

BIOGRAPHY - Judy Tomarin

Judy Tomarin is Senior Manager, Corporate HR Programs and Services at the Shared Services Bureau. She is responsible for Generic Training, Employment Transition, Youth Employment and Corporate Incentive Funds. Judy's first job in the OPS was as a Job Attendance Clerk with the Ministry of Health. She has been an OPS employee for 25 years and with MBS for 12 years. . She is an active committee member with the OPSEU Joint Employment Stability Sub-Committee (JESS), the AMAPCEO Article 27 Committee and the Training and Development Sub-Committee of Central Employee Relations Committee (CERC). She participates on the WIN Working Group Committee, the Provincial Interministerial Learning Organization Network (PILON) and on the Quality Learning Advisory Panel. Judy has held human resources' positions at the Centre for Leadership, and with the Ministries of the Environment, Community and Social Services, Health and Long Term Care. She has also worked in the broader public sector including the Lincoln County Board of Education.

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TAKING CHARGE OF YOUR CAREER

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The New World of Work

- **New technologies**
- **Rapid changes**
- **Efficiency and effectiveness driving business decisions**
- **Increased competition**
- **Employees expected to perform a variety of job functions and adapt quickly to change.**



Workplace/Career Changes

PAST	FUTURE
• Employees hired to perform specific job functions • Individuals climbed the corporate ladder in a hierarchical organization • Training used for career advancement, where necessary • Employers took responsibility for employees' work futures with on-the-job training	• Employees learn a variety of skills and there is more multi-tasking • Employers and employees recognize and utilize transferable skills and apply them to different types of work • Employees need to keep skills and technological knowledge current • Employees and employers share responsibility for career and work plans • Employees need to be aware of employer's "big picture" • Knowledge most valuable



Count on Yourself

Know what you want out of your career

Know what you can offer an employer

Learn what employers need



Taking Charge

Identifying Skills

- ***Transferable skills*** are workplace skills with a broad application, such as computer literacy, accounting and communication that can be used in many workplaces.
- ***Non-transferable skills*** have a specific narrow application, such as drafting, construction and operating specific equipment.



Taking Charge

Exploring Interests

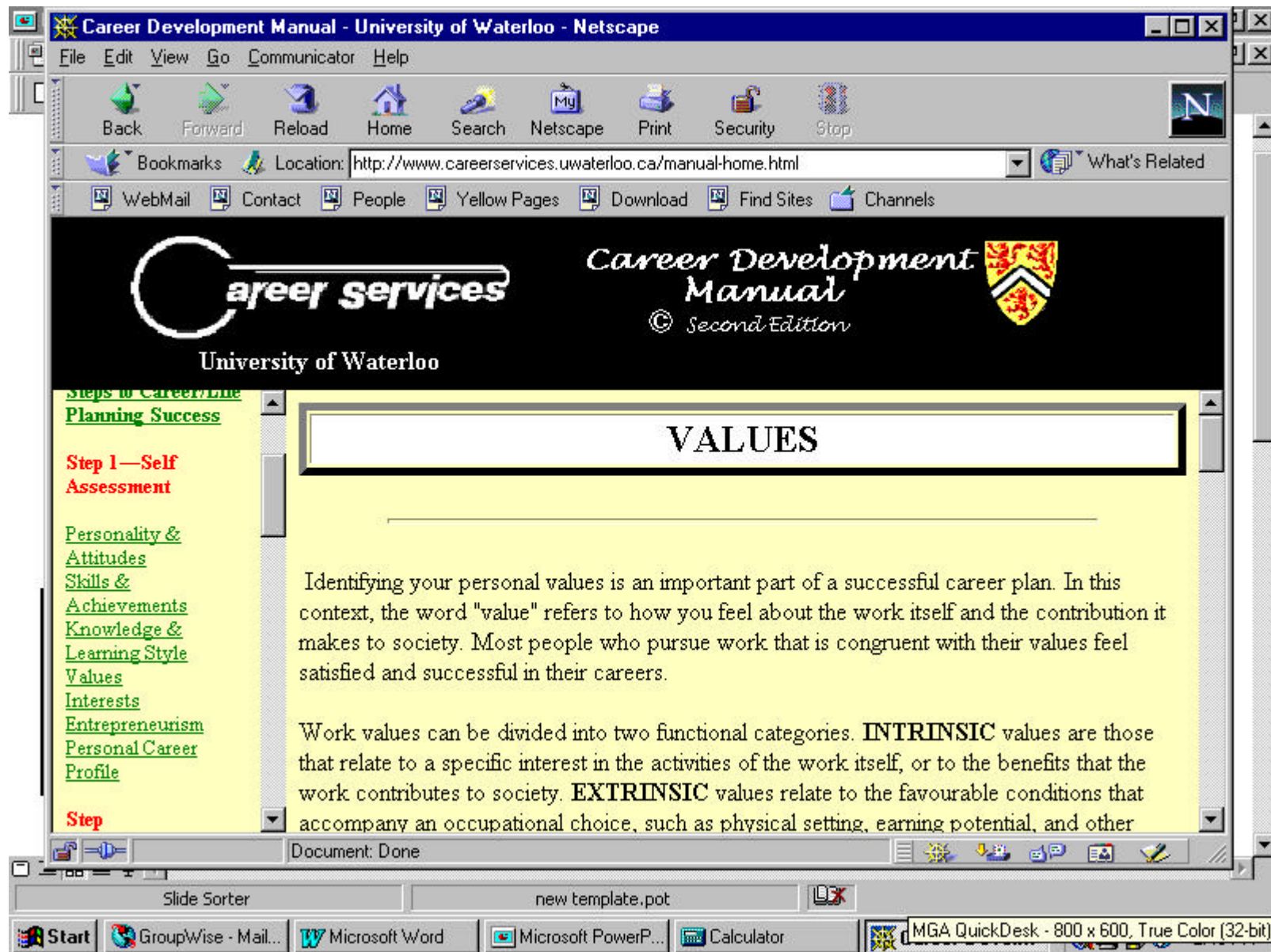
Interests are things you enjoy doing whether they are job related or not. Having a job which matches your interests -- or what you enjoy doing -- is essential to job satisfaction.



