



Career Exploration and Guidance Handbook

A guide to career related resources for post-secondary students (2021)

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Introduction



Ya Ali Madad,

Do you know what your passion is? How will your passion translate into your future career? The journey toward a fulfilling career can be grueling and full of uncertainty; but it can also be an exciting and mind opening learning experience. As current and future post-secondary students, there is no better time than the present to start your exploration process.

This Career Exploration and Guidance Handbook was specifically prepared for current and future post-secondary students. Today, career trends and fields of work are constantly changing and evolving. Beginning the career exploration process early gives you the time to research several fields and network with professionals in different fields of interest so that you can make informed decisions. It is meant to be an enjoyable discovery process with a proactive and responsible approach.

At the foundation stone-laying ceremony of the residential campus at the Aga Khan Academy in Mombasa in August 2007, Mowlana Hazar Imam said "educating effective future leaders is a high responsibility... we must rise above the antiquated approaches of earlier days and instead infuse our students with what I would call three "A's" of modern learning — the spirit of anticipation, the spirit of adaptation and the spirit of adventure." Starting the career exploration process early enables you to reflect on what you are passionate about, what your talents are and what you value and how the intersection of these will lead to career fulfillment. More importantly, you will be well equipped to lead and contribute to your local and global communities.

While there are many suggested resources in this manual, they are not meant to be exhaustive or prescriptive. Career trends and resources change all the time and thus this should be taken into consideration.

This handbook includes information about career and personal counselling centres at many universities across Canada which offer many resources from counselors to networking workshops, online self-assessment tools and much more. There is also a section on Labour Market Information with sites that provide labour market trends by province. The handbook ends with suggested webinars, career exploration books, self-assessment tools and excerpts of select speeches by Mowlana Hazar Imam to begin the career exploration process.

Get started on your exploration process today! We hope you find the resources in this manual to be helpful and informative.

Aga Khan Education Board for Canada
Post Secondary Portfolio



Exploring and defining what you would like to do as part of your career journey is the first step. However, it's also important to know what the employment prospects are for your specific region. The next page will provide you with links to the labour market websites for each province. Keeping in mind that labour market trends are always fluctuating, for those of you who are set on a career that may not be in demand in Canada at the moment, there are also suggested websites for opportunities around the globe.



Canadian Career Trends

Considering studying and possibly working in Canada? Check out the [Future of Work platform](#)

The Future of Work platform was created to help understand how technological, social, economic and environmental forces are changing working conditions. For other Canadian Career Trend tools, look at the following:

- [Government of Canada's webpage](#).
- [Innovation, Science and Economic Development Canada](#) has information on business sectors and industries, companies, industry trends and consumer information.



Remote
work is
here to
stay!

Remote work is changing how the global workspace operates. In a trend that is showing no signs of slowing down, remote work is rapidly on the increase all around the world.

More and more employees are working in remote positions, either full-time or some days of the week, with a large percentage of the workforce looking towards finding job opportunities with flexible schedules.

How can you be prepared for this reality once you graduate and remain above the curve?

From digital marketing, Web development, sales, customer and technical support, to copywriting, translation and many more: Remote work is growing across many sectors for which the location of workers is not relevant anymore, but their knowledge and experience is.

[GlobalWorkplaceAnalytics.com](https://www.globalworkplaceanalytics.com) data shows that regular work-at-home, among the non-self-employed population, has grown by 173% since 2005, 11% faster than the rest of the workforce.



Work from home tips

Working remotely is becoming the new normal for many companies, explore these work-from-home tips for more insight on remote work and what recruiters are searching for in the evolving job market:

- [Work from home tips](#)
- [Job search during the pandemic](#)
- [Virtual internships](#)



- The **post-secondary portfolio** focuses on ensuring students in the Jamat are equipped with the appropriate resources to make informed educational choices and are empowered to make career planning decisions.

- Programming/services offered to post-secondary students include:

(Contact akebcanadapostsecondary@iicanada.net for more details.)

- Post-Secondary Registration
- Career Exploration & Guidance Webinars
- Campus Connexion Mentorship Program
- FastTrak Mentorship Program
- Graduate Research Support Team Mentorship Program

Services Offered by The Aga Khan Education Board for Canada

It's never too
early to start
talking to
professionals
in your field
of interest!

- **Cold emails** are a great way to connect with professionals, sending out a thought-out cold email will increase the chances of receiving a response significantly.
- **Pro-tip:** *If you don't get a response immediately, don't feel defeated! It is completely normal to get a low response rate especially if you are contacting busy professors and professionals. Just keep at it, and don't be afraid to follow up after a week of not hearing back.*





Sending cold Emails

- Check out these links for effective strategies on sending out cold emails:
 - [How to cold outreach](#)
 - [Cold email response rate](#)
 - [How to reach out to someone on LinkedIn](#)





Conducting a coffee chat

Coffee chats are a great way to gain insight on a company's mission and culture. You can learn more about what a typical day looks like and what skills are required for the position you are applying for. Having coffee chats virtually or in-person is very helpful in building connections and exploring different career opportunities. The links posted above provide tips on how to make the most of coffee chats.

