

JOB SEARCH PROGRAM THEMES



Themes of the CTC Job Search Program

THEMES	TOPICS	TOOLS	OUTCOMES
1. Transitioning to a new way of life, role, position and/or work environment	<ul style="list-style-type: none"> Managing the transition Managing change Managing stress Getting started on the process 	<ul style="list-style-type: none"> LifeScapes[®] 20 Year Journey William Bridges' model of transitions Individual consultations Myers-Briggs Type Indicator[®](MBTI) 	<ul style="list-style-type: none"> Acknowledge the impact of change; and that this change is unlike any other you have experienced Gain skills to become more effective as a person in transition
2. Appreciating your uniqueness	<ul style="list-style-type: none"> Assessing yourself and your situation Reflecting on your life and career to date Considering your future focus and lifestyle 	<ul style="list-style-type: none"> Skills assessment/PAR statements LifeScapes[®] 20 Year Journey and Purpose & Vision Individual consultations MBTI[®] 	<ul style="list-style-type: none"> Gain clarity about who you are and what you are seeking Acknowledge your hopes, dreams, and passions Identify your strengths Broaden your thinking about your next step
3. Networking to create the lifestyle and to secure the position you really want	<ul style="list-style-type: none"> Researching possibilities for your next step-- job, roles, lifestyle Considering your options Marketing yourself in the job search Making your debut in the next chapter of your life 	<ul style="list-style-type: none"> Research strategies Information interviews Talking about yourself 30 second summary Networking practice Job Fair Professional attire Options sessions 	<ul style="list-style-type: none"> Understand the use, importance and fun of networking Practice networking Market yourself at the Job Fair Build a list of contacts Learn about options available to you
4. Putting it all together to start the next phase of your life	<ul style="list-style-type: none"> Creating an action plan Developing tools for the future Targeting positions you want Conducting your job search Just doing it... 	<ul style="list-style-type: none"> Nuts and bolts of resumes Small group resume development/evaluation Employers' view and 2nd counselor's resume review Small group discussion of difficult questions and interview practice Individual consultations Videotape interview Job Fair 	<ul style="list-style-type: none"> Create the life you wish to live Target/acquire the right skills for specific positions Do more effective research Write great cover letters Create individualized resumes Interview like a winner