Taking Charge

Identifying Values

- **Values are something that we feel very strongly about. Shaped throughout life experiences, they are feelings or beliefs that guide our behaviour. Career decisions are often based on work values. The closer the match between your work values and the characteristics of a particular job or workplace, the greater the probability of job satisfaction and success.**





Taking Charge

Assessing Your Aptitude

Matching your aptitude or your ability or potential ability to perform in a certain area will decrease the amount of time and effort you need to succeed.

Find out more about your aptitude from:

- community agencies, libraries or school career centres**
- colleges and universities**
- private counselors and psychologists**
- the internet**



Competencies

Knowledge -- learning information that a persons has in a specific content area

Skills -- the ability to perform particular tasks acquired through practice and experience

Self Concept -- includes a person's values, attitudes and self image

Traits -- distinguishing characteristics or consistent responses to situations or information

Motives -- the underlying intent behind a course of action



Life-long Learning

- **Employees in today's Ontario Public Service are being asked to think differently about the role of government and the way that work is done.**
- **Responding to new priorities and challenges requires a knowledgeable workforce with transferable skills and the capability to learn continuously.**



Life-long Learning

Determine Learning Priorities

- Each ministry must set its learning priorities as part of its business planning process.
- Ministry learning plans identify learning needs across each organization.
- Ministries identify the learning supports and strategies they need to achieve their goals and objectives for the next year.



Life-long Learning

Developing Individual Learning Plans

- **The OPS Learning and Development Operating Policy requires all employees to have Learning and Development Plans.**
- **Done as part of annual performance management processes**
- **Set out a course of action for getting the knowledge and skills an employee needs to achieve performance objectives, and prepare for the next step in their career plan**



Life-long Learning

Assess Your Learning Style

- *Visual Learners* learn best in educational environments that offer overheads, handouts, writing on the board, visual materials, worksheets and computer programs.
- *Auditory Learners* learn best in educational environments that offer discussion groups, role-playing, group presentations, audio-cassettes, videos and computer programs with voice or musical prompts.
- *Tactile Learners* learn best in educational environments that offer role-playing, group presentations, laboratory work, hands-on training and computer programs.



Life-long Learning

OPS Learning Opportunities through SSB's Generic Training:

- corporately directed training
- career development/career transition training (e.g. project management, interview skills)]
- management/supervisory and HR-related training (e.g. leadership challenges)
- on-line learning



Learning Opportunities

- On-the-Job
 - Ask your supervisor for a **Debriefing**.
 - Showcase and test a process or idea by setting up a **Demonstration Project** on a trial basis.
 - Ask for an **Expert's** opinion about a situation.
 - Learn by **Job Shadowing** someone in a different area for one day.
 - Develop a **Mentoring Relationship** with someone who may be in a position to provide you with resources to guide you through your learning.
 - Share an activity or responsibility through **Partnering** with two or more people/team/units.
 - Identify a **Peer or Co-worker** from whom you could learn new skills.
 - Do some **Group Research**.



