

Career Success in Nova Scotia:

Change and Growth



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To order additional copies of this publication contact AskLMI@novascotia.ca.

ISBN 978-1-77448-170-7

The Success Process

Are you looking at your current work as a “job” or a “career”? What is the difference? A job is a work role in a specific organization. It can either be a short-term solution to a need for income, or a step in a career path. A career is your lifetime journey. It is the total of your work, learning, and life roles. A career mindset often includes long-term goals and working for advancement and experience, as well as for money.

Whether you are in a job or a career, change happens. In fact, statistics show that most people can expect to hold 5 or more careers over their entire working life. Sometimes career change is planned and sometimes it’s unexpected. Either way, change is a fact of life that we need to be prepared for.

Your attitudes and the actions you take to manage change can help you succeed in many situations. This trait is called resilience and is something employers look for in potential employees. There are steps you can take that will help you make decisions that are right for you.

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Step 1: Get recognized

So, it's time for a change. Maybe you're leaving your job due to shortage of work, leadership or personal issues. Maybe you've lost your passion and are seeking change or a promotion.

Whatever the reason, start every major change with honest self-reflection about who you are and what you're bringing with you – both the good and the bad.

Work not working out?

Ask yourself whether you are running *towards* growth, or *away* from your current situation. You might feel ready to move on, but you risk taking the problem along with you if you do not take time to identify your reasons for change.

Address the challenges that may driving you to make this change. Some big problems can have small solutions that can help you realize change without starting over.

- **Not getting a raise or promotion?** Reflect honestly on who you are as an employee. Talk to your boss about your successes and career goals. Ask about moving to a different role, taking on new responsibilities or getting a pay increase. Be professional when listening to feedback, even if it's hard to hear.
- **Bored or not engaged?** Take initiative and ask your boss about training opportunities, project involvement or ideas for more autonomy at work.
- **Conflict with others?** You've probably heard that people leave bosses, not jobs, and it's true. Before you decide to move on, make sure you have done your part to address any interpersonal issues. Consider the issue from both sides and communicate clearly and calmly about your problem and potential solutions. Try asking a neutral party for help in resolving the issue.



Which employee are you?

Average employee	Great employee
<p>Bare minimum Shows up just for the paycheck</p> <p>Indifferent No desire to learn</p> <p>Resists change Creates obstacles to new ideas</p> <p>No accountability Blames or justifies</p> <p>Motivated by fear Afraid of losing your job</p> <p>Not personable Poor health habits</p>	<p>Positive Love doing great work</p> <p>Ambitious Constant learning</p> <p>Flexible Embraces change</p> <p>Accountable Takes ownership</p> <p>Passionate Embraces new ideas</p> <p>Personable Great health habits</p>
<p>Uninvolved Never contributes new ideas</p> <p>Procrastinates Loves wasting time</p> <p>Poor team player Doesn't seek input from teammates</p> <p>Negative influence Negativity in workplace relationships</p>	<p>Creative Explores innovative ideas</p> <p>Reliable Shows up and contributes</p> <p>Team player Welcomes collaboration</p> <p>Positive influence Helps others to value the best of themselves</p>

- **Long commute or hours of work?** Talk to your supervisor about the option of more flexibility in where and/or when you work. For some employers, changing work hours to avoid rush hour or childcare issues is a fair trade to keep staff happy and productive.

Maybe a major change is in the cards. Great things can come from career change. Focus on opportunities over challenges. Identifying and creating those opportunities is easier once you understand how you fit into a potential employers' vision.

This means **understanding what employers want from you** (your skills). Identify the best way to use those skills to help employers achieve their goals, while also realizing your own.

Know and build your hard and soft skills

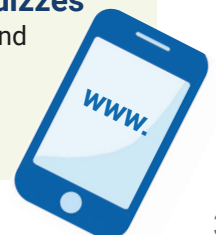
- **Hard skills are your technical abilities, knowledge and experience.** Usually these come from formal and informal learning (training, education and work experience).
Examples: drawing blueprints, typing with speed and accuracy, assessing an environment for safety hazards.
- **Soft skills are related to your personality and how you interact with your surroundings.** Usually these come from your personal values.
Examples: positive attitude, ethical decision making and personal responsibility.

You need both sets of skills to be successful, but soft skills are often seen as harder to teach. Employers look for these qualities in interviews and - if you have the soft skills - are often willing to train you for the technical skills.

Everybody has some combination of hard and soft skills – even if they don't always recognize them! Knowing the skills you have, and what skills you should work on building will make you a more valuable employee.

