

# CareerStorm Navigator™

## New Administrator Training

### For whom?

Training is targeted to professionals who will utilize the CareerStorm Navigator tool in their work with individuals and/or organizations.

### Objective

To prepare a new administrator to integrate the CareerStorm Navigator software to existing work processes.

### Themes

- CareerStorm Navigator, thinking behind the seven sections of the tool
- Overview of administrator's features
- Tailoring of the tool and materials (home-page, emails, brochure)
- Debriefing the results (individuals + groups)
- Integrating the career tool into a total process

### Your self-study process

#### 1. Review the seven steps of the career tool

Work through the tool to gain personal experience of the content and the process.

#### 2. Learn to use Administrator's tools and functions

Admin wizard tells you all about the features available to you as the administrator and walks you through the different tools. Use the tools to prepare hand-outs, to customize your Home page, to modify settings, and to add individuals or groups to the system.

#### 3. Review the Self-Study materials

Work through the eight modules of the Administrator's Self-study Guide. Prepare yourself for inviting people, managing their expectations of the tool, and debriefing the results of the process. Learn how to make the most out of your first experiences of CS Navigator. Become familiar with the theory behind the tool.

#### 4. Make a reservation for a one hour consultation with your facilitator

During the consultation you can discuss all the questions that may have risen.

If you have any questions during your self-study period, feel free to contact us through the CareerStorm Navigator feedback form. We'll get back to you as soon as possible.

### Your facilitator

**Heidi Viljamaa** is a psychologist who has specialized in the development of web-based career/life development tools since 1996. She is the founder and managing director of CareerStorm Ltd. CareerStorm Ltd. is an international software company based in Finland with partners in Sweden, Australia, Singapore, South Africa and the United States. Additional information: [www.careerstorm.com](http://www.careerstorm.com).

