

Career **EMPOWERMENT** Curriculum

**Taking Control of
Your Career**

*Preparing for
Your Job Search*

Facilitator's Guide



Preparing for Your Job Search

Workshop Logistics

Materials

- Facilitator's Guide
- Workbook/Pens
- Flipchart/Markers
- PowerPoint presentation/Computer/Projector/Screen

Outline

Topic	Materials	Time
Introduction	Workbook	15 minutes
Approach Your Job Search with an Empowering Mindset	Workbook	40 minutes
Create a Resume	Workbook	15 minutes
BREAK		10 minutes
Appear Professional at a Low Cost	Workbook	20 minutes
Network Effectively	Workbook	35 minutes
Proactively Handle Logistics and Other Obstacles	Workbook	10 minutes
Applying the Learning	Workbook	5 minutes
		150 minutes (2.5 hours)

Preparation Notes on Participants

NAME	NOTES
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Preparing for Your Job Search

Introduction

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p> <p>NOTES & EXAMPLES</p>	<p>INTRODUCTION</p> <p>Display slide #1 – Preparing for Your Job Search.</p> <p>Welcome the participants to the workshop.</p> <p>Introduce yourself, your background, and what you like about leading this particular workshop. Thank them all for being here for this important conversation.</p> <p>Have them introduce themselves with their first names and an answer to a related yet comfortable question. Make sure you answer the question as well.</p> <p>Suggested options include:</p> <ul style="list-style-type: none">• What was your first job?• What was your favorite job?• What was your dream job growing up? <p>Have them turn to the Workbook Page 2 where they will begin working in their workbook.</p> <p>Advance to slide #2 – Introduction.</p> <p>Review the workshop intentions:</p> <p><i>This workshop is designed so that you will leave being able to:</i></p> <ul style="list-style-type: none">• Approach your job search with an empowering mindset• Create a resume• Appear professional at a low cost• Network effectively• Proactively handle logistics and other obstacles (like transportation and childcare) <p>State:</p> <p><i>It is important to be clear about what you want to get out</i></p>
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	<p><i>of the workshop as well. Take a moment and write down anything that isn't stated in these intentions that you'd like to get out of the workshop.</i></p> <p>Pause and let them write. Have them share any other intentions. Confirm whether or not those intentions will be met in the workshop.</p> <p>Advance to slide #3 – Introduction.</p> <p>Review the workshop ground rules:</p> <p><i>We want this to be a safe place for you to explore this topic. These ground rules help keep the environment safe:</i></p> <ul style="list-style-type: none"> • <i>Everything will be kept confidential in this group.</i> • <i>You will be encouraged to participate, but not called upon in class.</i> • <i>Your questions are valid and if they cannot be addressed in class, we will put you in touch with the right resources after class.</i> <p>State:</p> <p><i>It is important that you feel safe exploring the topic of your job search. Is there anything else you need to feel safe during the workshop?</i></p> <p>Pause and let them write. Have them share any other suggested ground rule. Agree to ground rules within reason.</p> <p>Note:</p> <p>As a facilitator it's one of your primary accountabilities to ensure the ground rules are followed and the intentions are fulfilled. Agree to those that you can follow. Gently say "no" to any intentions or ground rules that you cannot meet by saying something like:</p> <p><i>I hear you want X from this workshop. That's not part of this session, but I will let you know how you can find that out afterwards.</i></p> <p>Thank them all in advance for their participation.</p>
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Preparing for Your Job Search