Identify your skills!

Try a skills assessment tool like **Job Bank's Career Navigator Quizzes** www.jobbank.gc.ca/career-planning/quizzes to identify your skills and useful information like work values, learning style and more.



Consider entrepreneurship

Maybe the change you are seeking is to head out on your own. An entrepreneur is someone who takes the risk of starting their own business and enjoys most of the rewards of that business.

Nova Scotia wants and needs more entrepreneurs to support its economy. With a great idea, passion, hard work, a knack for learning, anyone can build a business and become a success.

What does it take to become an entrepreneur? It's not easy!

Check out these resources to explore your potential in entrepreneurship:

- Centre for Entrepreneurship Education and Development:
www.ceed.ca
- Is entrepreneurship for you?
canadabusiness.ca/starting-before-starting-your-business/is-entrepreneurship-for-you
- CBDCs
www.cbdc.ca/en/find-my-cbdc/ns

5 Traits of an entrepreneur

- ★ **Passion**
- ★ **Resilience**
- ★ **Strong sense of self**
- ★ **Flexibility**
- ★ **Vision**

(Rampton, 2014)

Need more help?

- Consult a career practitioner at your local Nova Scotia Works office
www.novascotiaworks.ca
- Take a free course on dealing with difficult people through Skills Online NS.
www.coursepark.com/ns/



Step 2: Get labour market information

If you decide that a career move is best, finding out where you fit in today's labour market isn't always easy.

What you are looking for is called **Labour Market Information** (or just LMI) which is information about jobs and the people that do them.

Wondering what careers have the highest earning potential and job prospects? What additional training or education might help you move into a leadership role? LMI can answer these questions.

You can use LMI to both narrow and expand your field of focus. Sometimes knowing what to look for is knowing the questions to ask. Use some of these questions to get you started in your research.

I am...

- **Planning for a new career.** What are the essential skills for someone in this field? What are the related jobs? What is the average income? Do I need any special qualifications? What are the job prospects for this field like in my region?
- **Making a lateral career change (similar field, different employer).** What skills do I have that could transfer to a new role? Does my current level of experience apply? What skills can open the door for career advancement? What are job postings typically looking for? Will I need retraining?

- **Starting my own business.** Is there a market for this in my area? What is the projected sector growth for this industry in the region? What other organizations provide this service?

Essential skills profiles

The essential skills profiles show the skills required for an "average" job. Each job shows example tasks, their level of complexity on a scale of 1 – 5, their purpose to the role, and the influence of digital technology on the role.



Essential skills are broken down into 10 main categories, including: reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use, and continuous learning.

The Government of Canada provides several tools that can help you assess your essential skills and learn how to improve them. www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html

The fourth industrial revolution

Many careers will evolve disappear due to technological changes. New, **technology-focused roles** will emerge to take their place. LMI

research can help you identify and predict what essential skills and competencies in technology are essential for your career. It can help identify which careers will be most resistant to automation in the future.

LMI research shows that the current workforce can expect to have more jobs over their lifetime compared to earlier generations. It is now much more common to see openings for part-time and short-term or contract work. This means job seekers may need to alter their expectations when job searching.

Short-term, contract and part-time work offer benefits like flexible schedules, variety, and frequent learning opportunities. On the other hand, this type of work may bring challenges like lack of job security or inconsistent income.

Wondering where to start?

- The www.explore Careers.novascotia.ca website for Nova Scotia career information. Find information on related jobs, wages, job prospects and more.
- Canada's LMI Explore www.clmi-explore-icmt.ca and Job Bank www.jobbank.gc.ca/home websites for Canada-wide career information, job postings and updates about local labour market changes.
- Canada's National Occupation Classification database, www.noc.esdc.gc.ca for a glimpse at "average" profiles of Canadian jobs and the essential skills required to do them.
- Visit a Nova Scotia Works www.novascotiaworks.ca centre for help interpreting this information.