Virtual coffee chat:

- [What you need to know about a virtual coffee chat](#)
- [Six tips for a virtual coffee chat](#)

In person coffee chat:

- [How to connect well during a coffee chat](#)



THE 3 MAIN RESUME FORMATS

Chronological Resume



IDEAL FOR:

- ✓ Candidates seeking a job similar to their previous positions
- ✓ Students and entry-level candidates
- ✓ Academic resumes

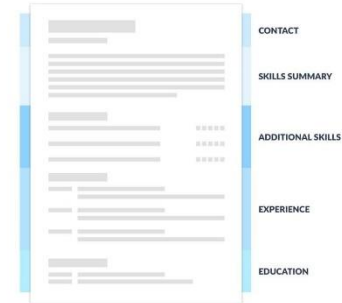
Functional Resume



IDEAL FOR:

- ✓ Creative jobs where a portfolio matters most
- ✓ Military transitioners
- ✓ Candidates who don't want to seem overqualified

Combination Resume



IDEAL FOR:

- ✓ Seasoned professionals targeting a specific position
- ✓ Career-changers
- ✓ People with employment gaps

Types of resumes



Resume and cover letter tips

- [Flow.io](#)
- [UBC Career Centre](#)
- [Indeed Cover Letter Samples](#)
- [Resume Genius-examples](#)
- [Indeed resume writing tips](#)





Hilton **RANKED #1**

We're proud to be recognized
a Great Place To Work!



Carolyn Shuster - 2nd
Sr. Director - Global Recruitment Shared Services
McLean, Virginia · 500+ connections · [Contact info](#)

FORTUNE 100 BEST COMPANIES TO WORK FOR

[Connect](#) [Message](#) [More...](#)

 Hilton

 Central Michigan University

Leveraging LinkedIn



10 TIPS

FOR THE PERFECT LinkedIn PROFILE

1 Use a professional profile photo

2 Include keywords so you will be found in searches



Kavita (Gupta) Sahai

Growth Strategy and Turnaround Business Consultant
West Palm Beach, Florida Area | Venture Capital & Private Equity

Current BIGplans
Previous Lynn University, BackOps, Sun Capital Partners
Education University of California, Berkeley - Walter A. Haas School of Business

3 Add the industry you work into your profile

<https://www.linkedin.com/in/kavitasahai>

View profile as

500+ connections

4 Make connections so you will be found. Goal to get 500+

Background

Summary

I have 10+ years experience working with entrepreneurs that are looking to better the world through technology, education, healthcare and/or business model innovation. Through a proven process, I will help your business create a 21st century business plan and execute on it. Most often I work with entrepreneurs looking for assistance with strategy, growth, capital raise or turnaround. I have...

5 Include a detailed summary of your experience.

Experience

Growth Strategy and Turnaround Consultant

BIGplans

2011 - Present (5 years) | Deerfield Beach, FL

- Strategy and business Consulting
- Event participation / speaking
- New Product development and launch plus partnering strategy
- Business and partner development
- Turnaround plans

6 Be precise and don't be afraid to brag!



Stand out
with these
tips

LinkedIn

Connect. Find. Be found.



Build your professional identity online and stay in touch with colleagues and classmates.

Power your career.



Discover professional opportunities, business deals, and new ventures.

Learn and share.



Get the latest news, inspiration, and insights you need to be great at what you do.

The world's largest professional network

- [The 31 best LinkedIn Tips](#)
- [Tips to make a better LinkedIn Profile](#)
- [The ultimate cheat sheet for LinkedIn Profiles](#)



Your Network is your Net Worth!

The first principle of networking – whether virtually or in person – is to understand that networking is not synonymous with selling. The second is to ask what you bring to the relationship. Ask yourself: Why would this person want to connect with me?

Before you make a new connection, make sure you are clear on your purpose – for instance, do you want to learn about a company, an industry, a technology, an interest, or a hobby? Find out who the leaders (companies or individuals) are in that area. Then determine who you already know in this area, and who might they be able to introduce you to. Your personal contacts and LinkedIn are two great sources for this.



- ❖ [How to Network during Covid Pandemic](#)
- ❖ [Virtual Networking Tips](#)
- ❖ [Virtual Networking Mistakes](#)
- ❖ [Networking 101](#)
- ❖ [5 best ways to Network while still in College](#)

Networking Tips!



Have free time over the summers?

