

# NEWSLETTER



Aug 1-15, 2023 [www.ctdclearningplace.com](http://www.ctdclearningplace.com)



## FLEXIBILITY IN LIFE AND WORK

- There is a widespread view to categorize workers into distinct age cohorts where the needs of workers would then be neatly summarized and segmented; this view is rarely based on strong evidence.
- Dividing workers based on age will underplay the many similarities in workers' needs shared across generations.

**"ONE SHOULD NOT FOCUS ON THE DIFFERENCES BETWEEN PEOPLE BUT LOOK FOR THE COMMONALITY AND SIMILARITY."**

-THEODORE LEVITT

### KEY INFORMATION

- Employers are learning that attracting and retaining skilled, energized and committed workers will add to productivity
- The amount of workers over age 55 has doubled over last 20 years, people are living longer and healthier lives
- Multigenerational workforces provide a competitive advantage as customers are also aging
- Older workers add new perspectives and skills to the workplace



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### TOPICS COVERED IN THIS CHALENJ

- Attention all older workers
- Commonalities between all workers
- Focus on self
- job of my choice
- build your resume
- how to start searching for opportunities





- Flexible work arrangements may result in happier, healthier, and more productive employees
- Employment is less focused on physical strength than in the past.
- Employers have to be more flexible and open to a multigenerational workforce for the full benefits.

## CALLING OLDER ADULTS...

According to [academic research](#), the factors that make work fulfilling for older workers are similar for other age groups.

Older workers:

- look for employment that is meaningful, flexible, intellectually stimulating, sociable, age-inclusive and offer adjustments for health conditions and disabilities.
- will likely continue working when they feel their work matters, their employer supports them, and their needs are taken seriously.
- value opportunities for learning, mentoring others, and career advancement.
- will support a positive work-life balance and strengthen connections to employers, colleagues and customers.
- need fulfilling work helps to promote self-esteem, confidence, engagement and performance.

<https://www.oecd-ilibrary.org/sites/da89c30d-en/index.html?itemId=/content/component/da89c30d-en#section-d1e12298>

## THOUGHTS TO CONSIDER

Which jobs and/or experiences did you find to be the most fulfilling?

Why did you feel this way - what made them so fulfilling?

If you were to consider returning to work or volunteering, which of these reasons would motivate you to do so?



# TERMS TO KNOW WHEN RE-ENTERING THE WORKFORCE

- Flex time
- Reduced hours/Part-time
- Compressed work week
- Gradual Retirement



- Banking of Hours/ Annualized hours
- Leaves and Sabbaticals
- Telecommuting/Telework
- Working Remotely

Flexible work arrangements are alternate arrangements or schedules from the traditional working day and week. Employers and employees work together to identify a different work schedule to meet personal or family needs. As well, customer needs may initiate employers to consider and implement various schedules to meet these needs.

Regardless of choice, the duties, expectations, and deadlines should be clearly outlined by the supervisor. Both supervisor and yourself should agree on these items. Success of flexible work schedules has been linked to supportive organizational culture, clear communication, teamwork and reciprocal support between all involved (management and employees).

Once your flexibility needs are identified you can focus on the type of career that may work for you.

Follow this link to learn more about these terms... <https://www.ccohs.ca/oshanswers/psychosocial/flexible.html>



Look for work that you will find:	Take advantage of offers for:
• fulfilling	• opportunities for learning
• personally meaningful	• mentoring others
• flexible	• career progression
• intellectually stimulating	• positive work-life balance
• offers adjustments for health conditions and abilities	• strengthening connections to employers, colleagues and customers
• age-inclusive	
• sociable	

## THOUGHTS TO CONSIDER

When considering employment, which of the above are most important to you in your decision to accept a position? Please note your top 3 priorities.



## WHAT KIND OF OPPORTUNITY INTERESTS YOU?

Whether you are interested in employment or volunteering, it is often best to speak directly to someone at the company of your interest about their current opportunities and how you can benefit the company.

**CHOOSE A JOB YOU LOVE, AND YOU WILL NEVER HAVE TO WORK A DAY IN YOUR LIFE. \*CONFUCIUS**

Click here to see possible career pathways that may interest you...  
<https://ctdcleaningplace.com/career-pathways/>



For additional assistance you may want to contact support offices or search online for resume builders.

