

2009 Annual Education Conference, Washington, D.C.
“Career Counseling and the Search for Golden Resources”
OUR LIST OF GOLDEN RESOURCES



Sonja’s picks

CSO Operations

The Seven Habits Of Highly Effective People: Powerful Lessons in Personal Change, by Stephen R. Covey

Counseling: *Self-assessment*

Juris Types, by Martha & Don Peters.

The Official Guide to Legal Specialties, by Lisa Abrams

What Can You Do With a Law Degree?, by Deborah Aaron

Counseling: *Professionalism & Professional Development*

Excellence in the Workplace: Legal and Life Skills (Nutshell series), by

Kay Kavanagh & Paula Nailon

What Law School Doesn’t Teach You: But You Really Need to Know, by

Kimm Walton

Counseling: *Interviewing*

High Impact Interview Questions, by Victoria Hoevemeyer

Counseling: *Networking*

How to Work a Room, by Susan RoAne

Cinnamon’s picks

CSO Operations

Perspectives on Career Services,

The Last Lecture, Randy Pausch

The Modern Rules of Business

Donna & David Gerson

Getting to Yes: Negotiating

Without Giving In, by Roger Fisher

Thank You For Arguing, by Jay

Counseling: *Job searching & Networking*

Guerilla Tactics for Getting the

Dreams (1st & 2nd editions), by

“The How-Tos of Informational

Step-by-Step Guide”, a NALP

Counseling: *Job searching & Professional*

Jobs & JD’s, NALP Employment &

The Complete Guide to Contract

Deborah Arron & Deborah Guyol

Counseling: *Interviewing*

“Negotiating with Small Firms”, a

“An Insider’s Guide to Interviewing: Insights from the Employer’s Perspective”, NALP

pamphlet

Counseling: *Networking*



by NALP

Etiquette, by

Agreement

Heinrichs

Legal Jobs of Your

Kimm Walton

Interviewing: A

pamphlet

Development

Salary Survey

Lawyering, by

NALP pamphlet

Building Career Connections, by Donna Gerson
How to Become an Opportunity Maker, by Ari Kaplan

Vic's picks

CSO Operations

First Things First, by Stephen R. Covey, A. Roger Merrill, and Rebecca R. Merrill
Getting Things Done, by David Allen
Work + Life: Finding the Fit That's Right For You, by Cali Williams Yost
remember the milk.com

Reframing Organizations; Artistry, Choice and Leadership - Lee G. Bolman and Terrence E. Deal

Counseling: *Self-Assessment*

Man's Search for Meaning : An Introduction to Logo therapy, by Viktor E. Frankl
Using Assessment Results for Career Development (6th Ed.), by Vernon G. Zunker and Debra S. Osborn
Emotional Intelligence, by Daniel Goleman
Strengths Finder 2.0, by Tom Rath
Be Your Own Brand, by David McNally & Karl D. Speak
Whistle While You Work, by Richard J. Ledier & David A. Shapiro
Do What You Are, by Barbara Barron-Tieger
MBTI Manual: A Guide to the Development and Use of the Myers-Briggs Type Indicator, by Isabel Briggs Myers
Working Identity , by Herminia Ibarra

Counseling: *Networking*

Never Eat Alone, by Keith Ferrazzi
Little Black Book of Connections, by Jeffrey Gitomer

Counseling: *Interviewing*

101 Smart Questions to Ask on Your Interview, by Ron Fry
Effective Helping - Interviewing and Counseling Techniques, by Barbara F. Okun and Ricki E. Kantrowitz

Counseling: *General*

The Career Counselor's Handbook, by Howard Figler and Richard N. Bolles
Co-Active Coaching , by Laura Whitworth, Henry Kimsey-House, and Phil Sandahl
Career Counseling - Applied Concepts of Life Planning, by Vernon G. Zunker

Counseling: *Professional Development*

Managing Transitions, by William Bridges
The Legal Career Guide, by Gary A. Munneke and Ellen Wayne



Please feel free to contact us!

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YOUR LIST OF GOLDEN RESOURCES.....

****post-conference update ****

Most of the resources recommended by the audience members were also on our extended list, above, but we had not mentioned them specifically in our presentation. Much of the remaining suggestions are ideas for efficiency. We all need more of that!

CSO Operations

- *Gopingme.com*. Website that allows you to set up reminder “pings” in a text or email.
- Articles on Law.com.
- Debrief students after interviews and collect information regarding the specific questions asked, and answered, and provide to other students as reference.
- Create a staff book club where counselors rotate turns with reading a career book and then explain the highlights to the other counselor(s).
- Add relevant school dates to Outlook calendar/CSO calendar, such as when classes start, spring break, 1L briefs due, etc.
- Train administrative assistant to do some counseling tasks, such as a 1st resume review.
- Mark off 15-minute time spots to do student follow-ups, respond to invitations, etc. Use with a reminder for the task.
- Have one person, such as office manager, schedule student appointments.

Counseling

- Create a summary of resourceful books in one document and provide as a handout to students.
- Utilize pre-requisites for counseling, such as attending a career orientation, reading student career handbook, and drafting a resume using the student career handbook.
- Have interactive exercises in the student career handbook so they do more than just read it.