Try searching for internships and volunteer opportunities to build on to your resume:

- Look into work-learn, co-op, student ambassador, and volunteer opportunities on campus by visiting your institutional career center.
- Check the first link to familiarize with platforms like Indeed, Glassdoor, LinkedIn, Idealist, Absolute Internship, Looksharp, Internship Programs, Experience.com for internship opportunities
- FLIK in particular is a platform featuring female founders that offer 12-week unpaid apprenticeships to other females. It is a very productive platform for trying out in different industries and networking.
- [How to look for internships](#)
- [Career Development- Princeton](#)
- [Wearflik](#)



Budgeting

- ❖ Now that you've gotten into a post secondary institution, it's time to figure out costs and create a budget for yourself.
- ❖ Remember that studying costs more than just your tuition. Here is a non- exhaustive list of items that you will need to consider when creating a budget. You can read more about this here.
- ❖ How much will it cost you to study in Canada? There are a lot of tools and calculators available online to help you estimate your cost of living in Canada. Most institutions have their own calculators available on their website that you can use. You can also use the calculator available on EduCanada to help you get started. Start by searching and selecting the field(s) of study and institutions you are interested in.

Budget Calculators

Preparing a budget is an important exercise that you should carry out prior to starting your studies. A budget will give you a realistic expectation of how much money you will need to live and study in Canada.

There are various budgeting tools available that you can use to help you in the process. Your institution of choice may also offer budgeting tools that you can use.

A few examples of budget planner tools you can use are listed here:

- [Budget Planner – Financial Consumer Agency of Canada](#)
- [Student Budget Worksheet](#)
- [Education Cost Calculator](#)
- [RBC Student Budget Calculator](#)

See below for additional links for tips and additional information on budgeting:

- [Budgeting for student life](#)
- [Making a budget](#)
- [EduCanada –Making a budget](#)





Knowledge of Financial Education

Financial Education

KOFE (Knowledge of Financial Education) is a web-based financial education centre, set up exclusively for our Jamat through Consolidated Credit Counselling Services of Canada, a national accredited non-profit organization.

- Ask a Financial Coach (English-French-Farsi-Dari-Arabic)
- How do I make a budget?
- Get answers to your financial questions
- Private & Confidential

Contact your qualified financial coach for free. Register with KOFE (only username & e-mail required) to access all the free services, various tools and calculators, a variety of educational resources like interactive courses, informative videos, publications and webinars to help you build a strong financial future. Toll free number (844) 329-3834



Other funding options

Every year [millions of dollars in grants and scholarships are left on the table](#) because students do not bother to look for them.

The website [GrantMe.ca](#) (a platform that matches students to scholarship and award opportunities), stated that the average university student graduates with \$26,000 debt. This is why students should be trying to take advantage of scholarships and grants, but many do not. "I think that the biggest reason that so much money in scholarships goes unclaimed is that many students often don't know where to start or where to look," Madison Guy, the founder of GrantMe.ca, said.

Resources:

- [5 tips](#) for scoring scholarships
- How to get a university scholarship: Six [tips](#) for success

Databases of scholarships include:

- [Scholarships Canada](#)
- [Yconic](#)
- [Student Awards](#)
- [International Scholarship Opportunities for non-Canadians](#)

Remember to **start early** and **focus on your strengths**. Not all scholarships require high grades – think about key experiences that make you unique and stand out e.g. volunteer experience, studied abroad, started a business.



Career Centres and Personal Counselling Services



Career Centres and Personal Counselling Services

- BC
- Alberta
- Manitoba
- Saskatchewan
- Ontario
- Quebec and Maritimes

In the pages that follow, you will find links to various university career centres and personal counselling centres. Some schools also have career centres that are faculty specific. You are encouraged to spend time navigating these sites but it is also strongly recommended to make an appointment with a counsellor to see the resources they have available to you. These center's should be accessed as soon as you commence your studies – the career planning process is one that requires you to be proactive and accountable.

Services: BC (1/2)



British
Columbia

<u>University</u>	<u>Resource</u>	<u>Website</u>
British Columbia Institute of Technology	Career Centre	http://www.bcit.ca/ses/
	Counselling Services	http://www.bcit.ca/counselling/
Capilano University	Career Centre	https://www.capilanou.ca/career-development-centre/
	Counselling Services	https://www.capilanou.ca/student-life/support--wellness/
Douglas College	Career Centre	http://www.douglascollege.ca/student-services/career-centre
	Counselling Services	https://www.douglascollege.ca/student-services/support/counselling
Kwantlen Polytechnic University	Career Centre	http://www.kpu.ca/careers
	Counselling Services	http://www.kpu.ca/personal-counselling

Services: BC (2/2)