Approach Your Job Search with an Empowering Mindset

<p>TIME 40 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>PREPARE LIKE AN ATHLETE...LIKE A WINNER</p> <p>Advance to slide #4 – Approach Your Job Search with an Empowering Mindset.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 3.</i></p> <p>State:</p> <p><i>We can prepare for a job search like athletes prepare for their sports. This doesn't mean spending more time working out at the gym or eating more protein! Instead, we mean preparing ourselves mentally. A job search can be time-consuming, stressful, and have ups and downs. We want to be mentally prepared for this.</i></p> <p>VISUALIZE</p> <p>State:</p> <p><i>It's useful for athletes to visualize themselves in the big game or the big race and see themselves doing well and winning. They create clear pictures of how they feel, how they'll persevere. We can do the same. It will be helpful for you as a survivor for your job search and generally in life. Let's have each of you visualize the process of interviewing, receiving job offers, and showing up on the first day of your new job. This is designed to help you see the job search process as an active process and to begin to see the steps that you'll be taking along the way.</i></p> <p>Take your time and slowly talk through the following visualization.</p> <p><i>Take a moment and get comfortable in your chairs. Plant both your feet firmly on the ground. You can close your eyes or simply lower your gaze to the table.</i></p> <p><i>Now imagine you're on the phone with a prospective</i></p>
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	<p><i>employer. You're answering their questions confidently. You're sensing this position and this organization is a good fit for you. Where are you? See yourself on the phone knowing you are doing a great job responding to the questions. How do you feel? How are you interacting with the person on the phone?</i></p> <p><i>Employers are asking you to come in for interviews. Imagine what you're telling your friends about the interviews you have coming up. You know you are ready. What are you saying to your friends? How do you feel?</i></p> <p><i>What are you wearing when you walk through the employer's door? Imagine yourself greeting your interviewer. See yourself in the office determining whether this employer and this position is a good fit for you. It's sounding promising. How do you feel? What do you do first when you walk out of the building after what feels like a very successful interview.</i></p> <p><i>You've just received a job offer. The employer called you up to explain the offer. What did he or she say? What are you most excited about? How do you feel knowing you can choose whether or not to accept the offer?</i></p> <p><i>After accepting a position, you look forward to your first day. What obstacles have you overcome to get here? How do you feel when you wake up that morning? Imagine yourself commuting to work. How does your commute look? See yourself walking through the front door. What does the building look like? How do you look? How do you feel knowing you've got a job that's in or leading to the career you want?</i></p> <p><i>When you're ready open your eyes or look back up and write down on page 3 what you visualized. Capture as many details as you can.</i></p> <p><i>Pause for a few moments to have participants write.</i></p> <p><i>This is what success looks and feels like for you. When you experience any disappointments during your job search, refer back to this page and remind yourself of what it will look and feel like when you do succeed. When you experience progress in your job, refer back to this page and remind yourself of what the next success will</i></p>
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	<p><i>feel like. This is what you're striving for.</i></p> <p>Ask:</p> <p><i>Who will share something that you visualized?</i></p> <p>Have one or two participants share part of what they imagined.</p> <p>THINK POSITIVELY</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 4.</i></p> <p>State:</p> <p><i>It's important to think positively throughout the job search process. Will it be possible every moment of every day? Probably not. Yet the more we can bring ourselves back to positive, uplifting thinking, the more likely we are to move forward in a confident and effective way.</i></p> <p><i>We have between 40,000 and 60,000 thoughts a day. So, if even a small portion of them are negative – that's a lot of negative thinking.</i></p> <p><i>Many of the thoughts we have are simply automatic. Our brains are just off and running on autopilot. And, too often, the automatic thoughts that you, as survivors, and that all of us as humans have are negative. We can pause and pay attention to these automatic thoughts, and if they are negative we can choose more positive thoughts.</i></p> <p><i>Brain science shows that positive thinking leads to positive outcomes more quickly than letting the negative thoughts collect.</i></p> <p><i>So, how do we stop those negative thoughts from collecting? There are 3 steps on page 4 to help us. Let's walk through these together, giving you each time to write down your own ideas.</i></p> <p>Instruct:</p> <p>Advance to slide #5 – Think Positively.</p>
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	<p><i>First, capture your automatic negative thinking about the job search. What are you thinking about yourself or the job market or the search process that doesn't serve you? For example:</i></p> <ul style="list-style-type: none"> • <i>"I've been out of the workforce for too long. No one will be interested in hiring me."</i> • <i>"I don't have the skills for the job I really want."</i> • <i>"The economy is terrible. It's going to be so hard to find a job right now."</i> <p><i>Take a moment and write down your negative thoughts. As much as possible, use the actual words that run through your head. Like, "You're never going to get that kind of job."</i></p> <p>Pause for a few moments for participants to write.</p> <p>Ask:</p> <p><i>What are some negative thoughts that get in your way?</i></p> <p>Have one or two participants share.</p> <p>Instruct:</p> <p>Advance to slide #6 – Think Positively.</p> <p><i>Next, remember times when you felt good and strong and confident. They can be times that are related to a job search, but they don't have to be. For example:</i></p> <ul style="list-style-type: none"> • <i>When you're exercising</i> • <i>Knowing that you're good on the phone or comfortable having small talk</i> • <i>When you're capable of juggling many things at once like preparing dinner and watching your kids and having a conversation with your neighbor</i> <p>Ask:</p> <p><i>When do you feel most confident? Write down a time or two.</i></p> <p>Pause for a few moments for participants to write.</p> <p>Ask:</p>
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	<p><i>What are some times that you feel confident and good?</i></p> <p>Have three or four participants share. It's good to say the positive items out loud and get the acknowledgement from others.</p> <p>Instruct:</p> <p>Advance to slide #7 – Think Positively.</p> <p><i>Finally, identify positive thoughts that would feel good for you to focus on throughout the job search process. For example:</i></p> <ul style="list-style-type: none"> • <i>“I am good at small talk.”</i> • <i>“I know that I will figure out this process one step at a time.”</i> • <i>“Many women have successfully gone back to work.”</i> • <i>“I’m good at figuring out whether something is a good fit for me.”</i> <p><i>Take a few moments and write down the positive thoughts that you want to remember throughout your job search.</i></p> <p>Pause for a few moments for participants to write.</p> <p>Ask:</p> <p><i>What positive thoughts did you identify?</i></p> <p>Have three or four participants share. It's good to say the positive items out loud and get the acknowledgement from others.</p> <p><i>Nice job. Consider posting your positive thoughts somewhere where you will see them often. On your bathroom mirror, in the center of your steering wheel in your car, on the back of the pantry door, etc. Then you'll have a daily reminder of your empowering thoughts.</i></p> <p>GET SUPPORT</p> <p>Advance to slide #8 – Approach Your Job Search with an Empowering Mindset.</p> <p>Instruct:</p>
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Turn to **Workbook Page 5**.

