Resources on alls for Mature Workers

Plan	Explore	Look	Succeed
Your Career	Education & Training	For Work	At Work

If you're over 50, you're part of a growing and diverse group of people who want to stay in, or return to, the workforce. Get useful information on finding work, enhancing the work you have and managing your finances and health at <u>Resources for Mature</u> <u>Workers</u> on the <u>alis</u> careers, learning, employment and workplace information website.

Plan Your Career

• For Mature Workers Discover information and resources to help you make your career decisions.

Additional resource

• More than 550 <u>occupational profiles</u> that include education, certification requirements, employment outlook, typical working conditions, and wage and salary ranges. Many profiles include videos.

Explore Education and Training

<u>"What is it like to go back to school as a mature student?"</u> Check out the answer.

Look For Work

- <u>Finding Work as a Mature Worker</u> Resources for getting ready, updating work search skills, making a positive impression, and exploring job opportunities.
- <u>Government of Canada Resources for Seniors</u> Find services and forms for seniors.
- <u>Mature Workers in Alberta</u> Alberta's comprehensive labour force strategy.
- Over 45 and Looking for Work? Solid advice to help in your search.
- <u>Programs and Services for Seniors</u> Government of Alberta programs and services and information for caregivers.
- <u>Retiring or Turning 65</u> Programs and services.
- <u>Working After Retirement</u> As a mature worker you've developed valuable skills, abilities and knowledge over your lifetime. You have a lot to offer.



• <u>Your Finances and Health</u> Use this information to identify challenges you might face and resources to help you succeed.

Additional resources

• <u>Jobs in Alberta</u> Find thousands of job postings on alis, and sign up to be alerted by email when job postings that match your criteria are added, or when a job posting you are interested in nears submission deadline.





Resources on alis for Mature Workers

Look For Work (continued)

- <u>Market Your Employability Skills</u> Transferable or soft skills are the fundamental, personal and teamwork skills you need to succeed in the workplace.
- <u>Overqualified? Make the Best of Your Experience</u> Present your qualifications in a positive light.
- <u>Stay Positive During Your Work Search</u> Suggestions to help you through the challenges of searching for work.
- <u>What Can Employers Ask You?</u> How do you prepare for inappropriate questions? What if an employer asks about your age, health, race, marital status or religion? How should you respond?

Succeed At Work

• Enhance the Work You Have Ways to make positive change and re-engage in work that may have become routine.

Order Publications

- Adult Back to School Planner Tips on how to cope with change, plan for school, budget your money and get your homework done while maintaining some life balance.
- <u>Change and Transitions:</u>
 <u>The Path From A to B</u>
 This book explores

change and the emotional transitions and stresses that go with it, through examples, exercises, and practical tips.

• <u>A Guide for Midlife Career</u> <u>Moves</u> [PDF] Take stock of your skills, interests, finances and work options so you can make a successful midlife career transition.





- <u>A Guide to Managing an Aging</u> <u>Workforce</u> [PDF] Find out how to adapt tools and procedures to keep aging workers safe, healthy and productive.
- <u>Positivity Works</u> [PDF] 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.
- <u>Stretch Your Dollars:</u> <u>Budgeting Basics</u> Get a clear picture of your income and expenses and get as much as possible from each dollar you have.
- What Works: Career-Building Strategies for People From Diverse Backgrounds [PDF] Client-focused, strengthbased approaches for those who counsel or work with newcomers.



HR

A Guide to Managing

an Aging Workforce

Alberta Supports Centres

Located throughout Alberta, these centres offer information on occupations, career options, finding work, and education programs and funding. You can talk to a career and employment consultant, use phone and fax machines, and computers for job searches or word processing.



