

Shortcuts to Career Development Resources *for Girls and Women*



Additional copies of this booklet can be obtained from:

ACTEW — A Women's Training Community
401 Richmond Street West, Suite 355
Toronto, Ontario M5V 3A8
Tel: 416-599-3590
Fax: 416-599-2043
Email: info@actew.org

Copies are also available online at
<http://www.actew.org/about/Shortcuts.pdf>

Cover Illustration: Sandra Tan
Layout: Nomad Design
Translation: Catherine Gautry

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Preface

What are your skills? How do you identify your interests? What is your career goal? How do you find it?

Girls and women face some unique challenges in their search for a fulfilling career that can lead to economic independence. For example, there are a great number of career opportunities in professions such as information technology and the skilled trades, yet access to this information is often fragmented or incomplete and the information does not often reflect the needs and concerns of women and girls interested in entering these fields.

“Shortcuts to Career Development Resources for Girls and Women” is designed to shorten the path to accessing quality resources. This guide to print and electronic resources, sensitive to the career development needs of girls and women, resulted from a partnership between ACTEW and the Ontario Women’s Directorate. The goal of the partnership was to identify and review the career information resources that are sensitive to the female learner and develop a recommended list of key resources.

The guide is not an exhaustive list. Originally published in 2001, this updated version includes over 60 additional resources and new sections on science, technology and the trades, business and entrepreneurship, and French-language resources. We have tried to include the best and most useful resources and to focus on Canadian material. In the case of exceptional resources, we have included non-Canadian listings.

ACTEW is pleased to publish “Shortcuts to Career Development Resources for Girls and Women” and thanks the Ontario Women’s Directorate for their leadership and partnership in updating this resource. Thanks also go to Karen Lior, Janet Murray, Mary Ferguson, Shelley Acheson and Fiona MacCool for compiling all the resources for the original version. Laura Peel was instrumental in helping us identify new resources for this updated version. We would also like to thank all the ACTEW members who made themselves, and their resource centres, available to us as we worked to update the guide.

We think “Shortcuts” will be a welcome addition to any resource centre or career development practitioner’s shelf, and to all those women and girls who would like a shortcut to good career information.

Jen Liptrot
Executive Director, ACTEW

Introduction

There are many good print and Internet resources related to career development, career counselling, the labour market and specific occupations. There are far fewer that are sensitive to the needs and issues of the female learner and career planner. The resources in this guide are those few we found targeted specifically to the realities of the lives of girls and women.

To address these realities, specialists in the field of career development must recognize the whole context within which women live their lives. Contributing factors that can affect career development and work force participation include family responsibilities (child and elder care); transportation; finances; parental leave; cultural and linguistic background; teen pregnancy; domestic violence and gender stereotyping.

Many career planning and development programs are based on three key steps: Know Yourself — self-assessment of personal skills and attributes that can help you choose an occupation; Know the Occupation/Know the Market — research employment possibilities in the chosen occupation; and Take Action — prepare your résumé, plan job-search strategies, build networks with professional associations and organizations, volunteer to gain job experience. Sections One through Three deal with these key areas. Section Four includes resources devoted to science, technology and the trades. Section Five provides information on women in business and entrepreneurship. Section Six highlights French-language resources. The last section, Section Seven, lists other recommended resources.

Section I: Know Yourself

Finding the Work You Love: A Woman's Career Guide

Astrid Berg. San Jose, CA: Resource Publications Inc., 1994.

The author wrote this book based on her experiences of working with women. She adapted the male-oriented theories of job searching and career development to relate more closely to the needs of women who are entering or re-entering the workforce or changing their careers. Each chapter addresses a specific area of exploration and provides exercises that help you strengthen your insight and sharpen your career focus.

Times Change: A Career Planning Workbook for Women

Toronto: Times Change and Ontario Women's Directorate, 2000.

This CD and workbook focuses on women who want to enter a new career and provides exercises to help develop your career plan: self-assessment, making decisions, the labour market, possible occupations, researching occupations that interest you, choosing your career, training and education, and action planning. Available in French.

