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GetTheRightCareer Training Program Members Map

Module 1 Dealing With Change
- Human Nature's Resistance
- Stages Of Grieving
- Turning A Problem Into An Opportunity
- Support Systems

Module 2 Assessing Your Needs
- Self vs. Scientifically Validated
- Motivational Needs
- Preferences
- Strengths
- Weaknesses
- Values
- Satisfiers
- Dissatisfiers
- My Personal Mission Statement
  - Using My Skills, Motivations and Passion To _____

Module 3 Resume
- Contact Info
  - Name
  - Address
  - Phone
  - Fax
  - Email
- Career Assets
- Consider Objective
- Accomplishments
- Updates
- Revisions
- Summary
- Education
  - School
  - Degree
  - Year
- Experience
  - Company
  - Job Title
  - Dates of Employment
  - Accomplishments
- Dealing With Employment Gaps
- Skills
  - Technical
  - Languages
- Publications
  - Title
  - Date
  - Subject
- Conferences
  - Date
  - Title
- Portfolio
- Awards
- Professional Associations
- Certifications

Module 4 Develop Personal Strategy Plan
- Dealing With Recruiters
- Developing Job Options
  - Same Job/Same Industry
  - Same Job/New Industry
  - New Job/New Industry
- Post Resume On Job Web Sites
  - Indeed.com
  - SimplyHired.com
  - CareerBuilders.com
  - USAJobs.com
  - TheLadders.com
  - Etc.
- Responding To Job Postings
- Job Boards
- Proactive Approach
- Exploring Job Options
- Directly Applying To Company Web Sites
- Prospective Employers
  - Large Company
  - Small Company
  - Start-Up Company
  - Local Government
  - Federal Government
  - Back To School
- Relocation Considerations

Module 5 References
- Reference List Creation
- Who
  - Former Supervisors
  - Peers
  - Professional Contacts
  - Personal Contacts
- Context of Association
- What
  - Name
  - Title
  - Company
  - Address
  - Phone
  - Email

Module 6 Networking
- How To
- Who To
- What To
- Recruiters/Agencies
- Networking Events
- Online Profiles
- Optimizing Social Networking
  - LinkedIn
  - Online Sites
- Personal Relationships
- Job Fairs
- Telephone Contact
- Face To Face
- Past Relationships
- Referrals

Module 7 Interviewing
- Preparation and Practice
- "Elevator Speech"
- Questions You Prepare To Answer
- Questions You Ask
- Telephone Screening
- Body Language Awareness
- Scheduling Opportunities
  - Face To Face
  - Telephone
  - Skype
- Post Interview Debrief
- Post Interview Follow-Up

Module 8 Weekly Activities
- Getting Organized
- Keeping Records
- Ongoing Network Schedule
- Staying On Track
- Follow-Up
- Accountability
- Submitting Resumes
- Volunteering
- Offering Project Work
- Correspondence
  - Cover Letters
  - Target Company Letters
  - Thank You Letters
  - Follow-Up
    - Letters
    - Phone Calls
    - Email

Module 9 Negotiating
- Offers
  - Title
  - Location
  - Compensation
  - Benefits Package
  - Start Date
  - Advancement Potential
  - Sign On Bonus
  - Relocation

Module 10 Keeping Connected
- Monitoring Progress
- Remaining Positive
- Practicing Effective Communication
- Evaluating Body Language
- Debriefing Interviews/Self-Development Reviews
- Maintaining Your Network, References and other Relationships
- Re-evaluating Weekly Activities
- Re-evaluating Personal Strategy Plan