

Our PDF Career Books, Assessments and Podcasts

(Two Featured Books to Plan & Manage Your Career Journey)

- *My Career Mentor and Me*- Book Used in One-On-One Career Planning and Management Process between Mentor and Mentee to Implement the Route 5 Career Pathway Plan.
- *The Route 5 Career Pathway Plan* -Book has Similar Content used in My Career Mentor and Me - Can be Used Alone, in a Class, or Job Search and Advancement Group

(Books for High School & College Students, Parents And College Graduates Obtaining Employment)

- *The Five Goal College Plan*- Graduating in Four Years Employed in Chosen Career Field (save your family thousands of dollars)
- *Preparing for and Taking the ACT Tests* (learning where you are in your educational development and improve yourself)
- *The ACT 2018 and 2019 National Profile Reports*
- *Your High School Career, College and Life Preparation Program*
- *Selecting and Attending Colleges That Will Help You Launch Your Career Journey (not where you start but where you end)*
- *Time is the Enemy*- (Article about government officials being worried about students taking too long to graduate from college)

(Books Related to Moving into Management & Finding Employment in Same Organization or Another)

- *Assessing Myself as a Leader and Becoming One* (employees see themselves as both a position leader and team unit leader).
- *Excelling as a Team Leader*- (helps build “best-in-field” employees, departments and organizations)
- *Sharpening My One-One-One Helping Communication and Performance Facilitation Skills*- (key to helping others)
- *Moving Out and Moving Up*- (used by over 2,500 in management to find new employment and move up in pay and responsibility)

(Assessments to Help You Lead, Advance and Have Personal Satisfaction in Where You Are and What You Are Doing)

- ***The Mulligan Leadership Personality Assessment-*** (survey assesses eight personality traits and helps you place yourself in positions that fit your personality & where you can succeed).
- ***The Self Manager Assessment-*** (discover your strengths & weaknesses as a self-manager & become one to advance).
- ***The Personal Value Survey-*** what are your top personal values?
- ***The Work Task Preference Survey-*** (tasks you like doing most at work- working with either people, ideas. data, things)
- ***The Work Reward Preference Survey-*** (identifying the rewards you want from work or position. Are these rewards being met?)
- ***The Work Value Survey-*** (work that meets your highest value)
- ***The High School Satisfaction Survey-*** (measures satisfaction with your high school- what can I do to improve my situation?)
- ***The College Selection Profile Assessment-*** (ranking what is most important to you picking a college to attend)
- ***The College Satisfaction Survey-*** (measures satisfaction with college- what can I do to improve my situation or transfer)
- ***The Work Place Satisfaction Survey –***(measures satisfaction with work & your environment. Should I look for job elsewhere?)
- ***. E.Q, Assessment*** (measures social & personal maturity- key to building personal power with others and being a leader)
- ***The Helper Communication Assessment-***(measures your helping communication skills so you can improve and help others)
- ***The Performance Facilitator Assessment –*** (measures your performance facilitation skills so you can improve)
- **Leadership & Management Task Assessment –** (measures your capability to perform specific leadership and management tasks)
- **The Management Assessment –** measures your management skills so you can excel as a manager.

(Assessments Continued)

- *The Group Leadership Assessment* – (measuring your skills to lead groups and meet your objectives)
- *Your Behavior in Groups*- (learning how you behave in groups)
- *The Self Actualization Survey*- (assessing if your needs are being met which can impact your performance and attitude)
- *Herzberg's Motivation Assessment*-(learning what motivates you the most?)
- *The Skill Competency Survey* – (assessing yourself on 100 skills to learn your strengths and weaknesses)

(Podcasts to Help Meet Five “P” Career Growth Goals)

You are invited to listen and view the following 15 podcasts which will help you meet your yearly Five “P” Career Growth Goals in planning and managing a successful career.

- Positioning Self and Staying on the Right Career Pathway
- Preparing for Targeted Career Field and Positions
- Placing Self in Targeted Career Field and Positions
- Performing at a Your Highest Level in School & at Work to Advance
- Personal Satisfaction in High School, College and at Work

Dr. Mike Mulligan, the speaker, is CEO of Mulligan & Associates, a 38 year career consulting firm, that has helped over 7,500 individuals with career and educational planning and finding employment.

Special Note: There is a lot of information provided in these podcasts and you might want to review the podcasts that are most relevant in helping you achieve one of the Five “P” Career Growth Goals. You can always come back later and review the ones you need to hear and see. Review the podcasts on the following pages.

(15 Podcasts)

Podcast # 1- Discusses the Need Today for High Schools, Colleges and Companies to Establish a Career Pathway Mentoring Program for Their Young Adults and Employees and How This Website Can Help

Podcast # 2- Discusses the *Triangle Mentoring Team Concept* and How It Can Be Implemented in High Schools, Colleges and Companies

We will define a mentor according to the dictionary and review the *Triangle Mentoring Team Concept* describing the role of three mentors, Family Support Mentor, Career Pathway Mentor and Specialist Mentor. We will discuss how this Model can be established and implemented in high schools, colleges and companies and who would or should fill these mentoring roles.