- [Employment Ontario](#)
- [Job Bank – Government of Canada](#)
- [Indeed](#)

Many others are available

As a mature worker, updating your resume provides an opportunity to showcase the extensive experience and expertise gained throughout your career. It is important to recognize the significance of highlighting your achievements, emphasizing transferable skills, and demonstrating adaptability and success in various professional settings.

### TIPS

- Focus on featuring the most relevant and recent roles
- Place emphasis on your ongoing learning to highlight commitment to remaining current
- Tailor your resume accentuating your unique strengths and accomplishments, to position yourself as a seasoned professional ready to contribute a valuable perspective and unmatched dedication to prospective employers
- Remove key dates such as date of completion for formal education to help avoid age discrimination
- Use a functional or combination resume to focus on key skills and career accomplishments
- Include only related experience rather than all experience to help tailor your resume f

(<https://www.thebalancemoney.com/resume-types-chronological-functional-combination-2063235#toc-functional-resume>)

## THOUGHTS TO CONSIDER

Which of your past experiences are relevant for the type of opportunity and business that is of interest to you?

What are the related skills you feel you should emphasize?



For a mature worker, accessing the hidden job market can be particularly beneficial. Many companies value experience, reliability, and a strong work ethic, which are often characteristics associated with mature professionals.



## TAPPING INTO THE HIDDEN JOB MARKET

When beginning the job search, mature workers should tap into the hidden job market because it offers unique advantages and opportunities. The hidden job market refers to positions that are not publicly advertised or widely known. Instead, these opportunities are often discovered through networking, personal connections, and proactive outreach.

This approach allows you to bypass fierce competition and position yourself as a valuable asset to potential employers. Hidden job market opportunities may also offer better alignment with your goals, including flexibility. By tapping into the hidden job market you may be able to capitalize on your unique strengths and increase your chances of finding fulfilling employment.

Most jobs in the hidden job market are not found through your close connections. These close connections are immediate family and close friends. It is important to think about the weaker, second and third degree connections you have (neighbours, old colleagues, friends of friends, acquaintances, your child's boss etc.) in order to tap into opportunities in the hidden job market.

When reaching out to someone in your network, it's important to approach the conversation with professionalism.

1. Start with a warm introduction: express your genuine interest in reconnecting and acknowledging any shared experiences or past interactions (establish a personal connection; sets a positive tone)
2. Express your career goals/aspirations: Share your enthusiasm for exploring new opportunities and briefly mention your career goals (demonstrates commitment/genuine interest in finding a role that aligns with your skills and aspirations).
3. Request assistance and mention the hidden job market: mention you are aware of the hidden job market and that you value their insights/connections. Ask if they are aware of any unadvertised positions or know of any companies that might be seeking someone with your qualifications.
4. Express gratitude and respect their response: Thank the person for their time and consideration; be respectful even if they are unable to assist at the moment.
5. Consider how you might offer help in return to foster a give/take relationship where both parties feel that they have benefited.



**SAMPLE  
SCRIPT**



[https://app.chalenj.com/storage/app/public/public/tasks/649\\_1689603254-matureworker.pdf](https://app.chalenj.com/storage/app/public/public/tasks/649_1689603254-matureworker.pdf)



# JOB SEARCH



By actively engaging in networking events and leveraging personal connections, you can showcase your skills, establish meaningful relationships, and uncover unadvertised job openings.

Successful job search though, requires multiple approaches. Traditional methods should be included in the process – the more activity, the higher the result rate!

## WHERE TO BEGIN??

- Communicate your availability and interests to everyone you know
- Contact companies directly
- Go to job fairs
- Inquire at staffing agencies
- Listen to podcasts
  - Aging a New Reality: Employment for Older Adults – Professor JP Hatala, Flowork International [Part 1](#) [Part 2](#)
- Use job search platforms
  - [Indeed Jobs](#)
  - [Glassdoor](#)
  - [LinkedIn](#)
  - [Monster](#)
- Identify the jobs you have found or heard about and research their branding. Look for key words that indicate the company is eager to be flexible and looking to find employees with diverse skills.
- Write down the employers and some of their key words



## SEARCHING FOR OPPORTUNITIES



## THOUGHTS TO CONSIDER

Create a simple map of your network – on a piece of paper draw a circle in the middle with your name. Start a mindmap of all your close connections, building out from there. As you add 2nd & 3rd degree connections, consider who might have access to the types of opportunities you are interested in exploring!