British
Columbia

<u>University</u>	<u>Resource</u>	<u>Website</u>
Langara College	Career Centre	https://langara.ca/coop-and-career-development/index.html
	Counselling Services	http://langara.ca/student-services/counselling/
Simon Fraser University	Career Centre	http://www.sfu.ca/career.html
	Counselling Services	http://www.sfu.ca/students/health
University of British Columbia	Career Centre	http://students.ubc.ca/career
	Tri-Mentoring Program	http://students.ubc.ca/career/community-experiences/find-mentor
	Counselling Services	http://students.ubc.ca/livewell/services/counselling-services
University of Victoria	Career Centre	http://www.uvic.ca/coopandcareer/home/home/whatiscareer/
	Counselling Services	http://uvic.ca/services/counselling

Services: Alberta (1/3)



Alberta

<u>University</u>	<u>Resource</u>	<u>Website</u>
CDI College	Career Centre	http://www.cdicollege.ca/alberta/admissions/career-services/
	Counselling Services	http://www.cdicollege.ca/alberta/admissions/student-services/
Concordia University College of Edmonton	Career Centre	http://careerservices.concordia.ab.ca/
	Counselling Services	https://concordia.ab.ca/student-services/student-life-learning/support-services/
MacEwan University	Career Centre	http://www.macewan.ca/wcm/StudentAffairs/Departments/index.htm
	Counselling Services	http://www.macewan.ca/wcm/StudentAffairs/Departments/index.htm
Mount Royal University	Career Centre	http://www.mtroyal.ca/EmploymentCareers/CareerServices/
	Counselling Services	https://www.mtroyal.ca/CampusServices/WellnessServices/

Services: Alberta (2/3)



Alberta

<u>University</u>	<u>Resource</u>	<u>Website</u>
Northern Alberta Institute of Technology	Career Centre	http://www.nait.ca/prospective/academic-advising.htm
	Counselling Services	http://www.nait.ca/counselling.htm
Norquest College	Career Centre	https://www.norquest.ca/resources-services/student-services/student-career-employment-services.aspx
	Counselling Services	https://www.norquest.ca/resources-services/student-services/health-and-wellness.aspx
Red Deer College	Career Centre	https://rdc.ab.ca/current-students/facilities-services/counselling-career-centre/counselling-career-centre
	Counselling Services	https://rdc.ab.ca/current-students/facilities-services/counselling-career-centre/counselling-career-centre

Services: Alberta (3/3)



Alberta

<u>University</u>	<u>Resource</u>	<u>Website</u>
The King's University	Career Centre	<i>No active career centre</i>
	Counselling Services	https://www.kingsu.ca/student-life/student-services/counselling
University of Alberta	Career Centre	http://www.caps.ualberta.ca/
	Counselling Services	https://www.ualberta.ca/current-students/counselling
University of Calgary	Career Centre	https://www.ucalgary.ca/careers/
	Counselling Services	https://www.ucalgary.ca/wellness-services/services/mental-health-services
	Student Success Centre	http://www.ucalgary.ca/ssc/

Services: Manitoba and Saskatchewan



Manitoba &
Saskatchewan

<u>University</u>	<u>Resource</u>	<u>Website</u>
The University of Winnipeg	Career Centre	https://www.uwinnipeg.ca/career-services/
	Counselling Services	https://www.uwinnipeg.ca/student-wellness/index.html
University of Regina	Career Centre	https://www.uregina.ca/careercentre/
	Counselling Services	https://www.uregina.ca/student/counselling/
University of Saskatchewan	Career Centre	https://secc.usask.ca/
	Counselling Services	https://students.usask.ca/health/centres/wellness-centre.php

Services: Ontario (1/3)



Ontario

<u>University</u>	<u>Resource</u>	<u>Website</u>
Carleton University	Career Centre	http://carleton.ca/career/
	Counselling Services	https://carleton.ca/health/counselling-services/
McMaster University	Career Centre	https://studentsuccess.mcmaster.ca/
	Counselling Services	https://wellness.mcmaster.ca/services/counselling/
Queen's University	Career Centre	http://careers.queensu.ca/
	Counselling Services	http://queensu.ca/studentwellness/counselling-services
Ryerson University	Career Centre	http://www.ryerson.ca/career/
	Counselling Services	http://www.ryerson.ca/healthandwellness/counselling//index.html

Services: Ontario (2/3)



Ontario

<u>University</u>	<u>Resource</u>	<u>Website</u>
University of Guelph	Career Centre	https://www.recruitguelph.ca/cecs/
	Counselling Services	https://www.uoguelph.ca/counselling/
University of Ontario Institute of Technology	Career Centre	https://studentlife.ontariotechu.ca/services/career-readiness/index.php
	Counselling Services	https://studentlife.ontariotechu.ca/services/health-and-wellness/index.php
University of Ottawa	Career Centre	https://www.uottawa.ca/career-development-centre/
	Counselling Services	https://sass.uottawa.ca/en/counselling/meet-a-counsellor
University of Toronto	Career Centre	https://www.studentlife.utoronto.ca/cc
	Counselling Services	https://www.studentlife.utoronto.ca/hwc

Services: Ontario (3/3)



