

My Personal Journey – Seminar Series

Welcome to My Personal Journey, a faith based provider of seminar and career support services for:

- 1) People currently in a job search process, who have received little or no outplacement assistance from a previous employer.
- 2) People who are currently bogged down in their job search and could re-energize their job search journey with the assistance of a local group.
- 3) People who are currently employed who believe that their current job is at risk and would like to prepare for a future job transition before it happens.



This seminar series contains the following seminar units:

Week 1 - Introduction to a Winning Job Search (2 Hours of Classroom Time)

- Recession Realities
- How to create a 24 month financial plan
- Your future career options
- Personal Assignments before Unit 2

Week 2 - Self Assessment - Skills & Interests (2 Hours of Classroom Time)

- Review of Personal Assignments
- Introduction to Self Assessment
- Career Alternatives
- Assessment # 1 - Your Interests
- Assessment # 2 - Your Personality Type
- Matching Your Interests and Personality Type to a Database of Job Descriptions
- Assessment # 3 - Your Interpersonal Needs for Inclusion, Control & Affection
- Sample Assessment - I Speak - A Survey of Personal Styles
- Personal Assignments before Unit 3

Week 3 - Goal Setting - Personal, Family & Career (2 Hours of Classroom Time)

- Review of Personal Assignments
- Introduction to Goal Setting
- Personal Life Goals
- Family Goals
- Personal Career Goals
- Personal Assignments before Unit 4

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Week 4 - Job Search Process: Part 1 (2 Hours of Classroom Time)

- Review of Personal Assignments
- Resumes
- Cover Letters
- Job Search Using Internet Based Tools - Online Job Boards
- Personal Assignments before Unit 5

Week 5 - Job Search Process: Part 2 (2 Hours of Classroom Time)

- On Line Networking
 - Business Networking - LinkedIn, Spoke, Plaxo
 - Personal Networking - FaceBook, MySpace
- Face to Face Networking
- Personal Assignments before Unit 6

Week 6 - Job Search Process: Part 3 (2 Hours of Classroom Time)

- Review of Personal Assignments
- Interview preparation
- Thank You letters
- Job offer negotiating
- Success in your new job
- Personal Assignments before Unit 7

Week 7 - Networking for Life (2 Hours of Classroom Time)

- Review of Personal Assignments
- Developing your Personal Contact Network
- Securing Referrals
- Networking on the Internet - Online communities
- General Networking Organizations - Illinois & USA
- Conferences & Professional Organizations - Join those in your targeted industries
- Networking Books for your Job Search Library
- Creating your "Networking Group"
- Creating your "Accountability Group"
- Monthly "Support Group" Meetings

Total Seminar Series - 14 Hours of Classroom Time

To reserve your place for this program and for additional information, please contact:

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