State:

Another aspect to preparing like a top athlete is to get support. Athletes have physical trainers and coaches and fans. When we have a big goal, it's very useful to have support. You want the kind of support that will provide you with positive energy and focus. It's not hard to find people who think the economy is bad or who will point out the obstacles in your way. Find the people who will instead help you stay positive.

For every company that's struggling, there is another one that is starting or succeeding. People get new jobs and fresh starts every day. Your situation is unique, sure. And you can believe that you will get what you are looking for. You'll get it more quickly and feel better about the process if you have the right people supporting you.

Instruct:

Fill out the chart on the bottom of page 5. Think about who can help you understand the job search process, who will generally support you emotionally, who will have useful connections for you, and who can help you simply come up with useful ideas. Also list people, like DV Providers, who might already be giving you support.

Take a few minutes and complete the chart.

Pause a few minutes for participants to write.

Break the participants up into Discussion Groups of 3 or 4 people.

Instruct:

In your Discussion Group, share the different kinds of support you have. Have each person share about 2 people or organizations that they will rely on for support. What others share may spark more ideas for you. If so, write them down! Take 5 minutes.

Here's an example of how to fill out a line of the chart:

	<ul style="list-style-type: none"> • Name of Person or Organization: Neighbor Judy • Type of Support they Provide: Connections in the food industry • Ways to Use their Support: Introductions to people from whom I could learn more about the food industry or learn about job openings • Ways to Thank Them: Invite her over for dinner <p><i>Great! Getting in touch with these folks and letting them know how they can support you can be the first steps in your job search.</i></p> <p>DAILY ACTIONS</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 6.</i></p> <p><i>Now that you know how to visualize, think positive, and get support, write down what you will do on a daily basis to remain mentally strong throughout your job search.</i></p> <p><i>What will be most important for you to do?</i></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Review my positive thoughts</i> • <i>Talk to a friend</i> • <i>Take at least one action each day</i> • <i>Meditate</i> <p><i>Write down your ideas.</i></p> <p>Pause a few minutes for participants to write.</p> <p><i>Partner up with the person next to you and share some of the ideas you have about what you'll do every day to stay strong and confident during your job search. Take 5 minutes.</i></p> <p>Pause 5 minutes for participants to share.</p> <p><i>Thank you for sharing your ideas with your partner.</i></p>
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Preparing for Your Job Search