Ontario

<u>University</u>	<u>Resource</u>	<u>Website</u>
University of Waterloo	Career Centre	https://uwaterloo.ca/career-action/
	Counselling Services	https://uwaterloo.ca/counselling-services/
University of Windsor	Career Centre	http://www.uwindsor.ca/cces/
	Counselling Services	http://www.uwindsor.ca/studentcounseling/
Western University	Career Centre	http://www.success.uwo.ca/careers/
	Counselling Services	http://www.sdc.uwo.ca/psych/
Wilfrid Laurier University	Career Centre	https://navigator.wlu.ca/career/home.htm
	Counselling Services	https://students.wlu.ca/wellness-and-recreation/health-and-wellness/index.html
York University	Career Centre	http://careers.yorku.ca/
	Counselling Services	https://counselling.students.yorku.ca/

Services: Q&M (1/2)



Quebec and
Maritimes

<u>University</u>	<u>Resource</u>	<u>Website</u>
Bishop's University	Career Centre	https://www.ubishops.ca/future-current-students/student-campus-life/student-services/
	Counselling Services	https://www.ubishops.ca/future-current-students/student-campus-life/student-services/
Concordia University	Career Centre	https://www.concordia.ca/students/success/career-planning-services.html
	Counselling Services	http://www.concordia.ca/students/health/mental-health.html
Dalhousie University	Career Centre	http://www.dal.ca/campus_life/career-and-leadership.html
	Counselling Services	https://www.dal.ca/campus_life/health-and-wellness.html
McGill University	Career Centre	http://www.mcgill.ca/caps/career-planning-service-caps
	Counselling Services	https://www.mcgill.ca/wellness-hub/

Services: Q&M (2/2)



Quebec and
Maritimes

<u>University</u>	<u>Resource</u>	<u>Website</u>
Memorial University	Career Centre	https://www.mun.ca/student/about/career-development-contact.php
	Counselling Services	http://www.mun.ca/counselling/home/
Université de Laval	Career Centre	https://www.spla.ulaval.ca/
	Counselling Services	https://www.aide.ulaval.ca/
Université de Montréal	Career Centre	http://www.cesar.umontreal.ca/emploi/index.htm
	Counselling Services	http://www.cscp.umontreal.ca/
Université de Québec à Montréal (UQAM)	Career Centre	http://vie-etudiante.uqam.ca/emploi-orientation/nouvelles-ressources.html
	Counselling Services	http://vie-etudiante.uqam.ca/conseils-soutien/nouvelles-ressources.html
Université de Sherbrooke	Career Centre	https://www.usherbrooke.ca/ssp/fr/accueil/
	Counselling Services	http://www.usherbrooke.ca/etudiants/sante/



Free test – [my creative type](#)

This personality test looks to see if you are an **artist, thinker, adventurer, maker, producer, dreamer, innovator** or **visionary**. It takes less than ten minutes, with very artistic and entertaining animation that connects to answers, it is free and you do not have to sign up.

Learning Styles Matching Careers

- [Careers to match your personality type](#)
- [Learning styles for career development](#)
- [Which career path matches your style](#)
- [Enneagram Survey](#)
- [Career wise](#)

Explore
your
learning
style and
choose a
career that
works for
you!

Self-Assessment Tools



Title	Description	Link
Career Cruising¹	<p>Career Cruising offers three different types of assessments: Career Matchmaker, My Skills, and Learning Styles Inventory. The Career Matchmaker assessment will ask questions to determine your areas of interest. It will then generate a list of potential career paths based on your interests. In the My Skills assessment, you rate your level of skill in 45 key areas to see how your skills match up to your careers of interest. With the Learning Styles Inventory, you will discover how you learn and retain information best</p>	www.careercruising.com
StrengthsFinder²	<p>This StrengthsFinder assessment will help you describe your natural talents and strengths. There are 34 themes in total and the assessment will identify your top five. You will be given a detailed description of these themes along with career paths you may be suited for</p>	http://www.strengthsfinder.com
Career Leader³	<p>This is a business career self-assessment. It analyzes your skills, motivators and interests and provides matches to careers and work place culture that fits best</p>	www.careerleader.com

¹ The login information is available through your school's career centre. If not, search 'careercruising' on your provincial government website

² In order to take this self-assessment, you will need to purchase the book 'StrengthsFinder 2.0' for your unique code

³ This self-assessment is available to students in a business program at most University career centres