Voices/Choices: A Program to Strengthen the Mother-Daughter Bond

Bev Ross and Marnie Robb. Alberta: The Cerridwen Group and The Government of Canada, 1995. 2 books in set.

This resource was created to provide a vital intervention to help girls make the transition from childhood to adolescence. Combining theory with a practical hands-on approach, this program enhances communication between mother and daughter to help girls build self-esteem and confidence. There are 2 stand-alone components to this program: *Girl/Talk*, an easy-to-read book for girls, and the book *Voices/Choices: Hearing Our Daughters, Understanding Ourselves* for moms.

The Women's Job Search Handbook: With Issues and Insights into the Workplace

Gerri Bloomberg and Margaret Holden. Charlotte, VT: Williamson Publishing, 1991.

Self-assessment exercises help you identify characteristics and mind-sets that shape your career choices and help you deal with fears and anxieties about job searching. Issues affecting women in the workplace are discussed — dealing with power and authority, teamwork, fear of failure — and 19 exercises help you determine what you need and want in work, the type of work and working conditions you prefer, your abilities and skills. Additional exercises help you set

goals, prepare résumés and cover letters, prepare for interviews and negotiate the salary you want.

What Is Your Favourite Subject?

Human Resources Development Canada, 2002.

A five-pamphlet series for elementary school children that illustrates the relevance of school to occupations and provides a sampling of related career opportunities. Also available in French.

Do What You Are

Paul D. Tieger and Barbara Barron-Tieger. Boston: Little, Brown and Company, Third Edition 2001.

This resource uses the Myers-Briggs test to help you discover the perfect career for you through personality type. Can be used by the seekers as well as career and guidance counsellors. Very in-depth examination of each personality type and how it can affect your career path.

Women in Career and Life Transitions

Sandy Anderson. Indianapolis: JIST Publications, 2000.

Provides all the steps of the job-search, but focuses most on the personal evaluation: self evaluation, choosing suitable work arrangements, evaluating your education and training needs, getting support systems in place, finding work you love, mastering change, and more.

Second Careers — New Ways to Work After 50

Caroline Bird. Boston: Little, Brown and Company, 1992.

Features personality quizzes concerning career possibilities. Suggests certain industries and career paths that could use an influx of experienced workers. Describes how past experience can parlay into new occupations and careers.

Getting it Right: How Working Mothers Successfully Take Up the Challenge of Life, Family, and Career

Laraine T. Zappert. New York: Cahners Business Information, Inc., 2001.

This best practices guide features interviews with 300 Stanford University Business School graduates and offers first-hand insights on crucial issues such as timing the birth of their children, allocating housework, evaluating various work arrangements and lining up support. Solutions are offered for creating a healthy balance between work and home.

Times Change Women's Employment Service

<http://www.timeschange.org>

Excellent resource for women in transition. This agency helps women explore career options and make career decisions.

Horizons 2000+: Career Studies

Judi Misener and Susan Butler.

Toronto: McGraw-Hill Ryerson Ltd., 2000.

This textbook emphasizes personal knowledge and management skills, career exploration, and preparation for transitions from school to work. The four key sections focus on developing your strengths, discovering pathways, experiencing the community and work in the community. Activities range from role-playing, interviewing and researching that help build job-search skills to journal writing and portfolio building. Case studies and profiles of famous Canadians accompany each chapter. This textbook is correlated to the Ontario Career Studies Curriculum for Grade 10. Available in French.

Working Skills for Women Assessment Program, YWCA of Greater Toronto

<http://www.ywcator.org>

At this site, select the Employment, Education and Life Skills Training option for information about the career assessment and planning programs.

Real Game

<http://realgame.ca>

A role-playing tool for students to try out the work world. Grades 1 through to adult learners. The Real Game programs use teaching strategies and interactive exercises to make career exploration relevant and fun. Canadian content. Sponsored by the Life/Work Centre, HRDC and Career Information Partnership Canada. While not gender specific, the tool was developed for the creator's daughter. Tool can be used by educators, counsellors and parents to help youth explore their career interests. Available in French.

