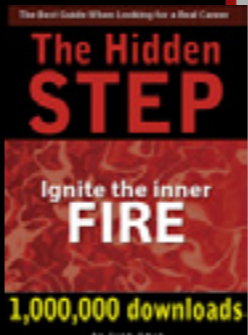


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Workshop Schedule

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Five Steps to your next career!



STEP ONE Ignite Your Inner Fire

Have you ever wondered why some seem to get everything they want, yet don't seem to work very hard? Have you ever noticed a person who becomes successful tends to continue to succeed? Are you curious to know why? What common traits do the very successful share?

Following the patterns of the most successful people throughout history, you are introduced to a series of strategies that will unleash an unlimited resource of energy and motivation contained within your right now.

At this step, you will learn cutting edge strategies to achieve the highest levels of motivation. This course brings out the best within you to magnify your success while searching for your next career.

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Time: 8:00 to 10:00 a.m.



STEP TWO Identify Your Career Path

Typically the average job seekers is quick to create a resume. Devising a resume without proper planning is the same as building a structure without a blueprint. Proper planning allows the builder to know the correct amounts for the materials needed, wiring, plumbing, and other important details before breaking ground. A resume built without proper planning requires continuous revisions... and results produced are purely accidental.

You have a choice. You can either invest the time when devising your career path or skip it and wait for a response when applying. If you cut this step short, the time you spend waiting for a response due to a poorly composed resume takes far longer. When you follow this step and identify the right career path for YOU, consequently your resume will do its job and get your phone to ring.

Step Two allows you to build the right career path FOR YOU, so that your resume communicates the correct message, attracting employers to your resume.

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Time: 10:15 to 12:00 p.m.

What would you do if five simple steps led you to your dream job, made you the most **sought-after** person you know, and brought employers to you?

Measures overlooked by job seekers and a secret **guaranteed** to connect you with your next employer; These measures are referred to as the **Hidden Steps®**.

When you follow each step, you become the sought after generating interest in your resume, creating interviews and producing job offers.



Five Steps to your next career!



STEP THREE Prepare for the Phone Interview

Suppose the employer of your dreams were willing to hire you and pay you generously if you were able to answer some basic questions correctly during the phone interview.

Suppose you knew that this employer will contact you immediately following your resume submission. Would you submit your resume regardless and hope for the best, or would you **prepare prior to the call** and then send your resume?

On average, job seekers dedicate most of their time applying for jobs using the wrong resume, rather than spending the time planning and preparing for the call. You get only one chance to turn a phone interview into an appointment.

Step Three prepares you for the phone interview so that when your resume produces the call-backs, you are fully prepared to handle the call.

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Time: 1:00 to 2:00 p.m.



STEP FOUR Build your resume and network

Your resume has a job to do. Its job is to get the phone ringing. Is your phone ringing? Are employers you want to work for calling you? Being classified as overqualified, under-qualified, or not qualified all result from a resume containing too much, not enough, or the wrong information. Obviously no one initially considers themselves anything but fully qualified when submitting the resume, but the information somehow conveyed the wrong message. The burden is on you to convey your message in a manner that presents you precisely as you intended. The person reading your resume should not have to decode the resume. To ask "Why did they think I am overqualified?" shows one is holding the employer accountable to decipher the information one included on one's resume.

When you send your resume to the employer, do they briefly glance over your resume and set it aside? Or is your resume generating 2-4 job interviews every week?

This course will show you how to build a resume that gets the phone ringing as you learn a structured process to build a powerful employment network.

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Time: 2:15 to 4:00 p.m.

Five Steps to your next career!



STEP FIVE Manage the apply and the interview

This step teaches you two important concepts. How to apply for a job effectively and how to best manage the face-to-face interviews.

MANAGE THE APPLY: Where do you currently apply for jobs? Are your resumes getting to the employer you targeted? Is the hiring manager reading your resume? Managing the Apply means applying for jobs that are confirmed and knowing that your resume was received and read. Otherwise, you are applying in the dark.

MANAGE THE INTERVIEW: Managing the interview means acquiring the ability to inspire the hiring manager to choose you over other applicants.

Step Five prepares you for the big event. Interviews are considered events because a simple mistake could cost one the offer. One must be well prepared to negotiate one's way into an offer. This step goes beyond some common interview tactics and responses—you receive the knowledge to win every interview. Through structured exercises, you become a master interviewee.

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Time: 4:15 to 6:00 p.m.



BONUS The art of influence

What do effective communicators do to be influential? In your personal and business life, every day some situation arises where we need to persuade another person to accept our point of view, whether it is our boss, customer, co-worker, spouse, or child. In this program, you will learn common traits among successful persuaders.

This is a skill you do not learn in school. Most people you know possess communication skills at levels equal to a second grader. By the time you complete this guide, you will operate at a professional level equivalent to having a master's degree in interpersonal communication. Your ability to influence employers, hiring managers, contacts, and people in your network is crucial to your search.

This step provides you with the skills you need to establish important relationships within the employment community.

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Attend Workshop: [See Calendar](#)

Time: 4:15 to 6:00 p.m.