Create a Resume

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>RESUME BASICS</p> <p>Advance to slide #9 – Create a Resume.</p> <p>Instruct:</p> <p>Turn to Workbook Page 7.</p> <p>State:</p> <p><i>Now that you're mentally in the right frame of mind, the next step is to create the foundation job search tool – your resume.</i></p> <p>INFORMATION TO INCLUDE IN YOUR RESUME</p> <p>Instruct:</p> <p><i>On pages 7, 8, and 9 there is room to fill in the basic information that is typically included in a resume.</i></p> <p><i>In the Appendix on Workbook Page 19 are instructions for how to use the Women Employed's online Resume Builder. The website asks you for all the information in the charts on pages 7, 8, and 9 and then creates a professional looking PDF file for you. So, that's a resource you can use later, if you'd like or if you're not strong with word processing skills.</i></p> <p><i>Right now, let's take 10 minutes and each of you can fill in as much of the chart as you're able right now.</i></p> <p>Briefly review the different types of information to include in a resume. Let participants know there is List of Skills in the Appendix on Workbook Page 21, if they need support in the Key Skills section.</p> <p>Ask if there are any questions and then remind participants that they have 10 minutes.</p> <p><i>You may not finish and that's okay. The hardest part is</i></p>
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	<p><i>often getting started. So, we are going to get a start today. Begin.</i></p> <p>Pause 10 minutes for participants to write. Walk around and see if anyone needs help determining what type of information to include.</p> <p>State:</p> <p><i>Great job writing out the information that you will include on your resume.</i></p> <p>TIPS FOR WRITING A RESUME</p> <p>Advance to slide #10 – Create a Resume.</p> <p>State:</p> <p><i>On the bottom of Workbook Page 9 you will see tips for writing a resume. When you go back home and create your resume, refer to these tips.</i></p> <p>Ask someone to read the tips out loud.</p> <p>After the person has read the tips, highlight any tips that you think are particularly important for this group of participants due to what you saw while they were completing the charts on pages 7, 8, and 9.</p> <p>Also, ask if there are any questions about any of the tips.</p>
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Preparing for Your Job Search

Appear Professional at a Low Cost

<p>TIME 10 minutes</p>	<p>BREAK</p>
<p>TIME 20 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>APPEAR PROFESSIONAL AT A LOW COST</p> <p>Advance to slide #11 – Appear Professional at a Low Cost.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 10.</i></p> <p>State:</p> <p><i>Whether we like it or not, our appearance is what makes a first impression. During a job search process, we want our appearance to be an asset, not a distracter. This might mean that we need to tone down or polish up our usual style.</i></p> <p>Instruct:</p> <p><i>Answer the 3 questions on page 10 and determine what will be most appropriate for you to wear.</i></p> <p><i>Given the type of work you're looking for, what will you wear on the job?</i></p> <p><i>Then, write out the wardrobe and appearance standards for the type of work, company, and industry. Do people typically dress professionally? Wear much jewelry? Need to avoid perfumes?</i></p> <p><i>Then, given what you write for the first 2 questions, answer the third one and identify what you think will be most appropriate to wear on your interviews.</i></p> <p><i>Take a few minutes.</i></p> <p>Pause for participants to write.</p>

