

Job Club at Millbrook Presents Getting the Job You Really Want Series

Millbrook JobLink



Summer 2010
June 7- August 16

Mondays 1:00
Class Dates

Starting June 7th and going until August 16 Weekly Monday Workshops at 1:00

Mike Farr speaks frankly about setting goals for work and life, finding a job in less time, and common mistakes that job seekers make. Job seekers will discover the best way to begin their job search, while being introduced to the other 9 videos in the series.

JIST's Ten-part video series covers all aspects of career planning and job search.

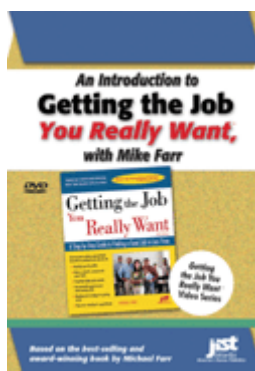
1. An Introduction to Getting the Job You Really Want, with Mike Farr
2. Getting to Know What an Employer Wants
3. Getting to Use Your Skills in Your Ideal Career
4. Getting a Job Using Traditional Methods
5. Getting a Job Using Nontraditional Methods
6. Getting and Using Your Resume, Cover Letter, JIST Card, and Portfolio
7. Getting Job Leads from the Internet and Telephone

8. Getting a Positive Response in Each of the Seven Interview Phases
9. Getting Good Answers to Tough Interview Questions
10. Getting to Keep the Job You Find

Tips and techniques for use by job seekers looking for Professional level, entry level or industrial positions.



Material appropriate for High School through Adult.



No Class on Monday, July 5th!

Introduction - Session 1 on June 7th

This program introduces the typical mistakes that people make when career planning and job seeking, including waiting too long to begin the search; working alone

instead getting help; not knowing what they want to do; not utilizing all the resources available to them; and lack of job search experience.

The difference between

passive and active job search techniques is explained. The value of what's important to you is discussed. You should seek a job that stays true to the core parts of you

*Miss a week or two?
No Problem!*

- Make up sessions will be scheduled upon request - without the full class interaction but will include viewing the DVD and handouts.
- Want to attend just some of the topics covered? That's ok, too!

June 7	1
June 14	2
June 21	3
June 28	4
July 12	5
July 19	6
July 26	7
August 2	8
August 9	9
August 16	10

Getting to Know What an Employer Wants - Session #2, June 14th

“Interviewers are people, too. If you tend to think of an interviewer as the enemy, you should reconsider.” Mike Farr, The Very Quick Job Search.

This session emphasizes the importance of understanding an employer’s point of view.

An employer often looks for evidence of your appearance, dependability and skills.

Getting to Use Your Skills in Your Ideal Career - Session #3 June 21st

“Many people don’t realize that everyone has hundreds of skills, not just a few. When I ask someone in a job search workshop what skills they have, too often they say, ‘I can’t think of any.’” Mike Farr, The Very Quick Job Search.


This session deals with various skills that people bring to jobs. Three out of four employers who interview job candidates say they don’t present their skills well.

“Job Seekers who spend more time actu-

Getting a Job Using Traditional Methods - Session #4 June 28th

ally looking for work find jobs faster than those spending less time.” Mike Farr, The Very Quick Job Search.

This session presents the pros and cons of using traditional job search methods such as responding to want ads, mailing resumes and working with employment agencies.



Getting a Job Using Nontraditional Methods— Session #5 July 12th

“You can quickly get to know all sorts of new people if you go about it right. One of them often turns out to be the someone you need.” Mike Farr, Seven Steps to Getting a Job Fast.

The fact is that relatively few people get jobs using traditional methods because many jobs are not advertised.

Getting and Using Your Resume, Cover Letter, JIST Card and Portfolio. Session #6 July 19th


“Even an excellent resume won’t get you interviews unless you use it effectively.” Mike Farr, Getting the Job You Really Want.

This session will cover the four tools mentioned. They are useful to have at your disposal for summarizing your contact information, experience, and skills.

Getting Job Leads from the Internet and Telephone. Session #7 July 26th

“Many people find it hard to make phone calls to employers they don’t know. They are afraid of being rejected. But preparation can make it much easier.” Mike Farr, Young Person’s Guide to Getting a& Keeping a Good Job.

The session will examine the usefulness of the telephone and Internet as tools in the job search.



Getting a Positive Response in Each of the Seven Interview Phases - Session #8 August 2nd

“While we know that the interview is important to both you and the employer, few job seekers have a clear sense of what they need to accomplish in an interview.” Mike Farr, The Very Quick Job Search.

This session will break the interview process into seven phases.

Getting Good Answers to Tough Interview Questions - Session #9 August 9th

“There are hundreds of questions that employers ask. It is more important to learn a technique for answering any question than to memorize the answers to a few questions.” Mike Farr, Getting the Job You Really Want.

This session focuses on that many people fail to successfully answer one or more tough questions. How to prepare.

Getting to Keep the Job You Find - Session #10 (final) August 16th

“You have to do the minimum to keep from getting fired. But if you want pay increases and promotions, you have to do more.” Mike Farr, Getting the Job You Really Want.

This session will focus on how to do well and get ahead in any job you find. Those who plan and have career goals are more likely to be satisfied in the long run.