CDF Additional Reading

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# Unit 2, Lesson 1: Career Development Theory

Buckingham, Marcus & Clifton, Donald. *Now, Discover Your Strengths.* New York: The Free Press, 2001.

Rath, Tom. *Strengths Finder 2.0.* New York: Gallup Press, 2007.

Career Development Portals and Career Resources

* MyCareer@VA <http://www.mycareeratva.va.gov/Pages/default.aspx>
* VA for Vets <https://vaforvets.va.gov/Pages/default.aspx>

Onboarding Programs

* COHRS’ New Employee Orientation <http://www.va.gov/OHRM/NewEmployee.asp>

Formal Training

* VALU’s TMS <https://www.tms.va.gov/learning/user/login.jsp>
* VA eHealth University <http://www.vehu.va.gov/>

Leadership Development

* VA’s Aspiring Leaders Program <http://www.valu.va.gov/content/pdf/al_ldmp.pdf>
* Leadership VA (LVA) <http://www.valu.va.gov/Content/PDF/LVA_FAQs.pdf>

Performance Management

* VA’s All-Employee and Leadership Competencies
  + <http://www.mycareeratva.va.gov/Resources/Documents/AllEmployee-CompetencyModel.pdf>
  + <http://www.mycareeratva.va.gov/Resources/Documents/LeadershipCompetencyModel.pdf>

# Unit 2, Lesson 2: Career Development Practice

# Unit 2, Lesson 3: Diverse Populations in Career Development

Gardenswartz, Lee & Rowe, Anita. *Diverse Teams at Work: Capitalizing on the Power of Diversity.* Chicago: Irwin Professional Publishing, 1994.

Orbe-Austin, Richard. *Multicultural Career Counseling Competence: 5 Key Tips for Improving Practice.*  <http://www.ncda.org/aws/NCDA/pt/sd/news_article/28865/_PARENT/layout_details_cc/false>

TMS Courses

* “Workplace Diversity Awareness”
  + This course covers the definition of diversity, challenges with diversity, and barriers to diversity.
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1276054&componentTypeID=NFED&revisionDate=1265125200000>
* “Diversity on the Job: The Importance of Diversity and the Changing Workplace”
  + This course covers the myths, benefits, and challenges of diversity”
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1310221&componentTypeID=NFED&revisionDate=1273864680000>
* “Understanding Workplace Diversity”
  + This is a video about a manager who learns to deal with diverse employees and lessons learned along the way
  + The course discusses differences of ethnic, cultural, and family background and how these elements are crucial to today’s business world. It also explains the importance of diversity in the workplace.
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1325054&componentTypeID=NFED&revisionDate=1281015300000>

# Unit 3, Lesson 1: Helping Skills – Attending

Hill, C.E. *Helping Skills: Facilitating Exploration, Insight, and Action.* Washington, DC: American Psychological Association, 2009

Kaye, Beverly & Jordan-Evans, Sharon. *Love ’Em or Lose ‘Em: Getting Good People to Stay.* San Francisco: Berrett-Koehler Publishers, Inc., 2008.

# Unit 3, Lesson 2: Helping Skills – Building Trust and Rapport

TMS Courses

* “Listening Essentials: The Basics of Listening”
  + This course covers the types of listeners, techniques for active listening, and it allows users to practice the techniques for active listening by allowing users to watch scenarios and choose answers that demonstrate active listening”
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1324392&componentTypeID=NFED&revisionDate=1279911600000>
* “Interpersonal Communication: Listening Essentials”
  + This course covers the value, challenge, and techniques for active listening.
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1310137&componentTypeID=NFED&revisionDate=1273778760000>

# Unit 3, Lesson 3: Active Listening & Responding

Egan, Gerard. *The Skilled Helper: A Problem Management and Opportunity Development Approach to Helping.* Belmont, CA: Brooks Cole, 2009.

Kaye, Beverly & Giulioni, Julie Winkle. *Help Them Grow or Watch Them Go: Career Conversations Employee Want.* San Francisco: Barrett-Koehler Publishers, Inc., 2012.

Stone, Douglas; Patton, Bruce; Heen, Sheila. *Difficult Conversations: How to Discuss What Matters Most.* New York: Penguin Books, 1999.

TMS Courses

* “Building Trust”
  + This course covers how to build trust. It teaches learners that trust is built through competence, dependability, honesty, and consideration.
  + Users are able to practice building trust through scenarios where they choose the answer that they think best fits.
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1632311&componentTypeID=NFED&revisionDate=1306422660000>
* “Building Trust Incrementally”
  + This is a video about how a manager is promoted within the organization and builds trust with her team over time
  + <https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=1325071&componentTypeID=NFED&revisionDate=1281021480000>

# Unit 3, Lesson 4: Referral Acumen

# Unit 3, Lesson 5: Building Coalitions and Raising Awareness

# Unit 4, Lesson 1: Career Development Ethics

Center for Credentialing and Education: *Ethical Standards for Global Career Development Facilitators.* Greensboro, NC: Author, 2007.

Makela, J.P. *A Case Study Approach to Ethics in Career Development: Exploring Shades of Gray*. Broken Arrow, OK: National Career Development Association, 2009.

Corey, G., Corey, M.S, & Callanan, P. *Issues and Ethics in the Helping Professions.* Pacific Grove, CA: Brooks/Cole, 2006.

Herlihy, B. & Corey, G. *ACA Ethical Standards Casebook.* Alexandria, VA: American Counseling Association, 2006.

Steinman, S.O., Richardson, N.F., & McEnroe, T. *The Ethical Decision-Making Manual for Helping Professionals.* Pacific Grove, CA: Brooks/Cole, 1998.