	<p>Ask:</p> <p><i>How did you answer these questions?</i></p> <p>Have one or two participants share. Provide any gentle guidance that you feel would be helpful.</p> <p>APPEAR PROFESSIONAL AT A LOW COST (CONTINUED)</p> <p>Advance to slide #12 – Appear Professional at a Low Cost.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 11.</i></p> <p>State:</p> <p><i>Now that you’ve identified what you want to wear on an interview, let’s brainstorm how you can get that appropriate attire without spending a fortune. Let’s identify some low cost ways, so we can appear professional even if we’re in transition and on a budget.</i></p> <p>Instruct:</p> <p>Break participants up into Discussion Groups of 3 or 4 people.</p> <p><i>With your Discussion Group talk about each of the Appearance Areas: clothes; hair and makeup; jewelry; shoes; and other accessories including purse, bag, resume, business cards.</i></p> <p><i>Brainstorm Creative Cost Effective Ideas for each Appearance Area. Write your ideas in the chart on page 11.</i></p> <p><i>Take 8 minutes.</i></p> <p>Pause 8 minutes for the Discussion Groups to share ideas.</p> <p>Congratulate participants on the great ideas you heard</p>
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	<p>being shared.</p> <p>If it's not mentioned by the participants, share about organizations such as The Women's Alliance that are designed to set people up with outfits for interviews. The Women's Alliance website address is listed on the Resources page of your workbook.</p> <p><i>Use these ideas to be prepared with one interview outfit you feel great in.</i></p>
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Preparing for Your Job Search

Network Effectively

<p>TIME 35 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>DEMYSTIFY NETWORKING</p> <p>Advance to slide #13 – Network Effectively.</p> <p>Instruct:</p> <p>Turn to Workbook Page 12.</p> <p>State:</p> <p><i>Once we've got the right mental attitude, a resume, and a professional interview look, we're ready to kick our networking into high gear.</i></p> <p><i>Networking is simply connecting and building relationships. Networking is a key component to a successful job search.</i></p> <p>Instruct:</p> <p><i>Let's review the basic elements of networking.</i></p> <ul style="list-style-type: none">• <i>Know what you are looking for in a career opportunity. What is your career goal? What jobs will help you get there? Where do you want to work? What salary do you need and want? What level of position and/or job title are you seeking?</i>• <i>Tell everyone with whom you feel safe and comfortable.</i> <i>Be willing to unapologetically tell the people in your life about what you're looking for. You never know who will be able to help you in some way.</i>• <i>Ask for connections to open opportunities, people who might know of open opportunities, or companies you like.</i> <i>Without beating around the bush, ask others in a straight-forward and confident way about whether they know about open job opportunities or about the companies for which you'd like to work.</i>
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- *Ask to be introduced to people who are doing the work you want to do so that you can find out information from them about their work, their job, their company...and then ask them for connections and referrals!*
- *Use the method or methods of networking that are most comfortable and safe for you. Some prefer face-to-face, others do better over the telephone, and others can make good use of online social media networking. Know where you feel most comfortable and spend more of your time engaging in that type of networking. Depending on where you live and size of your community, it may be, for example, tougher to feel safe in a smaller community where everyone knows each other. Reach out in the ways that feel best to you.*

Let's answer the 3 questions on page 12.

Which of the basic elements of networking do you do and do well? Write down which of the 4 are strengths for you.

Pause a moment.

Which of the basic elements of networking do you avoid or struggle with? Write down which of the 4 are weaknesses for you.

Pause a moment.

Now answer the third question and identify what you need to do differently to improve your weaknesses and be a stronger networker.

Pause a moment.

*Let's see where our strengths and weaknesses are.
By a show of hands, who is strong in the first element, you know what you are looking for?
Who is weak in this element?*

Pay attention to who is strong where you are weak. We're going to get ideas from each other in a few minutes.

