

## *Career Development Programs*

Listed below is a sampling of my Career Development programs. As a Career Development Instructor, I have developed a full 17-week curriculum, which focuses on personal assessment, career exploration, and job search skills. Please contact me for more information.

### **Reassessing Your Career Skills**

Can you readily identify your strengths, skills, talents, interests, natural aptitudes, and work values? What are hard and soft skills? Which skills and strengths are transferable, and how? How do you highlight and position these on a resume? We will take an in-depth look at all of these questions and more.

### **Personality Type & Your Career**

What is your Personality Type? How does your type affect your career choices, your performance in the workplace, and your level of job satisfaction? We will use the Keirsey Temperament Sorter, the Meyers-Briggs Type Indicator, and/or the DiSC® assessment to discover your personality type and explore these questions.

### **Job Search Tips and Techniques**

Looking for a job can be a full-time job. We will identify ways to organize your search, structure and manage your time, and focus your efforts in the most efficient ways. We will examine the Do's and Don'ts of an effective job search.

### **Resume Writing for Success**

What makes for a successful resume – a resume that gets results? We will cover both traditional and innovative ways to prepare a resume, look at a number of sample resumes to determine what works and what doesn't, address methods of custom-tailoring your resume to the job you are applying for, and learn the differences between preparing print and electronic resumes. We will also review the formats for writing cover letters, thank-you letters, and other business letters.

### **Networking for Success**

The one approach to job-hunting and to business-building that has proven most successful for most people most of the time is networking. Word of mouth referrals are the passkey into the hidden job market, which comprises about 80% of all available jobs. We will discuss various approaches to networking including identifying and using your personal network, information-gathering through interviewing, and networking through professional, trade, government, and networking organizations.

### **Interviewing for Success**

In the end, landing a job almost always depends upon the job interview. We will cover the Do's and Don'ts of interviewing, handling the second and third interviews, and negotiating salary, benefits, and terms of employment. Practice role-play interviews will be conducted as time permits.