

Resources for Mature Workers

CAREER PLANNING

EDUCATION

JOBS

Get useful information on finding work, enhancing the work you have and managing your finances and health at alis.alberta.ca/matureworkers

PUBLICATIONS



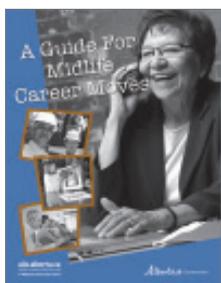
Change and Transitions: The Path From A to B

Change the way you look at change. Explore the opportunities, stresses and transitions that change provides through these examples, exercises and strategies.



Positive Works II

This book is full of exercises and tips to help you put positive attitudes and beliefs to work for you in the areas of goal setting, learning, and finding and keeping work.



A Guide for Midlife Career Moves

Take stock of your skills, interests, finances and work options so you can make a successful midlife career transition.



Stretch Your Dollars: Budgeting Basics

Get a clear picture of your income and expenses and get as much as possible from each dollar you have.

Get great information from ALIS Tips at alis.alberta.ca/tips

- Alternatives to Traditional Full-Time Employment
- Bridging the Generation Gap at Work
- Communicating With Confidence
- Coping With Stress at Work
- Handling Challenges: Changing What You Can Change
- Handling Challenges: Dealing With Things You Can't Change
- Job Enrichment Strategies
- Managing Change
- Marketing Your Employability Skills
- Mentoring: How to Be an Effective Mentor
- Over 45 and Looking for Work?
- Overqualified? Make the Best of Your Experience!
- Put Your Experience to Work
- Take Charge of Your Learning at Work
- Thinking About Work After Retirement?

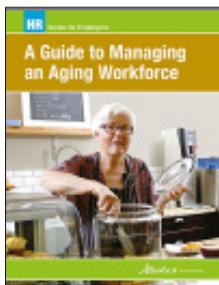
FOR CAREER & HR PRACTITIONERS



What Works: Career-Building Strategies for People from Diverse Groups

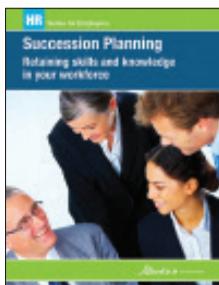
Strengthen your skills in counselling older workers with this career resource. The chapter on older workers includes statistics, terminology, history and equity legislation information.

FOR EMPLOYERS



A Guide to Managing an Aging Workforce

This online book for employers, managers and supervisors examines health and safety for older workers. Find out how to adapt tools and procedures to keep aging workers safe, healthy and productive.



Succession Planning: Retaining Skills and Knowledge in Your Workforce

This resource shares successful strategies Alberta employers have used to manage the risk of losing corporate intelligence. The quick and low-cost solutions included will help your employees share and transfer their knowledge regardless of your company size or industry.

OTHER VALUABLE RESOURCES

alis.alberta.ca/jobpostings

Links to Alberta and regional job banks, public service job banks, employer and employment agency job banks.

alis.alberta.ca/worksearch

Information about finding work, networking, researching employers, creating resumes, applying online and the interview process.

alis.alberta.ca/occinfo

More than 550 occupational profiles that include education and, where applicable, certification requirements, employment outlook, typical working conditions, and wage and salary ranges. Many profiles include videos.

Myths and Realities About Older Workers

Some of the social, economic, safety and medical myths about mature workers are examined and dispelled. Visit alis.alberta.ca/myths