

## This Learning Pathway is not offered in FY 19



### Career Development Learning Pathway Certificate

An employee is hired at Montgomery College for a specific position, yet as skills and confidence grow, the employee and the position evolve. Occasionally, the individual shifts into a different position(s). While this development may happen by chance, an employee can foster opportunities by choice.

The Career Development Learning Pathway is a series of classes that provide skills and resources for employees to map and strategize how to move into MC work opportunities, whether laterally or up the chain-of-command. While no promises of change and advancement can be made, employees completing this Learning Pathway are more adept at managing their careers within MC and beyond.

#### Learning Pathway classes required to earn a certificate:

##### Self-Management

- Personal Branding on Social Media
- Resume Writing

##### Self-Awareness

- Job Seeking Within MC: Using the Job Wizard
- Success Right Where You Are!

##### Career Planning Skills

- Interviewing Skills and Job Search Strategies
- Networking Skills for Your Career

##### Career Resource Skills

- Career Resources at the Library
- Using "Career Coach" for Career Planning

The pathway classes are available to all employees through MC Learns as individual classes as well. If you are interested in achieving the certificate, the table below will help you plan your schedule. **Note:** *This learning pathway will not be offered in FY19.*

#### Classes:

Class name	Class Length	Class Date(s)
Success Right Where You Are!	½ day	January 30, 2018
Networking Skills for Your Career	2-hours	February 15
Using "Career Coach" for Career Planning and Job Seeking Within MC: Using the Job Wizard	2 ½ -hours	March 21
Career Resources at the Library	2 hours	April 12
Resume Writing	2-hours	April 30
Interviewing Skills and Job Search Strategies	2-hours	June 12
Personal Branding on Social Media	Online	Online—Lynda.com
(Open lab to work on your social profile and site)	Optional	April 30


\*A learning pathway is a series of identified classes that provides you with an in-depth exploration of a specific topic. When completed, a certificate of learning is awarded, as documentation of your commitment to pursue the study and practice of a specialized area of professional development over multiple years that provide you time to reflect upon the concepts and integrate the skills into your work and personal lives. **NOTE:** *This learning pathway can be completed in one year!*

7/10/18

## Career Development Learning Pathway Class Overview

Career Development Classes	Brief Class Description*
<b>Career Resources at the Library</b> <i>Facilitator: Randal Hertzler</i>	Discover valuable career resources available right here at the College Library! Items to be discussed include electronic, subscription, print, and government resources.
<b>Job Seeking Within MC: Using the Job Wizard</b> <i>Facilitator: Deborah Aceto</i>	Navigate the College's storehouse of position descriptions as a career planning tool. Review your own position description as well as position descriptions across the College to identify the skillsets required to achieve your career goals.
<b>Interviewing Skills and Job Search Strategies</b> <i>Facilitator: Joseph O'Hare</i>	Learn practical and useful tips and strategies on how to prepare for that important interview. Feel confident and empowered as you begin or continue your job search.
<b>Networking Skills for Your Career</b> <i>Facilitator: Roberta Buckberg</i>	Discuss strategies for networking at Montgomery College, in the outside community, and online to build your career and to make your life run more smoothly and happily.
<b>Personal Branding on Social Media</b> <i>Online—Lynda.com</i>	Authentically and powerfully present your brand online. Understand the important differences between the four main social media sites—LinkedIn, Facebook, Twitter, and Pinterest—and how to use them for career advancement and networking. NOTE: An optional open lab is scheduled for you to network with others and obtain input as you develop your social presence.
<b>Resume Writing</b> <i>Facilitator: Patricia McGlone</i>	Develop a competitive resume that reflects your knowledge, skills, aptitudes, and specific professional experience.
<b>Success Right Where You Are!</b> <i>Facilitator: Leah Joppy Payton</i>	Achieve great success and significance right where you are. The key is to be the best wherever you sit! Learn valuable skills needed to create and chart a continuous learning and successful career – starting from where you are.
<b>Using "Career Coach" for Career Planning</b> <i>Facilitator: Kevin Long</i>	Learn to navigate all features of Montgomery College's Career Coach online tool. Explore how this valuable career planning tool can help you find a rewarding career, from suggesting careers based on your interests to finding actual job openings in your area!

\* Complete class descriptions and outcomes are located in MC Learns.



If you are completing a learning pathway, register to attend the Learning Pathway Certificate Reception on Thursday, June 14, 2018, in MC Learns. Certificates of completion will be presented to honor your commitment to your professional development.