Additional resources

Labour Market Information



	Province	Website
Canada	National Labour Market Information	http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=outlook
	Alberta	https://work.alberta.ca/labour/labour-market-information.html
	British Columbia	https://www.workbc.ca/Labour-Market-Information.aspx
	Manitoba	http://www.gov.mb.ca/jec/lmi/index.html?
	New Brunswick	http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/LabourMarketInfo.html
	Newfoundland	http://www.aes.gov.nl.ca/lmi.html
	Northwest Territories	https://www.ece.gov.nt.ca/advanced-education/career-and-employment/career-labour-market-information
	Nova Scotia	http://novascotia.ca/lae/labour.market/
	Nunavut	http://www.gov.nu.ca/family-services/information/labour-market-information
	Ontario	http://www.tcu.gov.on.ca/eng/labourmarket/
	Prince Edward Island	https://www.princeedwardisland.ca/en/topic/pei-labour-force
Québec	http://imt.emploiquebec.gouv.qc.ca/mtg/inter/noncache/contenu/asp/mtg941_accueil_fran_01.asp?Lang=ANGL	
Saskatchewan	http://economy.gov.sk.ca/LMI	
Yukon	http://www.education.gov.yk.ca/labour-market.html	
International¹	Goinglobal	http://www.goinglobal.com/
	Global Affairs Canada	https://www.canada.ca/en/services/jobs/opportunities.html
	Jobs & Work Abroad	https://jobs.goabroad.com

¹For the country you are interested in, you must check the country requirements for appropriate work visa information (this varies from country to country)

Recommended Resources



Recommended Resources:

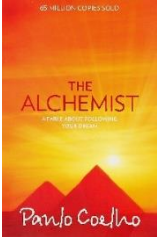
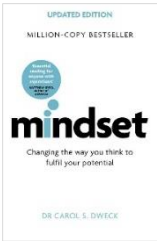

- Career Exploration Books
- Webinars and TED talks
- Self-Assessment Tools

In addition to speaking to counsellors at your school, exploration of your interests and passions can also be done on your own time. Below you will find a short list of books that will help you through the exploration process. You will also find helpful self-assessment tools that will give you suggestions as to how your interests can translate into a variety of career paths. Career Centres also offer access to self-assessment tools not mentioned below. The webinars address current and future career trends and how to go about researching and preparing for these careers. They also provide insights into evolving careers of the future.



Career Exploration Books (1/2)

These are just some of the many books related to self-reflection, defining one's values, networking, discovering your passion and how these can translate into a purposeful career journey. Whether you are taking your first step, are well into your career path or a lifelong learner, these books offer insights and approaches that may contribute to your career-decision making process.

Title and Author	Description
 <p>The Alchemist, Paulo Coelho</p>	<p><i>The Alchemist is the magical story of Santiago, an Andalusian shepherd boy who yearns to travel in search of a worldly treasure as extravagant as any ever found. From his home in Spain he journeys to the markets of Tangiers and across the Egyptian desert to a fateful encounter with the alchemist.</i></p> <p><i>The story of the treasures Santiago finds along the way teaches us, as only a few stories have done, about the essential wisdom of listening to our hearts, learning to read the omens strewn along life's path, and, above all, following our dreams.</i></p>
 <p>Mindset, Carol Dweck</p>	<p><i>The author explains why it's not just our abilities and talent that bring us success—but whether we approach them with a fixed or growth mindset. She makes clear why praising intelligence and ability doesn't foster self-esteem and lead to accomplishment, but may actually jeopardize success. With the right mindset, we can motivate our kids and help them to raise their grades, as well as reach our own goals—personal and professional. Dweck reveals what all great parents, teachers, CEOs, and athletes already know: how a simple idea about the brain can create a love of learning and a resilience that is the basis of great accomplishment in every area.</i></p>
 <p>Never Eat Alone, Keith Ferrazzi and Tahl Raz</p>	<p><i>Ferrazzi's form of connecting to the world around him is based on generosity, helping friends connect with other friends. Ferrazzi distinguishes genuine relationship-building from the crude, desperate glad-handing usually associated with "networking." He then distills his system of reaching out to people into practical, proven principles. Among them:</i></p> <p>Don't keep score: <i>It's never simply about getting what you want. It's about getting what you want and making sure that the people who are important to you get what they want, too.</i></p> <p>"Ping" constantly: <i>The ins and outs of reaching out to those in your circle of contacts all the time—not just when you need something.</i></p> <p>Never Eat Alone: <i>The dynamics of status are the same whether you're working at a corporation or attending a social event—"invisibility" is a fate worse than failure.</i></p> <p>Become the "King of Content": <i>How to use social media sites like LinkedIn, Twitter, and Facebook to make meaningful connections, spark engagement, and curate a network of people who can help you with your interests and goals.</i></p> <p><i>In the course of this book, Ferrazzi outlines the timeless strategies shared by the world's most connected individuals, from Winston Churchill to Bill Clinton, Vernon Jordan to the Dalai Lama.</i></p>

SOURCE: Goodreads.com and Amazon.ca

Career Exploration Books (2/2)



