



## Managing and Developing Your Career Program

**Ready for a new career but not sure how to get started? Are you looking for a process than can take you from the beginning all the way through to landing your dream role or simply need an updated and effective resume to get you in the door?**

Depending on your individual needs and the amount of time needed to assist you in successfully attaining your career goals, the fee for your individual career development program may vary. Fees include assessment tools and supporting material, as well as all the meetings with a professional career coach. Since each client is unique, each program is tailored to be most effective to your specific objectives.

### **Self Knowledge/Assessment**

Analysis of your work history, personality, skills, values, and barriers to attaining your career objective. We use assessments that include the MBTI, Strong Interest Inventory and our Skills Profiler Assessment.

### **Market Knowledge**

Utilization of both online and hard copy resources to determine your target markets - for both profession and industry.

### **Development of Marketing Tools**

Resume and reference list development, marketing statement, online profiles including Linked-In.

### **Marketing Plan / Strategy**

Development of a "campaign strategy" that is suited to your situation, with a written marketing plan outline with action plans and benchmarks for success.

### **Making Connections**

We help you increase your ability to network effectively and give you proven methods for searching and gaining new employment quickly. Finally, we help you uncover the "hidden job market" and gain access to hiring authorities are objectives.

### **Interviewing**

Effective interviewing. Coaching in the most effective techniques for various types of interviews that will help you generate job offers.

### **Negotiating and Onboarding**

How to negotiate the most advantageous compensation package with your next employer, to help ensure long term career growth. Insight into what needs to happen during your first 90 days in the new position.