Top Skills sought in job postings, 2019¹

Hard skills



- ▶ Microsoft Office
- ▶ Primary care
- ▶ Health assessments
- ▶ Public health
- ▶ Immunizations
- ▶ X++
- ▶ Addiction
- ▶ Analysis
- ▶ Microsoft PowerPoint
- ▶ Operations

Soft skills



- ▶ Clean criminal record
- ▶ Oral and written communication
- ▶ Detail-oriented
- ▶ Teamwork
- ▶ Problem solving
- ▶ Research
- ▶ Decision making
- ▶ Organizational skills
- ▶ Collaboration
- ▶ Dependability

Certifications



- ▶ Driver's license
- ▶ Certified registered nurse
- ▶ First aid certification
- ▶ Certification in cardiopulmonary resuscitation
- ▶ Security clearance
- ▶ Basic cardiac life support
- ▶ Licensed practical nurse
- ▶ Advanced cardiac life support
- ▶ Basic life support
- ▶ Workplace hazardous materials information system

For a more detailed breakdown of skills in demand by industry visit www.explore Careers.novascotia.ca/skills

¹ Source: Wanted Technologies. Skills Sought in Job Postings: Filter: NS, CareerBeacon, corporate site, government of Canada, local/work in NS. Accessed April 2020.

LMI tips

Since the recession of 2008 contract jobs have become more common than ever, with temporary and contract work growing 12 times faster than permanent jobs for workers between the ages of 25 and 54.

Workopolis, 2017



Digital skills are an understanding of how to interact with computers, systems and software. Digital skills are essential. From industry-specific tools to employee management software and point-of-sale terminals, most workers are expected to use technology daily.

“More than 25% of Canadian jobs will be heavily disrupted by technology in the coming decade. Fully half will go through a significant overhaul of the skills required.”

RBC Report: Humans Wanted How Canadian youth can thrive in the age of disruption, 2018



What about pay?

Top 5 highest median income in Nova Scotia by occupation.

- 1 Judges \$305,550
- 2 Petroleum \$149,522
- 3 Financial, Communications and Other Business Services, Senior Managers \$117,377
- 4 Air Pilots, Flight Engineers and Flying Instructors \$113,705
- 5 Construction, Transportation, Production and Utilities, Senior Managers \$103,232

Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016375

For more information about incomes by occupation and industry visit explorecareers.novascotia.ca/median-income

Top 10 occupations with the strongest annual average employment growth, 2017-2026¹



1 Specialist physicians



2 General physicians



3 Optometrists and chiropractors



4 Computer systems managers



5 Physiotherapists



6 Nursing coordinators and supervisors



7 Database analysts and administrators



8 Nurse aids and health support workers



9 Natural healing practitioners



10 Registered nurses

¹Source:ESDC 2017 COPS Projections

Step 3: Get connected

The people around you – AKA your network - are still your most likely source of job or career opportunity. If you are not seeing the opportunities, it's time to work on building your network!

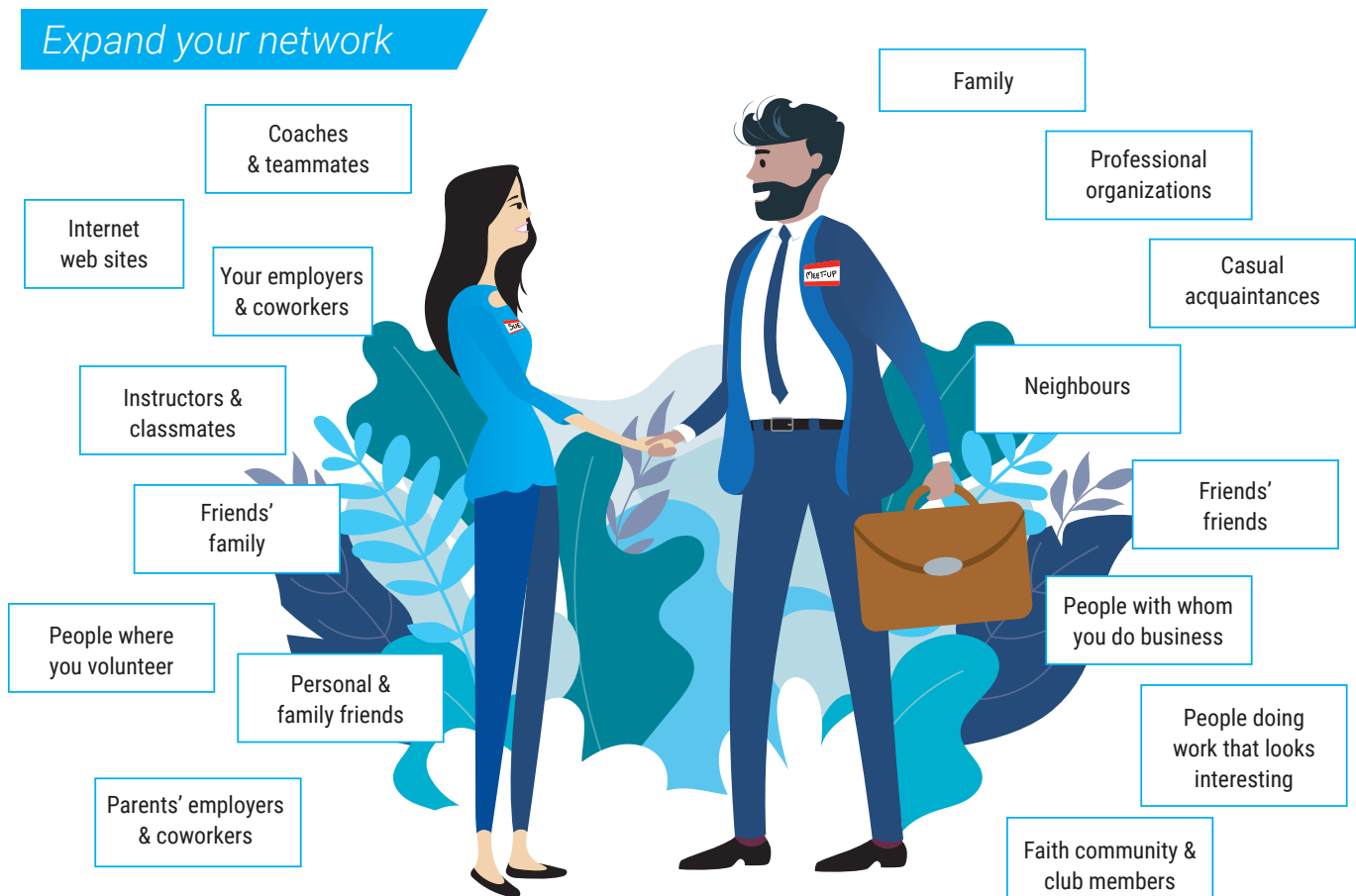
Networking can be talking to more people about your career interests and theirs. This can be a fun and rewarding activity while you are working on a career change or earning a promotion.