Destination 2020, Canada Career Consortium

<http://www.careerccc.org/destination2020/>

Program for high school students. Helps students identify their applicable interests and career options. Available in French.

Section II: Know the Occupation/ Know the Market

Career Women Casebook 2000

London, UK: Hobsons Publishing, 1999.

This annual publication is used by students in high school, college and university in over 160 countries. A selection of articles provides advice on managing change in the information age; how to spot a woman-friendly employer; working in male-dominated careers; and selling your strengths. Seventeen case studies highlight the success stories of women who have found work in careers ranging from aerospace, management consulting, biotechnology, computer technology, transportation, law, to car manufacturing. The A-Z Employer Profiles feature mini-profiles of over 200 companies in the UK that have indicated a positive commitment to promoting equality in the workplace.

Cool Careers for Girls

Ceel Pasternak and Linda Thornburg. Manassas Park, VA: Impact Publications, 2000 onwards. 8 books in series.

Written especially for girls 11 through 14, this series takes a fun and fascinating look at exciting careers for women. Each book profiles 10 women who love their work, providing girls with good role models and excellent advice for investigating the careers that interest them. The women talk about their career paths, the physical and mental abilities needed to do the job, and how their careers affect their families. Each book includes information about the types of jobs available and educational needs.

Women in the Office: Transitions in a Global Economy

Ann Eyerman. Toronto: Sumach Press, 2000.

The author provides an overview of how restructuring and technology has introduced significant change in the way office workers find employment in today's economy. She includes stories of eleven women working in administrative, secretarial, temporary and telemarketing positions who discuss their working experiences and how they have coped with transitions in their working lives. The closing chapter focuses on how clerical workers can improve and maintain their careers through building networks and affiliations with their professional associations and organizations.

Canada Prospects 2002-2003

Human Resources Development Canada.

Canada Prospects is a career development tabloid, which contains a wide range of articles and quizzes to provide Canadians with up-to-date information on the world of work. Included as an insert to Canada Prospects are the C-files, which contain a self-assessment quiz and provincially relevant labour market information. Available online at http://www.hrdc-drhc.gc.ca/hrhb/hrp-prh/pi-ip/career-carriere/english/products/prospects/index_e.shtml. Available in French.

Career Awareness

<http://www.hrdc-drhc.gc.ca/hrhb/hrp-prh/pi-ip/career-carriere/>

Information on occupations, self-assessment, job-search skills, business skills and careers. Includes sections for young adults, adults, career practitioners and teachers. Available in French.

Job Futures/Ontario Job Futures

http://www.on.hrdc-drhc.gc.ca/english/lmi/eaid/ojf/ojf_home_e.html

This compilation of 157 occupations in Ontario includes salary range, notes on the workplace, the availability of the career, training and education prerequisites. Excellent for course material and developing curriculum based on labour market information. Available in French.

Labour Market Information for Ontario

http://www.on.hrdc-drhc.gc.ca/english/lmi/welcome_e.shtml

This site links to local labour market information for regions across Ontario.

Career Directions

Canada Career Consortium, 2002

Career Directions provides information on 186 occupations which do not require a university degree. It includes a description of each occupation and the related educational requirements, such as community college, CÉGEP, trades/technical training, apprenticeship, on-the-job training and other specialized training. Available online at http://www.careerccc.org/careerdirections/eng/e_ho_set.htm. Available in French.

The Career Directory 2002 Edition

Richard Yerema. Toronto: Mediacorp Canada Inc., 2002.

Listing of post-secondary accreditations in Canada. A corresponding section on businesses hiring people from these backgrounds.

Ontario Job Prospects

<http://www.edu.gov.on.ca/eng/general/elemsec/job/prospect/eng/index.html>

A career-planning tool for youth.

You and the Job Market

<http://www.edu.gov.on.ca/eng/document/brochure/youjob/youjob.html>

Resources provide information about how the job market works, skills assessment for employability, and employment prospects.

Canada's Top 100 Employers — 2002

Richard Yerema. Toronto: Media Corp Canada Inc., 2002.

Lists the top 100 Canadian employers across a variety of fields. Also includes “Top 10” lists by category: for women, visible minorities, vacation/time-off, parents with young children, relaxed work environments.