Learning Opportunities

- Formal Education
 - Take Credit Courses from a recognized educational institution.
- Developmental Assignments
 - Apply for an ***Acting Assignment*** to take on responsibility for a more senior job that is temporarily vacant.
 - Apply for a ***Temporary Assignment*** to increase your breadth of knowledge and network of contacts while working at the same level.



Learning Opportunities

- Networking
 - Join a ***Discussion Group*** where members share information and learn from each other's experiences.
 - Engage members of a ***Team*** to share their knowledge and experience to develop a new approach to a problem.
 - Join a ***Committee*** that meets regularly with a group to solve problems, discuss new information, etc.
 - Conduct ***Information Interviews*** with individuals who are doing the type of job you may be interested in pursuing or who are working in an area where you would like to work.



Learning Opportunities

- Self-study
 - Receive instruction or increase knowledge through **Audio Tapes**, **CD-ROM** or **Videotapes**.
 - Receive instruction and feedback through **Computer-Based Training**.
 - Engage in **Independent study** by researching and learning about a subject on your own.
 - Learn how other branches/units function by reading their **Manuals**.
 - Write thoughts down in a personal learning **Journal**.
 - **Read** journals, books, and articles related to your work.
 - Hire a **Tutor** to provide a one-on-one teaching experience.
 - Take a **Field Trip** to see how something is done.
 - Learn through **Distance Learning** (e.g. via correspondence, Internet).



Learning Opportunities

- Seminars, conferences, workshops
 - Attend a ***Symposium/conference*** to review the latest research and new practices in your field.
 - Host a ***Lunch and Learn*** Session to practice facilitation skills and share information with your peers



Taking Charge of Your Career

Be Chosen – Make Yourself Valuable

- During times of change this means providing value-added service
- Talk to people and let them know who you are and what you contribute to your branch
- Volunteer for committees/project teams

Make an Effort to Improve Your Skill Level

- Every skill you learn makes you an asset

Build on your Past Experience

- Skills that you have acquired in the past through work or leisure are your core skills
- Build your new skills on these base skills to help you become more successful



Taking Charge of Your Career

Practice the Art of Networking

- Network with people within and outside your organization to build new contacts
- Volunteer to make a presentation at the next branch/unit meeting
- Lead a Lunch n' Learn session and invite staff from other parts of the organization to attend
- Find out what re-engineering initiatives are planned for your branch and identify areas where you can help

Keep an Updated Résumé

- Keep your skills up to date and include an action plan of your set goals
- Keep an open network of people who can help you
- Review and revise your résumé on an occasional basis



Maximizing the Potential of Change

Keep on Top of the Impact of New Technologies in Your Field

- Ask your current manager, managers in other branches/units, colleagues, and other employees in your field these questions:
- What are the technology developments in this field?
- How could these developments affect my work file?
- What terms do I keep coming across that I need to know?
- How can I find out what they mean?
- How could these developments affect my career direction?
- What else do I need to learn?
- How can I find out about learning opportunities?



Maximizing the Potential of Change

Take Positive Steps

- Develop and demonstrate your success in teamwork, leadership and presentation skills
- Take responsibility for your career-management and develop a career plan
- Work with your manager to make sure you have opportunities to gain new skills and knowledge

Stay Informed

- Keep up to date on what the leading thinkers are saying about changes now and in the future



Maximizing the Potential of Change

Keep Learning

- Learn everything about the organization, not just your branch/unit
- Take an active interest in all aspects of the organization not just the areas you work with on a regular basis
- Look for areas where there is a lack of skilled workers and train in one or more skill areas
- Expect to update your skills, as changes to technology are occurring

Track Achievements

- Keep track of your achievements and the skills they demonstrate



Keys to Success in the Workplace

- **Find Ways to Add Value**
 - Think of ways you can contribute to SSB
 - Express interest in assignments and projects in new areas during the development of performance plans
 - Find out what other types of work you like to do at SSB
 - Check out the SSB web site on a regular basis
 - Discuss with your supervisor other functions you can learn, to help you advance at SSB
- **Plan for Continuous Personal Development**
 - Continue to adapt to new technologies
 - Build a network to expand opportunities
 - Learn new skills and strengthen old ones