Podcast #3- Becoming a Career Pathway Mentor

We ask parents, friends, alums, counselors, administrators and management from high schools, colleges and companies to review this podcast. Participants will learn the *Young Adult Five Step Career Mentoring Program and Route 5 Career Pathway Plan*

- ❖ **#1-**Review and use the workbook, *My Career Mentor and Me*. *This work book* contains the One-On-One Career Planning and Management Process which includes developing & meeting the Route 5 Career Pathway Plan.
- ❖ **#2-**Execute *Section Three* of workbook- identifying and completing tasks to meet Five “P” Career Growth Goals which make up the Route 5 Career Pathway Plan
- ❖ **#3-** Execute *Section Four* of workbook- assess mentee’s career growth and asking him/her to target sector, industry, functional area and future positions.
- ❖ **#4 -**Review and use information from books and podcasts at website to help mentees be knowledgeable in planning and managing their career pathway

(Podcasts Continued)

- ❖ **#5-Review information about industries at this website to help mentee be knowledgeable about industries.**
- ❖ **Extra-Participants will take Helping and Performance Facilitation assessments in work book and execute a plan to improve.**

Podcast # 4 – Young Adults Learning and Executing the *5 Step Career Mentoring Program* which includes Developing & Meeting a Route 5 Career Pathway Plan.

Parents, counselors/advisors in schools and managers in companies or other chosen Career Pathway Mentors should watch this podcast with their assigned young adult. We will discuss the *Young Adult 5 Step Mentoring Program* which includes the Route 5 Career Pathway Plan. The Plan asks mentees to meet the Five “P” Career Growth Goals each year by completing related tasks listed in work book *My Career Mentor and Me*. We will also cover the *Task Expert Process* which helps a person becoming an expert in completing specific tasks to meet goals and objectives.

Podcast # 5 – Positioning Yourself & Staying on Right Career Pathway

- We will define what we mean by a career pathway
- We will discuss why it is so important to position yourself and continue to position yourself on the right career pathway.
- Self Assessment- We will review how the ACT and SAT and a number of self assessments can help young adults place themselves on the right career pathway.
- World of Work Assessment- We will discuss the world of work-sectors, industries, functional areas and positions

Podcast # 6 - Developing a College Selection Profile and Selecting and Attending the Colleges or Universities That Will Help You Launch Your Career Journey

There are over 4,600 two and four colleges and universities in the U.S.A. This Podcast discusses why it is important to develop a *College Selection Profile* and attend the college (s) that will help you.

(Podcasts Continued)

Podcast #7- Obtaining an A.A., B.A. or B.S. on Your Timeline with a Good Job and Little Debt.

The cost to attend a college or university today continues to rise and research shows 70% of students attending a community college do not graduate in three years and 60% of those attending a four college or university graduate in six years. This Podcast discusses why students drop out of college and have so much trouble graduating within a reasonable amount of time and finding a job. This information can help those attending college develop a plan to graduate on their timeline with a good job Review book, *The Five Goal College Plan*.

Podcast # 8 - Working with Your Manager to Transform Yourself and Department into the Best

The way people advance their career is working with a manager who wants to have his or her reports be the best at what they do and the department best in its' functional area. This Podcast discusses how to work with your manager to complete the tasks that make you best at what you do and identify future tasks and responsibility that will prepare you for your next target position. Young adults want to work with managers today that will serve as a Career Pathway Mentor and help them and the department be the best so they have a better chance of advancing in their career journey. Young adults can be taught how to work in multiple positions.

Podcast # 9- Stepping Up as a Leader in Your Present and Future Organization

We will discuss the difference between leading and managing and also discuss the difference between playing a team unit leadership and team member leadership role. We encourage our participants to go to books on website and take the assessment- *Assessing Myself as a Leader*.

(Podcasts Continued)

Podcast # 10- Know Why People Fail and Succeed at Work

We will review the research on why people fail at work and present what the professionals say you should do to keep your job and advance.

Podcast # 11- Advancing Up the Career Ladder by Obtaining the Right Graduate or Professional Degree and Being Active in Your Professional Organization

We will discuss how obtaining a professional or graduate degree or certification and being in a professional organization can advance your career.

Podcast # 12- Receiving Personal Fulfillment While in School, College and Work

The days of high school, college and work can be stressful, a lot of fun and fulfilling. We will discuss you taking satisfaction assessment surveys to determine how satisfied you are with high school, college and work. We will also discuss what motivates you and if your needs and work rewards are being met at work.

Podcast # 13- What to Do When Losing Your Job

Millions of people lose their jobs each year and this number will probably continue in the future because of changes continually taking place in the world of work. We will discuss how to handle separation trauma, what to say to people when you lose your job, references, what should be in your severance package and how to handle stress during a job search. Read *Moving Out and Moving Up*.

Podcasts Continued)

Podcast #14- Job Search- Obtaining a New Position in Your Organization or When Unemployed

We will discuss a job search program to help you obtain a new position with present employer or when unemployed.

Podcast # 15- Developing a Plan to Work for Pay until Retirement

If you are on a 401K at work, the amount of money you need to retire on might not be there when you reach 62, This means if you want to keep the same life style, you might have to keep working for pay. On the other hand, you might want to keep working to stay active.

The assessments are found in the 12 pdf books. You and your Career Mentor in the Nifty 50 Leadership and Career Advancement Program can decide together which books, assessments and podcasts will help you become a more effective leader and career planner and manager so you can advance your career.

