

Course Overview - Career Clarity: From Values to Fulfillment

Introduction

- How to figure out what you want and what you deserve?
- How to move past being “stuck.”
- How to leverage these Career Transition Strategies® for success.

Session 1: Be curious - Identifying and defining your values

- How to identify and define your values for career and job fulfillment.
- How to rank your values in order of importance and whether they are fulfilled in your current job.
- How to define your three biggest accomplishments and understand what makes them so important to you.

Session 2: Translating values into skills

- Understanding hard and soft skills.
- How to translate your values into skills and capabilities.
- Prepare for dreaming!

Session 3: Time to dream! (through research)

- How to dream without limitations.
- How to search every job on earth in a structured way.
- How to conduct meet and greets with people to dig deeper into each career.

Session 4: Aligning skills and experience to bring value

- How to assess job descriptions for hard skills, soft skills, and positioning.
- How to align your skills and experience to bring value to the new job and/or career.
- How to brand and position yourself in a resume theme.

Session 5 Viewing accomplishments through the lens of the new job.

- How to position your resume with only relevant information.
- How to reframe accomplishments through the lens of the new job and/or career.
- How to transfer skills through the lens of the new job and/or career.

Session 6: Drafting your resume and LinkedIn profile for the new job/career

- How to draft your resume to attract recruiters.
- How to draft your LinkedIn profile to be found through recruiter sourcing.
- How to ask for recommendations and why they matter.

Session 7: Interviewing preparation Part I

- How to position yourself during the recruiter screen.
- How to answer the most asked interview questions.
- How to convey critical information about yourself (“I’m a hard worker!”) without saying it out loud.

Session 8: Interviewing preparation Part II

- How to answer harder questions which dig into your experience, skills, and capabilities.
- How to use the STAR(T) or CARL method to answer “Tell me about a time when...” questions.
- How to determine what question to ask different interviewers (recruiter, hiring manager, hiring panel)

Session 9: Applying for jobs

- How to use job descriptions to write a cover letter.
- What critical steps to take before applying for a job.
- What critical steps to take after applying for a job.

Session 10: Closing the job and exiting with class

- What to do when you get an offer.
- How to negotiate for what is truly important.
- How to exit your current job with class.