

Career Resources Manager Guide

Helping employees shape their career journey

Corwin Learning Solutions



Career Development at CLS

The workplace is evolving rapidly, and so are the skills required for success. Our internal career tools offers a structured approach to navigate this change and drive career ambitions.

Career Development is broken down into three distinct phases

- 1 **Know Myself:** Build your self-awareness
Where are you now?
- 2 **Find Your Journey:** Define where you want to go and how to get there
Where do you want to be?
- 3 **Learn Something New:** Focus on acquiring the needed skills and knowledge
Create the plan to get there



Step 1: Know Myself

Support your employees
in understanding their
strengths, motivators
and growth areas

Encourage your employees to reflect on their self-awareness and explore resources that uncover their unique strengths.

Key questions to ask

What do you enjoy most about your current role?

What strengths do you feel stand out, and how can we leverage them further?

What areas do you want to develop to grow in your career?

What feedback have you received recently that resonated with you?

Resources to recommend

Tools: Targeted Feedback, StrengthFinders, 16 Personalities (page 7)

Development Platforms: Pluralsight, Datacamp, LMS eLearning

Step 2: Find your journey

Help employees identify career goals and explore opportunities to achieve them

Partner with employees to set clear, actionable development goals. Identify opportunities to expand their network and experiences.

Key questions to ask

Where do you see yourself in 1-3 years? What role excites you?

Are there cross-functional opportunities (e.g., Gigs) that interest you?

Who inspires you or could serve as a mentor? How can we connect you with them?

What short-term steps can we take to align with your long-term goals?

Resources to recommend

Career Guides and Mentors

Internal job opportunities

Short-term projects (Gigs)

Development resources

5 questions to decide your next career move

Developing Employees

Career Management