Start making a list of people you know. Use the **diagram below** for ideas and categories. Highlight the people who have jobs you are interested in learning more about.

Send them an email or make a call to schedule an informational interview.

Information interviews how-to guide:

- **Identify contacts whose careers interest you;** you might know them already or get introduced by a mutual acquaintance.
- **Call or email and ask for 15-30 minutes of their time** to talk about their career. Let them know you are in career transition and looking for information.
- **Ask open-ended questions** like: What does a day in your work life look like? How did you get where you are today? Do you have any advice for someone starting out? Is there someone else I should talk to, related to my interests?



- **Takes notes and follow-up** with a thank you email or card. Connect with them on LinkedIn or take their business card to keep in touch and make it easy for them to send opportunities your way.

Network using social media

LinkedIn

Having a LinkedIn profile can help you connect digitally with other professionals, letting you reach a wider community than in-person networking alone. This is a great way to research a career or job.

Use LinkedIn as a tool to help you find contacts for informational interviews. You can also use the profile options to show that you are

looking for opportunities. This lets recruiters and employers to find your profile more easily in searches. Make sure your photo is professional-looking and your profile is current and reflects your updated resume.

Ask friends and trusted contacts to endorse your skills and post positive recommendations about what you are like to work with. Join groups to expand your network, check out the jobs section and research employers directly.

Go where the people are

There is no doubt that LinkedIn is the social media platform of choice for professional networking, but that doesn't mean it's the only way to connect with potential employers online. Sites like Facebook, Instagram and Twitter all offer

unique ways to build an online portfolio of your values, integrity, influence and skills – all things that make up your personal “brand”.

Consider your career goals and target industry when choosing a platform. If you're looking to showcase your creativity, sites like Instagram can better represent your eye for design. Linking your LinkedIn profile to a professional Twitter account can highlight your industry savvy and communication skills.

No matter what platforms you use, make sure your online presence is consistent, supports your credibility, and shows the image you want employers to see.

TOP 5 reasons to use LinkedIn

- 1 It's free and relatively easy
- 2 Keep in touch with former coworkers or connections
- 3 Get industry specific articles and job information
- 4 Recruiters and employers use it to hire
- 5 You can follow your favourite companies and professional role models, i.e. Bill Gates

Words of wisdom from professionals:

“Not being on social media sites can absolutely hurt your chances of being recognized and, ultimately, hired.”