Title and Author

Description

Emotional Intelligence – Why It Can Matter More Than IQ, Daniel Goleman

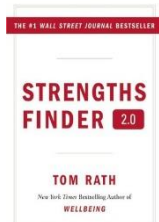
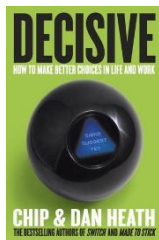
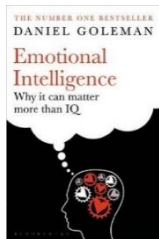
Everyone knows that high IQ is no guarantee of success, happiness, or virtue, but until Emotional Intelligence, we could only guess why. Daniel Goleman's brilliant report from the frontiers of psychology and neuroscience offers startling new insight into our "two minds"—the rational and the emotional—and how they together shape our destiny. Through vivid examples, Goleman delineates the five crucial skills of emotional intelligence, and shows how they determine our success in relationships, work, and even our physical well-being. What emerges is an entirely new way to talk about being smart. The best news is that "emotional literacy" is not fixed early in life. Every parent, every teacher, every business leader, and everyone interested in a more civil society, has a stake in this compelling vision of human possibility.

Decisive – How to Make Better Choice in Life and Work, Chip and Dan Heath

Chip Heath and Dan Heath tackle the thorny problem of how to overcome our natural biases and irrational thinking to make better decisions, about our work, lives, companies and careers. When it comes to decision making, our brains are flawed instruments. But given that we are biologically hard-wired to act foolishly and behave irrationally at times, how can we do better? Being aware of a bias doesn't correct it, just as knowing that you are nearsighted doesn't help you to see better. In Decisive, the Heath brothers, drawing on extensive studies, stories and research, offer specific, practical tools that can help us to think more clearly about our options, and get out of our heads, to improve our decision making, at work and at home.

StrengthsFinder 2.0, Tom Rath

All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths. In StrengthsFinder 2.0, Gallup unveils the new and improved version of its popular assessment, language of 34 themes, and much more. Loaded with hundreds of strategies for applying your strengths, this new book and accompanying website will change the way you look at yourself — and the world around you — forever.





Webinars and TED Talks

	<u>Title</u>	<u>Description</u>	<u>Link</u>
AKEBC Webinars	Career Trends of Today and Tomorrow	This webinar takes participants through the evolution of non-traditional career pursuits to align with changing career trends. Strategies and skills required to prepare those just starting out in the job market or those in mid-career are shared in an interactive way.	Career Trends of Today and Tomorrow
	Keeping Up With Career Trends	Current and up and coming career trends in the fields of Artificial Intelligence, Robotics, Sustainable Energy and many more are discussed in this webinar. Learn from experts in the field as well as students and parents who have started preparing for these trends.	Keeping Up With Career Trends
	Career Exploration Series	These webinar panels include individuals from diverse fields who provide valuable insights into their respective fields. The webinars aim to broaden the perspectives of participants by highlighting some of the evolving careers of the future. Panelists discuss their educational journeys and provide practical tips as well as growth opportunities and challenges in their respective fields.	October 2017 March 2018 March 2019 April 2020
TED Talks	Five Ways to Kill Your Dreams	So few of us actually follow our dreams. TED Fellow Bel Pesce breaks down five easy-to-believe myths that ensure your dream projects will never come to fruition.	Five Ways to Kill Your Dreams
	Why You Will Fail to Have a Great Career	Larry Smith, a Professor of Economics at the University of Waterloo, calls out the absurd excuses people invent when they fail to pursue their passions.	Why You Will Fail to Have a Great Career



Excerpts of Select Speeches from Hazer Imam



Speech

Osh, Krygz Republic / Oct 30, 2002

[Opening Ceremony of Aga Khan School](#)

Excerpt

I am sure that all of you here today will agree that we live in a time of rapid change -- change that is often not predictable, and not always positive. The best way to manage change, whether positive or negative, is to anticipate it and prepare for it.... I also think that there is no better investment that the individual, parents, and the nation can make than an investment in education of the highest possible quality...

Today's students need to learn to use computers. The ability to use communication and information technology is now a critical part of the learning, as well as an essential qualification for eventual application in the workplace.

But even this is not enough. There are two more dimensions of education for the modern world about which I would like to make a few remarks. The first relates to inquisitiveness, critical thinking, and problem solving. What students know is no longer the most important measure of the quality of education. The true test is the ability to engage with what they do not know, and to work out a solution. The second dimension involves the ability to reach conclusions that constitutes the basis for informed judgements. The ability to make judgements that are grounded in solid information, and employ careful analysis should be one of the most important goals for any educational endeavour. As students develop this capacity, they can begin to grapple with the most important and difficult step: to learn to place such judgements in an ethical framework. Therein lies the formation of the kind of social consciousness that our world so desperately needs.



Speech

Karachi, Pakistan / Dec 6, 2006

[AKU Convocation](#)

Excerpt

There was a time when many felt that modern technology would work against such diversity—blending and homogenizing the world. Technology was dehumanizing, they said. Digital communications would destroy individual expression. Globalization would mean standardization everywhere. This is not what has happened...

