms and values. Those who want to succeed must adapt to those rules in order to become a valued team member. Be alert and willing to change your style or work habits to your new environment.

**Learning to listen** – it’s always hard listening to constructive criticism about yourself, however when taken and used in the right way these bits of information can contribute to incredible successes in the workplace.

**Organization** – when planning tasks for the day/week ahead, divide each task into categories below:

1. Tasks that will advance my career
2. Tasks that may deter my progress
3. Tasks that are neutral

One should always keep in mind that flexibility in the workplace can always be further developed. Many of these skills can be improved on your own. There are many books and helpful internet sites that can help. Surviving the workplace jungle is sometimes not easy but developing key skills to become adaptable will be very helpful to you.

## High Growth Occupation

### Network Systems and Data Communication Analysts

#### Description & Tasks

- Analyzes, designs, tests, and evaluates network systems, such as local area networks, wide area networks, internet, intranet, and other data communication systems.
- Performs network modeling, analysis, and planning.
- Researches and recommends network and data communication hardware and software.
- May supervise computer programmers.

#### Skills Required

Must be flexible to learning new technologies quickly. Determining and identifying the causes of operating errors. Installing equipment, machines, wiring, or programs that meet specifications. Adapting equipment to meet the servers needs.

#### Education

A bachelor's degree is a prerequisite for many jobs; however, some jobs require only a 2 year degree. Relevant work experience is also very important.

#### Employment Trend and Wages

*Average Wage — \$61,337*

*2006 Employment — 5,150*

*Projected Growth — +44 %*

*2016 Forecast— 7,390*

Source: <http://online.onetcenter.org/>

## Aging and the Workforce

Did you know that the percentage of workers age 50 and older is expected to rise 52 percent in the next year? Research has shown that more older Americans are now remaining longer in the workforce, and many are job searching longer. Below are two important strategies to help you prepare for the workforce:

**Critique your resume:** So how do you get through that "age filter" that seems to screen older candidates? The best way to keep your age out of the radar is to not make an issue of it. A popular way to keep your age from being screened early on is to eliminate the dates you received your degrees/diplomas. The majority of the resume should focus on your most recent experiences. Consider narrowing the resume down to show a specific expertise and focus on jobs that match your experience.

**Prepare for the interview:** A resume with dates that are played down can only get you so far. You can't hide age in an interview. One can combat this by providing background examples that demonstrate energy and creativity.



The Career Discovery Center (CDC) is a valuable resource for young people at any stage of career planning. Whether you're starting to think about your future career or a job, the CDC is a smart place to start. Here are a few of the services:

**Identifying types of careers you may enjoy** - If you are a high school student, or under the age of 21, the CDC can be a resource to help you create and develop a career plan. We have a variety of online interest assessments, videos, and literature that are bound to help you make a decision on which occupation to pursue for employment. Also, we have many worksheets and activities that can be completed individually or in groups to help youth determine their career path.

**Browse thousands of college and university sites** - for youth and young adults who are planning to attend college, it is important to gather information about schools that interest you, and then compare information to find the best fit. We can assist you in this process by training you how to use Wisconsin Careers, an excellent website that provides college information on all major colleges throughout the nation!

**Finding out about scholarships, financial aid** – Are you concerned about how you will be able to afford to attend a college or university? Don't fret, there's money out there and we are more than happy to share this information with you! Contact us to find out where to go to get web addresses for scholarships and financial aid.

**Job search assistance and location** – The CDC provides job search assistance for youth ages 14 – 21. If you are within this age and need help with developing a resume, proper application techniques, and names of businesses in the Racine area that hire minors your age, call to schedule an appointment.

For more information, call Maria Nabors, Youth Career Counselor at (262) 638-6351, or stop in at the Racine County Workforce Development Center – Career Development Center located at: 1717 Taylor Avenue, Racine, WI 53403 - Room 1009

## Job Support Network (JSN)

Did you know that 75% of all employment opportunities found are through networking. Come get together with other job seekers to network, share ideas, information, and job leads.

**Where:** Workforce Development Center  
Classroom C

**When:** Every Wednesday—1:30 pm to 3:30

\* Bring your job leads and tips for the group\*



Racine County Workforce  
Development Center  
1717 Taylor Avenue  
Racine, WI 53403

**Website:**  
[www.wdc.racineco.com](http://www.wdc.racineco.com)

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## Academic Improvement Center

If you're looking to improve your academic skills, prepare for a GED or HSED, or work on computer skills, the Academic Improvement Center can help. The center is located on the first floor of the Workforce Development Center, in classrooms F & G, and offers a variety of programs.

**\*Call: (262) 638-6458 for more information\***

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## Racine Workforce Development Center (WDC) Holiday Closings:



**Fourth of July—Friday, July 3rd**



**Labor Day—Monday, September 7th**