Jayne Pretzloff, Director of Marketing, Wixon Jewelers

Social media tips:

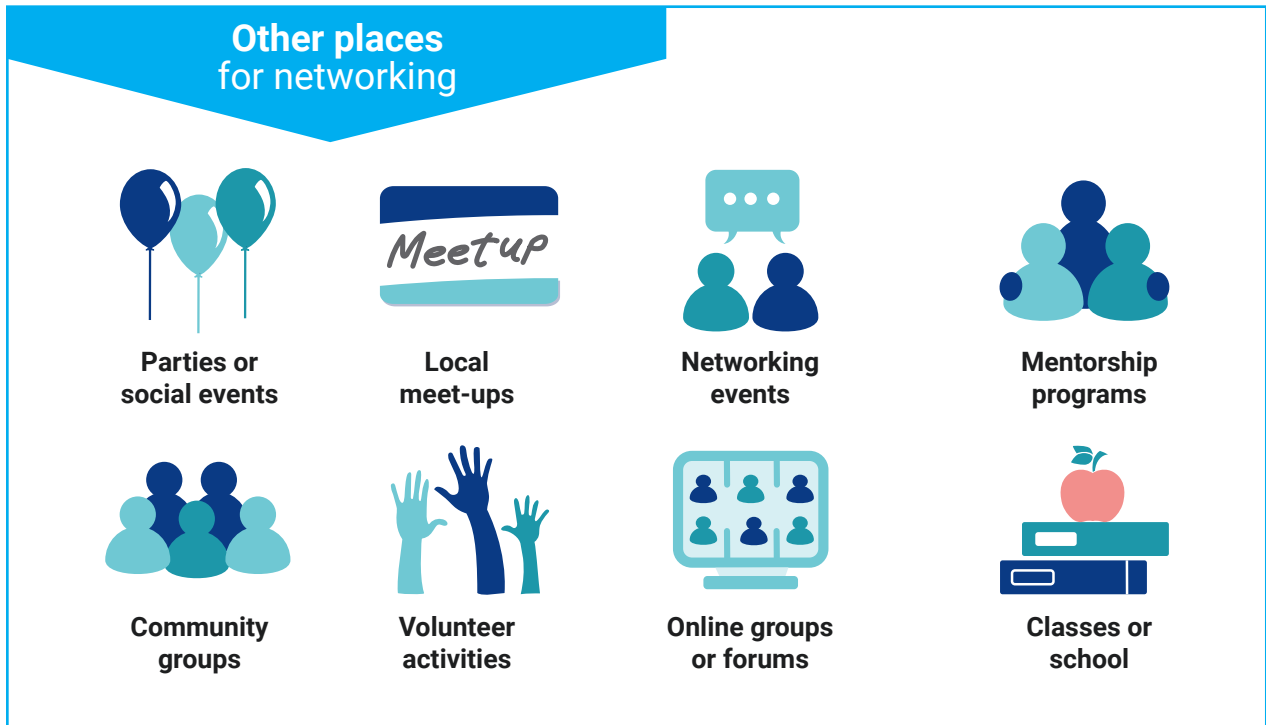
- **Assume any potential employer will Google you.** Do a search for your own name or ask someone else to do it for you. Make sure you are prepared to talk about what comes up.
- **Don't post or share potentially offensive or controversial things.**
- **Review and adjust your privacy settings.** Many sites allow multiple levels of control over

who can find you and see your content, whether it's everyone, friends only, or friends-of-friends.

- **Consider creating separate social media accounts** for personal and professional use.
- **Don't publicly "vent" negative things** about employers or coworkers (or anyone, ideally).

- **Don't forget to "clean up"** or hide/delete old posts, photos or questionable content.
- **Review your privacy settings often** – safety features are added and removed all the time.

Remember: If you wouldn't publish it in the local newspaper or on a billboard, don't post it on the internet – anywhere!



Step 4: Get planning

Expect and plan for change. Expecting job or career changes, even when you don't think you need to, allows you to be prepared.

Stay connected with your network and try to always be building your skills. Being open to opportunities can prepare you to be more resilient in the face of career change.

Update your resume

Update your resume, both for what you've recently completed and what you want to accomplish. You should adjust your career objective or profile statement to reflect your

new goals. Update your skills and highlights sections with your newest skills. Focus on highlighting the skills that employers are going to be looking for.

You may need to adjust your work history to include the most relevant roles, rather than a chronological list. If you don't have a lot of skills or direct work experience in the field you're applying to, you may also want to consider hobbies or group involvement that may make your resume more attractive.

For more help building your resume visit www.novascotiaworks.ca and create an account or try a resume builder like the one at jobbank.gc.ca.