	<p><i>For the second element, telling everyone, who is strong? Who struggles with this?</i> Again, have participants raise their hands.</p> <p><i>Who is strong in the third element? Who has this as a weakness?</i></p> <p><i>And the final element. For whom is this a strength? A weakness?</i></p> <p><i>Okay! Stand up and partner up with someone. You might want to choose someone who is strong where you are weak. Once you find a partner, have one of you share an element you tend to avoid or don't do well. Get ideas from your partner. As your partner is sharing ideas, don't talk. Sometimes when we're getting advice we want to explain what we've already tried or what we think won't work. Don't do that. Simply be quiet and listen to the ideas. Really consider which ones might work for you. When your partner is out of ideas, then you can switch. The other person will share one of their weaknesses and listen to the ideas her partner has....without talking!</i></p> <p><i>Questions?</i> <i>Find a partner and begin.</i></p> <p>Pause a few minutes. Then, instruct:</p> <p><i>Switch partners! Find another partner and do the same thing. Go!</i></p> <p>Pause a few minutes. Then, instruct:</p> <p><i>Come back to your seat and write down any ideas you got that you think will work for you to improve your networking skills.</i></p> <p>CHOOSE YOUR NETWORKING FRAMEWORK</p> <p>Advance to slide #14 – Network Effectively.</p> <p>Instruct:</p> <p>Turn to Workbook Page 13.</p>
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	<p>State:</p> <p><i>It's useful to identify what results we want to achieve through our networking efforts and what mindset and actions will help us achieve these desired results.</i></p> <p>Instruct:</p> <p><i>Let's start at the bottom of the page with results.</i></p> <p><i>What results do you want from networking?</i> <i>For example, introductions to particular companies, easy connections to companies with relevant job openings, continual progress in your job search, determining your ideal job fit, etc.</i></p> <p><i>Take a moment and write down the results you'd like to achieve through your networking efforts. Not the results you think you'll get, yet the results you really want!</i></p> <p><i>Write these in the box at the bottom of the page.</i></p> <p>Pause a few moments for participants to write.</p> <p><i>Given the results you want, what actions will you take to get there? Given what you want to happen, what kinds of actions do you know you'll want to take? What will lead to your results?</i> <i>For example, sticking around after church to talk to people, writing out the criteria for your perfect job, making a few calls every week.</i></p> <p><i>Take a moment and write down the actions you will take. Write these in the box in the middle of the page.</i></p> <p>Pause a few moments for participants to write.</p> <p><i>Now, in order to take those actions powerfully and effectively what mindset will you need? If you were taking those actions confidently and effectively, what would you need to think and believe?</i></p> <p><i>For example, I'm great at talking with people; I've stepped out of my comfort zone before, I can do it again; There are networking opportunities everywhere; Any one could have</i></p>
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	<p><i>the perfect connections for me.</i></p> <p><i>Take a moment and write down what thoughts and beliefs you will need to take those actions powerfully and effectively.</i></p> <p>Pause a few moments for participants to write.</p> <p>Ask:</p> <p><i>Let's hear from someone. What are the mindset, actions, and results that you wrote down?</i></p> <p>Have someone share their mindset, actions, and results.</p> <p><i>You can see that what mindset we have affects what actions we see as possible. If we believe that we could never go up to that person and ask him for connections, then we'll never go up to that person and ask him for connections! Our mindset expands or limits the actions we're able to take confidently.</i></p> <p><i>Then, of course, the actions we take directly affect the results we get. So, even if we have a positive mindset, if we're not in action, we're still not going to get the results we want.</i></p> <p><i>Our mindset plus our actions affect our results.</i></p> <p><i>If you're not getting the results you want, it's usually most useful to come up and consider what you're thinking and believing. Often when we shift to a more empowering mindset, then we're able to start taking new and different actions.</i></p> <p>Ask:</p> <p><i>Any further comments about this?</i></p> <p>YOUR ELEVATOR PITCH</p> <p>Advance to slide #15 – Network Effectively.</p> <p>Instruct:</p> <p>Turn to Workbook Page 14.</p>
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	<p>State:</p> <p><i>When networking, you want a powerful, concise elevator pitch so you can quickly give people the information they need to best help you.</i></p> <p>Instruct:</p> <p><i>Take a few minutes and fill in the blanks on page 14.</i></p> <p><i>Fill in your name, what you are looking for, what you are most interested in, and what you can provide.</i></p> <p><i>Take a few minutes.</i></p> <p>Pause a few minutes for participants to write.</p> <p>Ask:</p> <p><i>Any questions about how to finish any of these sentences for yourself?</i></p> <p>Respond to questions as appropriate.</p> <p><i>Once you've shared your elevator pitch, continue the conversation by:</i></p> <ul style="list-style-type: none"> • <i>Asking the direct question about whether they know of anyone who'd be useful to you. Ask: Do you know anyone I should talk with who might know of opportunities for me?</i> • <i>Making sure you've clearly communicated how they can help you. Ask: Do you have any questions about what I'm looking for?</i> • <i>Learning how you can help the other person. Ask: How can I help you?</i> <p><i>Let's practice our elevator pitches!</i></p> <p><i>Partner up with someone and take turns sharing your elevator pitch. You may not have it perfectly worded right now. That's okay. Share what you have. This is an opportunity to help you discover what words feel most comfortable to you. Take 5 minutes. Begin.</i></p> <p>Pause 5 minutes.</p>
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	<p><i>Thank you for practicing. Practice makes perfect. A good idea is to practice your elevator pitch in front of a mirror until you feel comfortable delivering it.</i></p> <p>NETWORKING TOP TIPS</p> <p>Advance to slide #16 – Network Effectively.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 15.</i></p> <p>Have someone read the networking top tips.</p> <p>Ask:</p> <p><i>Any questions about any of the networking top tips?</i></p> <p>Respond to any questions as appropriate.</p> <p><i>Which tips do you think are most important for you to remember?</i></p> <p>Have two or three participants share.</p>
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Preparing for Your Job Search

