

CAREER TRANSITION WORKSHOPS

The four 2-hour group sessions in this series will focus on four key job search skills. In this supportive small group setting you will get one hour of K.C.'s inside tips on each topic plus group discussion to ask questions, practice your "pitches," and make action commitments to accelerate your job search success.



K.C. has more than 30 years experience in career development and coaching. Her career began with more than 15 years in executive search, followed by 12 years in sales and senior career transition counseling for global

firms. K.C. is a member of the National Career Development Association (NCDA) and continually studies to learn and practice the best career strategies for today's market. She has a passion for sharing the very best, most practical and effective ways for every person to identify what they uniquely bring to the job marketplace.

Comments from K.C.'s recent presentation:

-- K.C.'s presentation got right to the heart of a successful job search.

-- K.C. is the best Career Coach I've ever seen.

-- K.C. had a lot of practical advice that I could immediately implement. I appreciate the simple, logical, step by step approach she had to offer.

DATES:

Sept 16, 23, 30 and Oct 7, 2010

Four Consecutive Thursdays

6:00 to 8:00 pm

Cost is \$75 / 2-hour session

Participants are requested to commit to all four sessions.

All Workshops Held At:

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PERSONAL BRAND

Your brand is a clear expression in words and stories about the value you uniquely bring in knowledge, experience and character traits. It keeps you from "wandering off" when discussing your background. A personal brand gives you a framework to answer the question, "Why should we hire you?" It provides a consistent thread to use for all the times you will need to talk or write about yourself – in a resume, cover letter, performance review, interview or professional networking site profile.



RESUME PREPARATION

Recruiters and hiring managers will see hundreds of resumes for a single position. How will **yours** stand out? The process of developing this key element of your job search is much more strategic than using the right template, having a readable format, and listing professional experience clearly – though all of these are important. **Your resume must communicate your unique "Brand."** Learn some of the tools to use to create a resume that speaks clearly of your value and will set you apart in each phase of your search process.

INTERVIEWING

Someone has called and said they want to interview you. Excitement and anxiety are mixed even for the most confident interviewee. Phone screens are the norm in 2010, and require special preparation. First, second, and third interviews, panel interviews and behavioral interviews all require different consideration. Learn the preparation you can do NOW for your best performance, how to answer the "tough" questions, and a few inside tips on being remembered and brought back.

NETWORKING

70-80% of jobs are landed through some sort of network referral. But does this mean you have to learn to "work a room"? No! Effective networking IS critical, but through years of coaching job candidates, K.C. has developed a very effective, comfortable networking framework that will have you reaching out to others in a simple, candid way that builds relationships and gets you referrals to other quality contacts. This is the true key to uncovering the "hidden" job market.