"The secret of change is to focus all of your energy, not on fighting the old, but on building the new"

-Socrates

Manage change

Now is the time to use and practice your change management skills.

Try to understand the need and reasons for change. Consider all the information. Be honest and prepared to take responsibility for your own actions.

Identify the “agents” involved in your change. They may be your mentors, employment counsellor or friends. Seek their advice to help with a supported and smooth transition.

Make a list of activities to do and consider the effect that this change will have on the subject – you! Be positive, compassionate, and understanding as change can be hard. Be kind to yourself and watch for any negative self-talk that may not help you move forward.

Set new Goals

This may require some deep thought and ideally should not be rushed.

Questions to ask yourself:

Here are a few questions you can ask yourself, to get yourself into the mindset for setting helpful and motivating goals:

- **What would you want to do with your life** if money was not a concern?
- **Who represents lifegoals to you?** What do they have, personally and professionally, that you want for yourself?

- **What is your definition of career success?** Is it material or emotional? Imagine yourself at the top of your career. What does your life look like?
- **Do you feel like you have a gift or calling?** How can you share that gift with the world or find personal fulfillment?
- **What’s your passion?** Is it part of your career? If not, what are some ways you can combine them?
- **Where would you like to be** in your career in 5 years? In 10 years? In 15 years?

Some tips to help you write SMART goals in a way that is most likely to lead you to success:



Be Specific

Write goals down in a clear and detailed format.



Make them Measurable

Use dates and quantities to make your goals measurable.



Make them Achievable

Put your goals in order of most to least important and focus on one at a time to avoid feeling overwhelmed.



Be Relevant

Break your goals into small, manageable tasks that are within your control, that you can more easily complete and use as motivation to keep moving forward.



Timely Goals

Goals are tied to a time period and evaluated regularly for progress and necessary changes.

Step 5: Get learning

Career transition is the perfect time to build your skills and credentials. Building skills gives you more qualities to highlight on your resume, more opportunities to network, and more to talk about in your interviews.

There are a lot of ways and tools to build skills, and you don't necessarily have to leave your day job to move your career forward.

Here are a few of our favourite ways to learn and grow, personally and professionally:

- **On the job learning.** Ask your employer if they have a budget to pay for work-related training or courses. If not, ask about "cross-training" in other roles or projects.
- **"Temping" (through an agency).** Temporary employment agencies help employers find the people they need. This is a great way to try out different roles and learn new things while building your network.
- **Short term contracts/projects/coops/internships/maternity leaves.** Don't put off by the time limit. The skills, experience and connections you take away are often worth it. If you leave a great impression, it might even lead to a more permanent position.
- **Side jobs.** Having a "side hustle" can be a fun and rewarding source of income. Brands depend on people who are excited about sharing their favourite products and services with others, both on and offline.
- **Reading.** Build your communication skills by reading the newspaper, online articles or books. Share what you learn with other people in your network. It makes you seem more interesting and more likely to be considered an expert in your field.



- **Studying.** Take a course at your local college or university, library or community centre, or look online for free courses in your area of interest. A good place to start is NS Skills Online coursepark.com/ns.
- **Volunteering.** Getting involved in your community is a great way to explore your interests and build your network, skills and portfolio. Visit Volunteer NS - volunteers.ca and search for activities in your area.
- **Mentorship.** Whether you are the mentor or mentee, these relationships can be powerful sources of connection and opportunities for your future.

Step 6: Get balance

If you're finding it difficult to balance the different elements of your life, you're not alone.

Work/life balance

We hear about “work/life balance” a lot, but what does it really mean? It's a term used to describe the balance that people need between time spent working and other aspects in their life.

Having a good work/life balance leads to healthier, happier people and more success at work and home. When our lives seem to keep getting busier, how do we maintain it?

Tips for balance and happiness

Avoid perfectionism. Trying to make everyone happy uses up your valuable time and emotional resources. Set realistic goals.

Unplug from technology. Sometimes you need to focus on family, work tasks or personal enjoyment, without the constant distraction of your phone. Take tech breaks for an hour, a day or longer!

Exercise body and brain fitness. Try to engage your body and mind every day. Mindfulness practices can help you feel calmer, healthier and happier while also allowing you to be more productive and focused at work and home.

Set priorities and stick to them. It's easy to let interruptions like emails and complaints take over our day. Decide ahead of time what you want to accomplish each day and stick with it. You will feel more successful and satisfied.



58% of Canadians report “overload” associated with their many roles – work, home and family, friends, physical health, volunteer and community service.