Top 100: The Fastest Growing Careers for the 21st Century

Chicago: Ferguson Publishing Company, 1998.

Lists careers by category in variety of sectors (e.g. definition of career, nature of work, requirements, methods of entering, advancement, employment outlook, earnings, conditions of work). American publication, but it includes Canadian references.

The Hidden Job Market

Sandra Boyd. Toronto: McGraw-Hill Ryerson, 1998.

Guide for finding gainful employment in contract and temporary work. One chapter is dedicated to women, students, new Canadians and older workers. Highlights the benefits of the hidden job market and lists the top staffing services.

What You Can Do With An Arts Degree: Opportunities for Canadians in a Global Economy

David Studd and Philip Schofield. Toronto: Trifolium Books Inc, 1999.

Important because of the disproportionate number of women with arts degrees, this directional guide is for those not yet in post-secondary education, as well as those graduating. Has a chapter dedicated to market trends that would affect the employment of arts graduates. Also discusses what skills you could acquire in combination with your arts degree to make yourself more marketable.

Hobsons Equal Opportunities

http://www.get.hobsons.com/equal_opps.html

Students preparing to enter the workforce can take advantage of this site's tips on how to spot women-friendly employers, job-hunting techniques, marketing yourself and online registration to search and apply for jobs in the UK and abroad.

The Learning Partnership

<http://www.tlp.on.ca>

The Learning Partnership creates alliances and projects among education, business and community to keep kids in school and build transition to work

Youth Employment Information

<http://www.youth.gc.ca>

Designed to give young people information on the labour market and the opportunity to gain work experience and successfully make the transition into the world of work. The Youth Employment Strategy utilizes employers who are in need of skilled youth. It takes their feedback on what they are looking for and communicates it to youth who are looking for employment. Available in French.

Career Options for Women

<http://www.choixdecARRIERES.org>

This web site and television series features women who work in jobs that are traditionally done by men. Learn about their responsibilities, background, and industries.

Section III: Take Action

Choosing Training?

Jennifer Stephen. Toronto: Advocates for Community-Based Training and Education for Women (ACTEW), 2000.

A checklist for women who are looking at their own training and education in order to build a career action plan. Provides information on what to look for in a training program, and how to choose and evaluate the most suitable program. Available online at <http://www.actew.org>.

The Smart Woman's Guide to Networking

Joyce Hadley and Betsy Sheldon. Franklin Lakes, NJ: Career Press, 1995.

Networking is essential for success in any endeavour, including building a business and landing a job. This book dispels the negative myths about networking and presents it as it really is — constructive, practical and doable. The authors provide valuable tips on how to network, how to build relationships with mentors and supporters, and network etiquette. Worksheets help you identify your skills and accomplishments and help you set attainable networking goals.

Woman Today, Edition 1, Success on Our Own Terms

Edmonton: Alberta Human Resources and Employment: Career and Workplace Resources, 1999.

Ideal for women who are going back to school or getting ready to look for work, Edition I will help you balance demands and create success on your own terms. Articles provide inspiration and advice on everything from setting personal goals to surviving the morning/evening rush hours in a busy household. A supportive magazine for women in transition.

Woman Today, Edition 2, Making It Work!

Edmonton: Alberta Human Resources and Employment: Career and Workplace Resources, 2000.

Articles in this edition present valuable information on self-employment, child care, saving money, acting professionally and delegating household chores. An important resource for women getting ready to step into the world of paid work, either for the first time or after some stops and starts.

Good Job! A Young Person's Guide to Finding, Landing and Loving a Job

Nancy Schaefer. Stoddard Publishing, 2000.

Easy to follow job-search strategies specifically geared for young people.

Visually interesting — not too loaded down with text for the young adult reader. Begins by answering the basic questions — what is a reference letter — and so on. Uses motivation techniques to encourage youth to pursue work. Also explains the rights of an individual throughout the process.

Youthlink 4th Edition

Youth Employment Strategy. Human Resources Development Canada, 2000. Resource for 15-30 year olds, as well as career counsellors, parents, educators and community groups. Information is divided into work experience, summer jobs, learning opportunities and career planning.