Proactively Handle Logistics and Other Obstacles

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>WHAT ARE YOUR LOGISTICAL OBSTACLES?</p> <p>Advance to slide #17 – Proactively Handle Logistics and Other Obstacles.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 16.</i></p> <p>State:</p> <p><i>Sometimes logistics will seem to get in the way. It's easy to use logistical obstacles – such as transportation or childcare issues – as an excuse for not moving forward.</i></p> <p><i>Let's discuss these obstacles and begin to consider solutions so we won't let them get in our way.</i></p> <p>Instruct:</p> <p><i>Take a moment and answer the first question on this page. What are your barriers, questions, or excuses that slow down your job search process? Is it childcare, the ability to only work certain hours, not having a car? Identify your biggest barriers. Take a moment.</i></p> <p>Pause a minute or two for participants to write.</p> <p><i>Partner up with the person next to you and together brainstorm creative ways you might address each of your obstacles. Don't immediately dismiss an idea. Write it down and consider it.</i></p> <p><i>Write down the ideas you identify to handle your barriers in the middle of page 16.</i></p> <p><i>Then, on the bottom of the page write down the ideas that you will actually implement and a date by which you will implement them. Take 5 minutes. Begin.</i></p> <p>Pause 5 minutes for participants to work in pairs.</p>
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	<p>Ask:</p> <p><i>Who will share a barrier you have and the ideas you'll implement to address this barrier?</i></p> <p>Have one or two participants share.</p>
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Applying the Learning

<p>TIME 5 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>APPLYING THE LEARNING</p> <p>Advance to slide #18 – Applying the Learning.</p> <p>State:</p> <p><i>Thank you so much for your contribution, attention, investment of time, and sharing.</i></p> <p><i>Because we know this is an ongoing process, we've included resources you can reference on an ongoing basis on Workbook Page 18.</i></p> <p><i>Review the resources, ask for additional suggestions from the group, and encourage them to be supported throughout the process.</i></p> <p>Instruct:</p> <p><i>Respond to the 3 questions listed on Workbook Page 17.</i></p> <ul style="list-style-type: none">• <i>What was the most valuable part of this module for you?</i>• <i>What will you do differently as a result of this training?</i>• <i>What is the most difficult aspect of preparing for a job search for you and how will you handle it?</i> <p>Pause a few minutes for participants to write.</p> <p>Facilitate Completion:</p> <p><i>To complete our work together today, let's hear the most valuable thing that you are taking away from this workshop today.</i></p> <p>Hear one thing from each person. Share something yourself.</p> <p>Thank everyone for their participation.</p>
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