Instead, what the advancing years have produced, on balance, is an ever more complicated world, with a higher level of diversity-- as power is dispersed to the periphery rather than collecting at the hub. But just how should the Ummah set its priorities as it embraces the Knowledge Society? Can we determine, for example, what areas of knowledge are needed in the greatest urgency, or those that will be needed for as long as we can predict? Are there specificities to the needs of the Ummah which it should seek to draw from, or instil, into the global knowledge society of tomorrow? In ethics? In the balance of world and spirit? Or in more worldly issues such as stem cell research or nuclear non-proliferation versus global access to nuclear energy. I am not arguing that the Ummah as a whole will share similar priorities on every subject. But there may be subjects where the specific needs of the Ummah should shape our research agenda. Universities are the correct fora, but no doubt not the only ones, in which such questions should be raised, and intelligent answers developed from the best of minds.



Speech

Atlanta, USA /Apr 18, 2008

[Annual Meeting of the International
Baccalaureate](#)

Excerpt

Educating for leadership must imply something more than the mere development of rote skills. Being proficient at rote skills is not the same thing as being educated. And training that develops skills, important as they may be, is a different thing from schooling in the art and the science of thinking.

The temptation to inculcate rather than to educate is understandably strong among long frustrated populations. In many such places, public emotions fluctuate between bitter impatience and indifferent skepticism - and neither impatience nor indifference are favorable atmospheres for encouraging reasoned thought.

But in an age of accelerating change, when even the most sophisticated skills are quickly outdated, we will find many allies in the developing world who are coming to understand that the most important skill anyone can learn is the ability to go on learning.

In a world of rapid change, an agile and adaptable mind, a pragmatic and cooperative temperament, a strong ethical orientation - these are increasingly the keys to effective leadership. And I would add to this list a capacity for intellectual humility which keeps one's mind constantly open to a variety of viewpoints and which welcomes pluralistic exchange.



Speech

Edmonton, Canada / Jun
9, 2009

[Graduation Ceremony,
University of Alberta](#)

Excerpt

In today's community of nations, a country's standing is no longer recognized simply by what it can achieve for itself, but just as much by what it can do for others. In this context, Canada has become a world "power" in the best sense of that word.

...

It seems to me to be the responsibility of educators everywhere to help develop 'ethically literate' people who can reason morally whenever they analyse and resolve problems, who see the world through the lens of ethics, who can articulate their moral reasoning clearly - even in a world of cultural and religious diversity - and have the courage to make tough choices. And it is clear that the quality of ethical leadership throughout society can in great measure be shaped by our educational institutions.

Nairobi, Kenya / Jul 27,
2011

[Foundation Ceremony
for the AKU Graduate
School of Media and
Communications](#)

The most important thing we can learn - or teach - at any School - in a world of perpetual change - is the ability to go on learning. None of us have all the answers - quite often we don't even know what questions to ask. Nor can we discern the road ahead by looking in a rear-view mirror. Past lessons must constantly be renewed and reapplied, as we adapt to new technologies and new expectations.



Speech

Karachi, Pakistan /Dec 19,
2013

[AKU Convocation](#)

Excerpt

At that time, of course comprehending the full expanse of knowledge was seen as an achievable goal; today, the explosion of knowledge seems overwhelming. But the knowledge explosion is precisely what makes a liberal arts platform even more valuable. The liberal arts, I believe, can provide an ideal context for fostering interdisciplinary learning, nurturing critical thinking, inculcating ethical values, and helping students to learn how to go on learning about our ever-evolving universe.

By civil society I mean a complex array of organisations that operate on a private, voluntary basis, but are driven by public motivations. They include institutions dedicated to culture, health, education, and the environment; they embrace commercial, labour, professional, scientific and ethnic associations, as well as institutions of religion and the media. We have seen the growing role of civil society in many places - in the industrialised West, in the developing societies of Africa, and through the Islamic world as well, from Egypt and Tunisia to Iran and Bangladesh.



Acknowledgements



Omar Karim

Member for Post Secondary, B.C.

Altamish Lalani
Member for Post Secondary, Prairies



Ghazal Jaffer

Member for Post Secondary, Ontario



Khadija Jetha

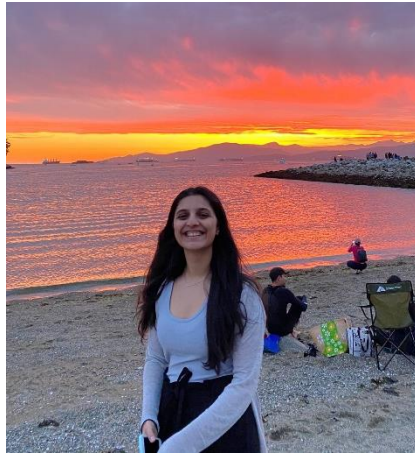
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