Damn Good Resume Guide

Yana Parker. Berkeley: Ten Speed Press, 1996.

This guide reflects current trends in resume writing, and shows how any job hunter — regardless of age, experience, or job objective — can effectively communicate their value to an employer. Twenty-four resume examples are included. A very non-intimidating resource, includes problem-solving section for issues such as employment history gap due to time spent parenting.

The Resume Guide for Women of the 90's

Kim Marino. Berkeley: Ten Speed Press, 1996.

For women changing careers, housewives, mothers re-entering the workforce, professional women moving up the corporate ladder and first-time job seekers. Provides sample cover and other letters. Last section covers job-searching and interviewing techniques and advice.

Get Wired, You're Hired: Canadian Guide to Job Hunting Online

Mark Swartz. Toronto: Prentice Hall Canada Inc., 1998.

This condensed, pocket-type manual is meant for students, but can be used by anyone starting out online. Many snippets of anecdotal information, also includes a self-discovery section.

And Finally I Did Get A Job

Ministry of Education and Ontario Ministry of Training, Colleges and Universities. Queen's Printer for Ontario. Toronto, 1998.

This exercise book for youth takes you through the process of self-evaluation, how to get a SIN card, where to start your job-search, resume styles, cover letters, interviews and professional work habits. Very straightforward and easy to understand.

Flex Success

<http://flexsuccess.com/coac.html>.

This online guide on flexible employment looks at the types, benefits and how to ask your present employer for it. Deals with telecommuting, part-time, job sharing or compressed workweek.

Advocates for Community-Based Training and Education for Women

<http://www.actew.org>

ACTEW is the host organization of the Women's Online Training Community. The site has news, events, job postings, a discussion forum, a resource area, and a "Looking for Training?" tool to help you find community-based training programs across Ontario.

Career Place: Investing in Aboriginal Women

<http://www.careerplace.com>

Career Place is the largest demographic database of qualified Aboriginal women seeking employment in Canada. CP will work with employers to help Aboriginal women find, maintain and progress in meaningful careers.

Ontario Women's Directorate

<http://www.gov.on.ca/mczcr/owd/index.html>

The OWD promotes women's economic independence and career success through promoting women's participation in skilled trades and occupations, career-smart education for girls and entrepreneurship for women. This site provides information about these programs and related publications.

Women and Rural Economic Development

<http://www.wred.org/>

WRED is dedicated to enhancing the sustainability of rural Ontario communities. The organization promotes economic opportunity to rural women and provides programs that enhance business development, life skills, networking, access to capital, access to information, access to markets and business diversification.

Women's Work

<http://www.womenswork.org/>

Women's Work is an American-hosted resource centre for collaborative work among women's groups, activists and others. Their projects include the Role Model Project, Women on the Internet, and Technologies for the Futures of Women.

Aboriginal Youth Network

<http://www.ayn.ca>

Site provides links to other job-search sites, internships, training programs, assistance programs for Aboriginal youth.

University of Waterloo Career Services

<http://www.cdm.uwaterloo.ca/>

This e-Manual has been organized into six steps to help you manage your career development process.

Top 100 Sites For Learning and Employment

<http://www.jobboom.com/conseils/top-100.html>

Le Groupe de Recherche Ma Carrière

This guide is designed to help Canadians, especially young Canadians, plan their education and their careers. It can also help them familiarize themselves with the incredible tool the Internet has become, and the thousands upon thousands of resources it contains. Available in French.

Section IV: Science, Technology and the Trades

Blue Collar and Beyond: Resumes for the Skilled Trades

Yana Parker. Berkeley: Ten Speed Press, 1995.

Resume templates and examples for over 100 different trades and service occupations. Uses similar problem-solving approach as the Damn Good Resume Guide. Very practical straightforward guide.

Building the Future — Profiles of Canadian Women in Trades

Labour Canada. Women's Bureau. Prepared by Kate Braid, 1989.

