

## Career Resources for Career Consultants:

### Lee's Top Books:

**Carpenter, Heather,**

***The Career Maze - Guiding Your Children Towards a Successful Future, 2008***

- A practical New Zealand guide for parents to help their children build the foundations for early career choices, and lifelong career progress. I recommend it to all parents of my younger clients and cheap as chips

***Your 21<sup>st</sup> Century Career – New Paths to Personal Success, 2010***

- Her latest book geared more towards adult readers. Full of jargon free information to challenge our thinking, career strategies and behaviours to manage work in the new ever-changing and challenging environment of careers.

**(both published by New Holland, NZ)** Order on line from: [www.thecareermaze.com](http://www.thecareermaze.com)

**Stevens, Paul, *A Passion For Work- Our Lifelong Affair* 1993 and *Career Development – Support in Organisations.* (Worklife PTY., 1993)**

- Old but still worth reading as an adjunct to more modern texts. It fills some practical practice issue gaps.

**Beckford, Nigel and Fitzsimons, Michael, *You Don't Make a Big Leap Without a Gulp – Finding the Courage to Change Careers and Live Again* (Fitzbeck Creative Publishing, 2005)**

- I find this is a great resource for 'stuck' clients. Full of stories, resources and assessment exercises and is in a New Zealand context. Clients like it.

**Baruch, Yehuda, *Managing Careers – Theory and Practice* (Prentice Hall – Pearson Education Ltd 2004)**

- I used this as the compulsory text for a career development paper I taught at University of Auckland in 2005. It covers all the bases and I liked its corporate coverage.

**Pink, Daniel H., *The Adventures of Johnny Bunko, The Last Career Guide You'll Ever Need*, (Penguin Books, 2008)**

- [www.danpink.com](http://www.danpink.com)
- Produced in Manga (comic book) format. Great for reinforcing good decision making process in an engaging story.

**David Irving, Darl Kolb, Deborah Shepherd, Christine Woods , *Changing Gears – How to take your Kiwi business from the kitchen table to the board room.* (Auckland University Press, 2009)**

- David Irving was the co-founder of The Icehouse, the University of Auckland innovation lab and wrote this book with his colleagues from the University of Auckland Business School. Success stories of real New Zealand companies and gives owner-managers tips for driving growth and profitability – loaded with visual models and very practical basic survival strategies.

### Claire's Top Books:

**Amundson, Norman E., *Active Engagement: Enhancing the Career Counselling Process* (Richmond: Ergon Communications, 1998)**

- A down to earth and practical handbook for career consultants, providing and demonstrating a range of models and techniques.

**Buckingham, Marcus and Clifton, Donald O., *Now Discover Your Strengths* (New York: the Free Press, 2001)**

- Provides access to a Gallup profile called StrengthsFinder, to identify your most dominant top 5 strengths or signature themes and then provides a detailed description of each of the 34 themes.

**Clark, John, *The Money or Your Life* (Birkenhead: Tandem Press, 1997)**

- Clark provides learning's gained on his journey from commercial lawyer and managing partner of a leading law firm in NZ with "career angst" at the age of 33 to management consultant, career counsellor, writer, voluntary worker and parent. He uses story telling, examples and practical exercises to support the reader on their own journey.

**Bolles, Richard N. and Nelson, John E., *What Colour Is Your Parachute? For Retirement* (Berkeley: Ten Speed Press, 2007)**

- Based on the What Colour Is Your Parachute book this one focuses on preparation for the next stage of life for people who are in early, mid or late career or already retired.

**McNeal, Delatorro, *Caught Between a Dream and a Job* (Lake Mary: Excel Books, 2008)**

- Uses interactive questions and activities, in a conversational style, to help the reader discover ways to make work more than a job.

**Other Resources:**

**Edgar H. Schein; *Career Anchors – Discovering Your Real Values*, Pfeiffer & Co. USA, 1993.**

- The book includes the Career Orientation Inventory that Career Dynamic use with their clients and is discussed in length in Heather Carpenters book *Your 21<sup>st</sup> Century Career – New Paths to Personal Success, 2010*
- I use his **Career Orientation Inventory** as an additional source of info on motivators alongside our cardsorts for approximately 90% of my adult and graduate clients and even some highly skilled school kids.

**New Zealand Standard Classification of Occupations NZSCO 2006**

- Go onto NZ Statistics website to find the link. This is the base line document that the ACC Work Type Option sheets on the ACC website were developed from. Excellent resource but is a huge document. I constantly refer to it though

**Myers Briggs Type Indicator® (MBTI®) Instrument [www.careers-by-design.com](http://www.careers-by-design.com)**

**Insight Board Game**

We use this when a client is interested. Uses MBIT types, is fun, easy to use and provides a client-centred self analysis that our clients seem to love. [www.responseaust.com.au](http://www.responseaust.com.au)

**Holland's Hexagon Riasec [www.careers-by-design.com](http://www.careers-by-design.com)**

- Strong - Self Directed Search uses Holland's type's theory

**Saville Holdsworth Ltd <http://www.shldirect.com/>**

- An excellent range of psychometric tests with exceptional validity across all cultures

**Polly Parker/Michael Arthur – *Intelligent Careers Competencies Cardsort***

- Knowing why, how and whom competencies
- [www.allbusiness.com/human-resources/careers/525764-1.html](http://www.allbusiness.com/human-resources/careers/525764-1.html)

**C Brooklyn Derr – *Career Success Map* [courses.csusm.edu/ssm445bu/CSMQ.doc](http://courses.csusm.edu/ssm445bu/CSMQ.doc)**

- Refer to *Your 21<sup>st</sup> Century Career – page 63, New Paths to Personal Success, 2010 for an excellent summary and references*

**Mary McMahon**

- Early recollections/dreams - working with storytellers

**Margie Elley-Brown**

- Life lines

**Autobiographies or biographical**

Refer to Paul Stevens 'Passion for Work Page 80'

**Views From the Verandah Cardsorts**

- [www.innovativeresources.org](http://www.innovativeresources.org)

**Cardsorts:**

Paul Stevens <http://catalogue.nla.gov.au> and Richard Knowdell [www.careertrainer.com](http://www.careertrainer.com)

**Values Driven Work Cardsort**

[www.novaworks.org](http://www.novaworks.org)

**Psychometric testing**

- Selector Group [www.selectorgroup.com](http://www.selectorgroup.com)

**Business Profiles of New Zealand's Top 100 Companies.** These are New Zealand's top 100 companies ranked by number of employees. Google the title bolded above or go to [www.kompass.com](http://www.kompass.com)