Canadian Mental Health Association

Emotional intelligence is the ability to recognize, understand and manage our own emotional responses and those of others. This is a valuable workplace skill. People with high emotional intelligence tend to achieve better results in leadership, problem-solving, collaboration and stress management.

Change your habits with small steps. Think about the things you do each day that add to feelings of stress or wellness. If you skip breakfast because you're always rushing in the morning, a small change to your routine – like eating oatmeal or preparing for your day the night before – can have a positive influence on your health and wellbeing.

Wellness at work

Sometimes balance just doesn't seem possible – some jobs are just plain stressful! You may want to consider how well you manage stress and how much stress you can expect from a job when choosing a role or career.

Mental Health and Stress

There is a growing focus on employee wellness in the workplace. Life challenges influence workplace performance. While some separation of personal and professional life is expected, employers know that happy and healthy employees are more productive.

Stressed, sick or absent employees mean increased risks and costs for employers. Programs and services are often offered to support employees through difficult times.

This isn't just a nice thing to do. In a lot of cases employers are expected (sometimes by law – referred to as the "duty to accommodate" – to offer their employees ways to manage life challenges that may affect their work.

If you are having a hard time at work, you can and should ask for help.

Look into programs and services (sometimes called an EAP – Employee Assistance Program) and consider making changes in your private or professional life that support your health.

Know your rights as an employee.

Managing your health and safety is your responsibility. You can visit the Nova Scotia Labour Standards website for more information www.novascotia.ca/lae/employmentrights/.

Ask your network.

Trusted coworkers, supervisors, career development professionals (Nova Scotia Works), family, friends or mentors can listen and offer advice. Never let work issues become so stressful that they make it hard for you to do your job. Successfully handling challenges at work can help build resilience and improve skills like communication and conflict management.

Culture at work – diversity and inclusion

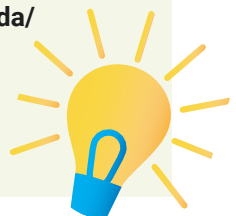
According to the Canadian Centre for Diversity and Inclusion¹:

Diversity is about the individual. It is about the variety of unique dimensions, qualities and characteristics we all have.

Inclusion is about the collective. It is about creating a culture that strives for equity and embraces, respects, accepts and values difference.

Check out Harvard's Implicit Association Tests (IATs), a leading tool for identifying unconscious biases in areas including race, gender identity, sexual orientation and even weight:

www.implicit.harvard.edu/implicit/canada/takeatest.html



¹"Diversity Defined." Canadian Centre for Diversity and Inclusion. www.ccdi.ca/our-story/diversity-defined. Accessed April 7, 2020.

Diversity and inclusion is about capturing the uniqueness of the individual. It is creating an environment that values and respects individuals for their talents, skills and abilities to the benefit of the collective.

Many of our workplaces are multicultural and diverse environments.

We often work with people who are different from us in many ways like gender, race, ability and background.

Or with different skills, languages, ideas and opinions from our own.

While we may think employers are mostly responsible for creating a diverse and inclusive workplace, employees are also expected to play a role.

How can you contribute to an open and inclusive workplace culture?

- **Be aware of your own “unconscious bias”.** Identify your own automatic judgements and then work to challenge them.
- **Acknowledge holidays of all cultures.** Celebration brings people together and creates stronger teams.

- **Try to work with different people and groups.** Spend time outside of your comfort zone connecting with and getting to know people who are different from you.
- **Try to include everyone in social or work activities,** as much as possible.
- **Seek or ask for training** on topics like cultural competence and promoting inclusion in your workplace.



Balancing successful career change and growth

A few last pieces of advice that may help you in a successful and smooth transition in times of career change and growth:

- **Work hard.** No matter what you are doing. At the end of the day you want to feel good about the effort you put in and a job well done. This builds confidence in your ability and in yourself.
- **Take notes.** Track your accomplishments, skills learned, ideas and emotions at work and home. Keeping a journal through an app or on paper can be a great way to reflect on what's important in your life.
- **Be kind.** To both yourself and others. Even though you can't control the behavior of others, you can always control your own. Like working hard, being kind will rarely give negative results. The benefits almost always outweigh the challenges.
- **Be open and focus on the journey.** You are never too old or too smart to learn something new. Opportunities can come from the most unexpected places, at unexpected times. Always be open to possibilities and avoid feeling like you need to stay in your current role for your employer's benefit.

Every role will require skills in communication. This includes spoken, written, presentation, conflict management, negotiation, or public speaking. Building your abilities in these areas through experience or training will be beneficial in times of change and growth.