Uses the stories of 12 women in various trade occupations. Experiences of women working in small and large companies, participating in cooperatives, running their own business or planning to do so in the future. Most women worked in another more traditional occupation or were re-entering the workforce. Provides a list of selected resources and organizations for non-traditional trades.

100 Jobs in Technology

Lori Hawkins and Betsy Dowling. New York: MacMillan, 1996.

Each field has description of the job, salary, prospects, qualifications and the story of a man or woman who is working in that field.

Cool Careers for Girls in Engineering

Ceel Pasternak, Linda Thornburg and Sheila Widnall. Manassas Park, VA: Impact Publications, 1999.

Comprised of biographies of 10 women active in the field, the book gives insights, tricks of the trade, educational requirements, and numerous tips on success for each featured profession. An interesting variety of jobs are covered: astrophysicist, astronaut, aerospace engineer, planetary and astrobiology research scientist, physicist, helicopter pilot, air traffic controller, and airline pilot. Sidebars with related historical facts, salary estimates, and interest and ability checklists round out the information.

Cool Careers for Girls in Computers

Ceel Pasternak, Linda Thornburg. Manassas Park, VA: Impact Publications, 1999.

Written especially for girls ages 11 - 14, this book takes a look at careers for women in computers — featuring such jobs as software engineer, systems analyst,

network administration and marketing executive. Includes organizations to contact for scholarships, mentoring, apprenticeship and intern programs.

Strategies That Work: Women in Trades, Technology and Applied Science

Edited by Joyce Scane, Pat Staton and Margaret Schneider. Toronto: Green Dragon Press, 1994.

This book provides accessible information for women who might want to pursue a non-traditional career, and for people in a position to offer counselling to women regarding career choices. Provides successful models for education, training and personal experience in an attempt to move past identifying barriers and towards positive action.

Society for Canadian Women in Science and Technology

<http://www.harbour.sfu.ca/scwist>

This site provides information and support for women and youth in science and technology. There are job resources and information on careers and career training.

Wired Woman

<http://www.wiredwoman.com>

This site is dedicated to the promotion and growth of women in IT, has a useful career section, as well as information for chapters of the organization across Canada.

Digital Eve (formerly Toronto Webgrrls)

<http://www.digitalevetoronto.com>

This site features women who are professionals in the information technology sector and links to other sites related to women and IT.

Webgrrls International

<http://www.webgrrls.com>

Webgrrls International provides a forum for women interested in new media and technology to network, exchange job and business leads, form strategic alliances, mentor and teach, intern and learn the skills to help women succeed in an increasingly technical workplace and world.

Women in Science & Engineering, Memorial University

<http://www.mun.ca/cwse>

Site for educators, guidance counsellors and young women interested in science and engineering.

Canadian Women Invent/Inventive Women

<http://www.inventivewomen.com/>

Read about Canadian women innovators and inventors and explore this non-traditional career option. Learn how to invent and find advice to help you develop your idea. Includes games for girls, resources, patent and other business information.

The Ada Project

<http://tap.mills.edu/>

Academic information for university women, but great links to women's interest sites. Best for women choosing post-secondary path.

It's a Women's Web

<http://globetechnology.com/woman/>

This national Web site features daily articles and profiles on women working in the it industry.

National Research Council (NRC) Women in Engineering and Science Program

[http://careers-carrieres.nrc-](http://careers-carrieres.nrc-cnrc.gc.ca/careers/career_main.nsf/pagee/WomeninEng.html)

[cnrc.gc.ca/careers/career_main.nsf/pagee/WomeninEng.html](http://careers-carrieres.nrc-cnrc.gc.ca/careers/career_main.nsf/pagee/WomeninEng.html)

Program designed to encourage the participation and representation of women in engineering, science and mathematics. Offers information on bursarys, co-ops placements, internships, and summer employment opportunities. Available in French.

Engineer Girl

<http://www.engineergirl.org>

Part of the American National Academy of Engineering (NAE's) Celebration of Women in Engineering project, Engineer Girl brings national attention to the opportunity that engineering represents to women and girls. The web site provides information and resources for parents, teachers, and other mentors.

