

Training for Life: A Practical Guide to Career and Life Planning, 9th edition

Authors: Fred Hecklinger & Bernadette Black

Focus

- Comprehensive: Career and Life Planning, Employment Information
- Several theories mentioned, does not seem to be focused on one theory (Bolles, Holland, Tiedeman, Super, Krumboltz, Maslow, Schlossberg, Erikson, etc.)
- Orientation is practical; it refers to theory but is inundated with many activities and practical topics

Background

- First published in 1982 and is currently in its 9th edition
- Total of 200 references
- Author information available in preface of book
- Unsure whether or not the first author has taught the course

Content

- Total of 315 pages with black and white photos
- Assignments/Learning Activities
 - Activities/Assignments: 85
 - Tables/Figures: 29
- Exercises and Activities are embedded in the text
- Text is broken into 6 sections. Section 1: Acknowledge Your Unique Self, Section 2: Negotiate Change in Your Life, Section 3: Exploring Career Options, Section 4: Conduct an Effective Job Campaign, Section 5: Enhance Work Performance and Satisfaction, Section 6: Create Quality and Balance in Your Life
- Chapters include: Work Values; Interests; Skills and Abilities; Personal Values; Self-Esteem; Lifestyle Considerations; Career and Life Planning in the 21st Century; The Process of Transition and Renewal; Understanding Change; Influence of Others; Taking Risks; Decision Making; Your Career Options List; How to Investigate Career Information; The Internet-Sites for Career Exploration and Job Hunting; What to Look for when you Investigate a Career; Evaluation of Career Options; Resources for Career Investigation; The Job Campaign; Job Hunting in Cyberspace; Resume Writing; Employment Interviewing; How to be an Effective Writer; Make Time Your Friend; Don't be Your Own Worst Enemy; Take Care of Yourself; Routine Maintenance – Your Two-Year Checkup; A Look into the Future; Think Positively; Develop Interests; Take an Active Role in Staying Healthy; Maintain Good Interpersonal Relationships; Make the Most of Your Financial Resources; Continue to Learn; Your Lifestyle Checkup
- Websites, CACGs, and published assessments are mentioned but not required in workbook assignments

Instructional Support & Price

- Cost of Book: \$39.95
- Instruction Manual: cost available upon adoption