Appendix: Change and growth resources

Step 1: Get recognized

<p>Identify and develop your skills</p>	<p>novascotiaworks.ca – visit your local Employment Services Centre for help.</p> <p>www.coursepark.com/ns – Increase your earning potential, get hired faster or be better at your current job by updating your skills, for FREE.</p> <p>www.jobbank.gc.ca/career-planning/skills-knowledge – Explore jobs or career options that match your skills and knowledge.</p> <p>www.jobbank.gc.ca/career-planning/quizzes – Career quizzes and tests can help you choose, change or develop your career.</p>
<p>Entrepreneurship</p>	<p>www.ceed.ca – If you need education, financing, guidance or support, at any age or stage, CEED can help!</p> <p>canadabusiness.ca/starting/before-starting-your-business/is-entrepreneurship-for-you – BDC has lots of resources to help you assess whether you have the right personality to be an entrepreneur, explore business ideas and get started.</p> <p>www.cbdc.ca/en/find-my-cbdc/ns – CBDCs help in the creation of small businesses and in the expansion and modernization of existing businesses by providing financial and technical services to entrepreneurs.</p> <p>novascotia.ca/employmentnovascotia/programs/self-employment.asp – the Self-Employment program helps eligible unemployed individuals start a business.</p>

Step 2: Get labour market information

<p>Labour Market Information</p>	<p>explorecareers.novascotia.ca – Find job prospects, wages, education, training paths, and demographic profiles.</p> <p>www.explorecareers.novascotia.ca/publications – Nova Scotia Careers in Demand</p> <p>www.clmi-explore-icmt.ca – View wages, outlooks, and job posting counts for a selected occupation and other labour market information across Canada.</p> <p>www.jobbank.gc.ca – find a job, explore careers, learn about the labour market.</p> <p>www.noc.esdc.gc.ca – Canada’s National Occupation Classification database, for a glimpse at “average” profiles of Canadian jobs and the essential skills required to do them.</p> <p>www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html – assess your skills</p> <p>www.explorecareers.novascotia.ca/skills – learn about skills in demand by industry</p> <p>www.explorecareers.novascotia.ca/median-income – learn about median income by occupation and industry.</p>
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Step 3: Get connected

Social Media	<p>www.linkedin.com – LinkedIn</p> <p>www.instagram.com – Instagram</p> <p>www.facebook.com – Facebook</p> <p>www.twitter.com – twitter</p>
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Step 4: Get planning

Support	<p>www.novascotiaworks.ca – Access resume, cover letter builder and resume review support, job tracking, and connect to workshops and other supports through Nova Scotia Works.</p>
Resume Builder	<p>www.jobbank.gc.ca/findajob/resume-builder</p>

Step 5: Get learning

Upskilling	<p>www.coursepark.com/ns – Increase your earning potential, get hired faster or be better at your current job by updating your skills, for FREE.</p> <p>www.explorecareers.novascotia.ca/publications – check out Career Success in Nova Scotia: Training and Education for how to make decisions related to training and education.</p> <p>www.novascotia.ca/employmentnovascotia/programs/skills-development.asp – Skills Development provides financial assistance to eligible individuals to help them get the skills training they need to find employment.</p> <p>www.novascotia.ca/lae/workplace-education – Workplace Education Initiative works in partnership with business, industry, and labour. Funding is provided to the employer to purchase training.</p> <p>www.novascotia.ca/programs/workplace-innovation-productivity-skills-incentive/ – the Workplace Innovation and Productivity Skills Incentive provides eligible employers with a funding incentive to invest in employee skills through workforce training.</p> <p>www.novascotia.ca/employmentnovascotia/programs/fastforward.asp – The Fast Forward Program provides an opportunity for individuals receiving Employment Insurance Benefits to attend approved training for the duration of their claim.</p>
Volunteer Experience	<p>www.volunteers.ca – volunteering can build skills and increase your network.</p>

Step 6: Get balance

Employee Rights	<p>www.novascotia.ca/lae/employmentrights – learn about your rights and responsibilities as an employee.</p>
Balance	<p>www.ccohs.ca/products/posters/work-life-balance – Canadian Centre for Occupational Health and Safety</p>
Diversity	<p>www.ccdi.ca/our-story/diversity-defined – Canadian Centre for Diversity and Inclusion.</p> <p>www.implicit.harvard.edu/implicit/canada/takeatest.html – Implicit Association Test to identify unconscious bias.</p>