Apprenticesearch

<http://www.apprenticesearch.com>

This site by the Halton Industry Education Council offers information on apprenticeships and job matching services in Halton.

Ada Jr. Project

<http://www.cs.yale.edu/homes/tap/tap-junior.html>

This site is designed to include information and issues relating to K-12 girls and science, computers and technology. Very user-friendly.

WomenTechWorld

<http://womentechworld.org>

The online home for women technicians to connect with each other. The “Her Stories” section features female role models in a wide range of tech occupations.

Made With The Trades

<http://www.madewiththetrades.com>

With lots of resources for non-traditional occupations, this site is split into subsections for those still in school, graduating, in job transition and for parents and counsellors. Much focus put on women.

TradesWoman

<http://www.tradeswomen.org>

An American resource and support site for women in trades. Includes events, news items, special interest, and links to mentoring and job opportunities.

Canadian Construction Women

<http://www.constructionwomen.org/>

This association site strives to provide women with support, guidance and education to further their success in the construction field. Lots of Canadian and gender-specific content.

Section V: Women in Business and Entrepreneurship

In the Company of Women: Canadian Businesswomen Talk about What It Takes to Create and Manage a Successful Business

Katherine Gay. Toronto: HarperBusiness, 1997.

Women from across Canada speak about their entrepreneurial experience — the skills, initiative and courage needed to get started; the training and experience they brought to their work; how they cope with stress and anxiety; finding good employees; and how to ride the wave of success. The author draws out key aspects that bring into focus the reality and possibility of becoming an independent businesswoman.

Your Guide to Government of Canada Services and Support for Small Business

Industry Canada. 3rd Edition.

This guide contains information on the federal government's programs and services available to small businesses: human resources, self-employment and employer initiatives, management and skills development. Available online at http://strategis.ic.gc.ca/sc_mangb/smeguide/. Also available in French.

The E-Business Primer CD. Social and Enterprise Development Innovations (SEDI), 2002

The E-Business Primer CD contains text and web site links for people who are thinking about starting a business, or those who are already in business but want to be more effective. It's also great for business trainers or just as a part of a resource library. Topics include: business planning, market research, cutting through the red tape, operating your business, getting help from others, e-business success stories, moving your business online.

Explore Self-Employment

<http://www.exploreselfemploy.ca>

This site is set up as a self-assessment tool for low-income women who are thinking about becoming self-employed. The first program leads you through a series of exercises to find out more about yourself and your interest in self-employment; the second program helps you find the right idea for a business; and the third program puts you in touch with self-employment training providers.

Entrewomen.ca

<http://www.entrewomen.ca>

Offered by Women and Rural Economic Development (WRED), this site provides business information, learning opportunities and networking connections related to women entrepreneurs. Key goals of the site include connecting women to mentors and networking groups, providing access to online training and business information, and facilitating the growth of entrepreneurial alliances.

Canadian Youth Business Foundation

<http://www.cybf.ca/about.html>

Program designed to assist unemployed and underemployed youth. Consists of a loan program, a mentor program, and online business support at <http://www.youthbusiness.com>.

Canadian Women's Business Network

<http://www.cdnbizwomen.com/>

This site provides a full range of information for women looking into the option of entrepreneurship.

Section VI: French Language Resources

Filles de défis! Les filles et les carrières dans les métiers non traditionnels

Dumont, Geneviève. Sainte-Foy, Québec : Éditions Septembre, 2001.

This book uses women in the various fields as role models for women interested in non-traditional careers. Both the positive and negative aspects of their work are addressed.

Folles des puces!

Les filles et les carrières en technologies de l'information. Sainte-Foy, Québec, Éditions Septembre, 2000.

Interviews with women in the field of information technology showing the need for teamwork and people skills, in addition to the technical skills required in these occupations.

Folles du génie!

Les filles et les carrières en ingénierie. Sainte-Foy, Québec, Éditions Septembre, 1999.

Young women discuss the variety involved in their day-to-day working life as engineers.

Des métiers pour les filles!

Un guide d'exploration des professions et des métiers non traditionnels pour les femmes. Montréal, Éditions JOBBOOM, 1998.

