

Administrator's Self-study Guide

Quick tour



[Admin Help Wizard](#)

friendly orientation to technical features of the system.



[Admin Tip Sheet](#)

points to consider when you begin to use the system.



[Presentation](#)

quick overview to the total process (13 min Flash movie).



[Career Tools Tip Sheet](#)

tips presented to individuals, which you may [customize](#).

Step 1 - Your experience

In order to support others in using CareerStorm Navigator, you need to become familiar with the content yourself. In time, you'll become familiar with the tool through other people's responses and questions, but the best way to start is your personal experience.

[Read more »](#)

Step 2 - Recruiting individuals

Recruiting individuals to engage with CareerStorm Navigator is a good way to start. Letting people know of the resource in ways that resonate with their needs is essential. Find the early adopters first and gradually reach out to a wider audience.

[Read more »](#)

Step 3 - Orienting individuals

Providing an orientation to CareerStorm Navigator before granting access to it is essential. Managing expectations, clarifying the nature and benefits of the process will motivate individuals to produce better results. Review materials others have used!

[Read more »](#)

Step 4 - Debriefing results

Debriefing the results is a creative process that requires some endurance of ambiguity. To answer the question "how should I live my life", which is really what is discussed here, is no easy task. We can, however, share a few tips to help you get started.

[Read more »](#)

Step 5 - Integration of the career tool

Integrating CareerStorm Navigator to a total process you offer to individuals is necessary. By offering multiple flexible options you can take into consideration individuals' readiness and needs. Most benefit is received, when integration is well thought through.

[Read more »](#)

Step 6 - Action plan

After you've considered your integration options, it's useful to formulate an action plan for using CareerStorm Navigator. Writing down a plan enables you to envision what you hope to accomplish with CareerStorm Navigator and how you'll do it.

[Read more »](#)

Step 7 - Case Studies

We recommend you write up a few case studies when you initially learn to use CareerStorm Navigator. In the beginning, each individual you work with provides you with a tremendous learning opportunity. Reflect on your initial experiences and maximize your learning curve.

[Read more »](#)

Step 8 - Theory

Theory is really the place to begin. It provides a foundation for CareerStorm Navigator and for how the career tools are applied. We left it last, because it's a step that requires ongoing attention. New theories enable us to adopt new practices.

[Read more »](#)