75 interviews explore a variety of non-traditional occupations for women.

Section VII: Other Recommended Resources

The Edge

Ottawa: HRDC, Canadian Career Development Foundation and National Life/Work Centre, 2000.

<http://www.theedgemag.org/>

Designed for, and produced by, youth aged 13 to 18, The Edge is a dynamic career information magazine. It points the way to exciting options for learning and work and grounds career information in everyday life. Available in French.

Ideas in Action: A Summary of Pilot Projects for the Bridges School-to-Work Transition Program

Volume 2. Ontario Ministry of Education and Ministry of Training, Colleges, and Universities, 1999.

The school-to-work transition program is designed to help students in Grades 9 to 12 prepare for employment, self-employment or apprenticeship after graduating directly from high school. Students have a chance to gain workplace experience, develop employability skills and industry-specific skills through placement in businesses and industry. This volume provides a brief program description of 18 Bridges projects; an overview of the sector or industry involved in the projects; the benefits to the students; and the school-based and work-based components incorporated into the experience.

Canadian Women Making an Impact

Status Of Women, 2000

This publication looks at Canadian women as entrepreneurs from a historical standpoint, as well as present conditions and issues. Outlines the pros and cons of entrepreneurship. There is also a very unique section on documentaries and films on women entrepreneurs. Finishes with a section on educational activities for Women's History Month. Great tool for teachers. Available online at <http://dsp-psd.communication.gc.ca/Collection/SW21-56-2000E.pdf>.

Junior Achievement Toronto

<http://www.jatoronto.org>

Programs based around giving local students marketable skills and experience for the workforce, as well as giving volunteers resume-boosting experience.

Canada Career Consortium

<http://www.careerccc.org>

The CCC acts as a national forum and initiates, develops and co-ordinates career and labour market information to enable all Canadians to make transitions. Career information resources include Career Directions, Destination 2020 and The Workbook. Site also available in French.

Canadian Career Information Association

<http://www.ccia-acadop.ca/>

CCIA brings together representatives from various institutions and individual practitioners who share an interest in the development, maintenance and dissemination of quality career information resources. The site provides information on membership guidelines and CCIA publications.

Career Bookmarks

<http://careerbookmarks.tpl.toronto.on.ca/>

This gateway to job and career-related information is offered by the Toronto Public Library System. The site includes an online tutorial and research guides to support career research.

Contact Point

<http://www.contactpoint.ca>

This is a Canadian site dedicated to the professional development of career counsellors.

Counsellor Resource Centre

<http://crccanada.org>

An online resource for career development and employment counselling professionals. Site also available in French.

Human Resources Development of Canada

<http://hrdc-drhc.gc.ca>

HRDC is a federal department whose site houses several links to useful career development resources, including:

Sector Councils

http://strategis.ic.gc.ca/epic/internet/incts-scf.nsf/vwGeneratedInterE/h_sl00109e.html

This site provides links to over 20 sector councils. Each council's site describes the occupations and the training or educational qualifications needed to work in the sector. Also available in French.

Ontario Government, Ministry of Education and Ministry of Training, Colleges and Universities

<http://www.edu.gov.on.ca>

This site has links to several useful resources, including Career Gateway.

Career Gateway

<http://www.edu.gov.on.ca/eng/career>

A starting point for exploration of online career and employment related resources.

Ontario School Counsellors' Association

<http://www.osca.ca>

This site provides a wide range of resources for counsellors and students in Ontario's elementary and secondary schools.

Ontario WorkInfoNet

<http://www.on.workinfonet.ca>

This site provides access to over 1,800 web sites with information and services on choosing a career or occupation. This is linked to the national site, CanWorkInfoNet. Available in French.

Student Awards

<http://www.studentawards.com/>

Provides an extensive list of Canadian and U.S. scholarships and bursaries.

Users must fill out very straightforward questionnaire. Many awards geared to women in technology fields.

Working Mother's Resource for Negotiating Flexible Work

<http://www.workoptions.com/>

Online guide to flex work: how to make the transition, how to ask for it from your current position and how to sell it to your employer.