

# Agenda - Part 1

Icebreaker

Personal Vision Presentation and Discussion

Vision Worksheet

Career Vision and Goals Presentation

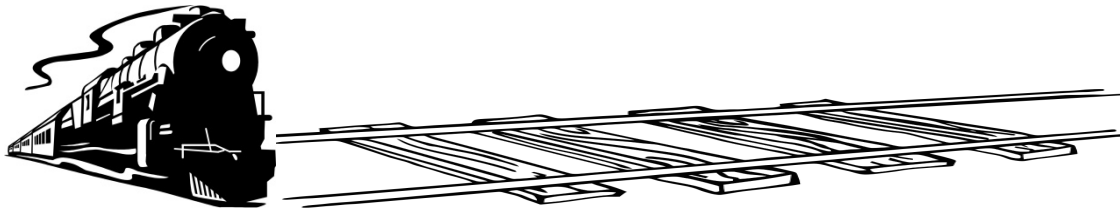
Career Vision and Goals Worksheet

Overcoming Obstacles

Introduce Personal Fact Sheet (Master Application)

Homework: Action Plan & Personal Facts Sheet

# PERSONAL VISION – DREAM FOR THE FUTURE



To know where you are going along your life's path, you must know your **VISA**:

- ▶ **V**alues
- ▶ **I**nterests
- ▶ **S**kills
- ▶ **A**bilities

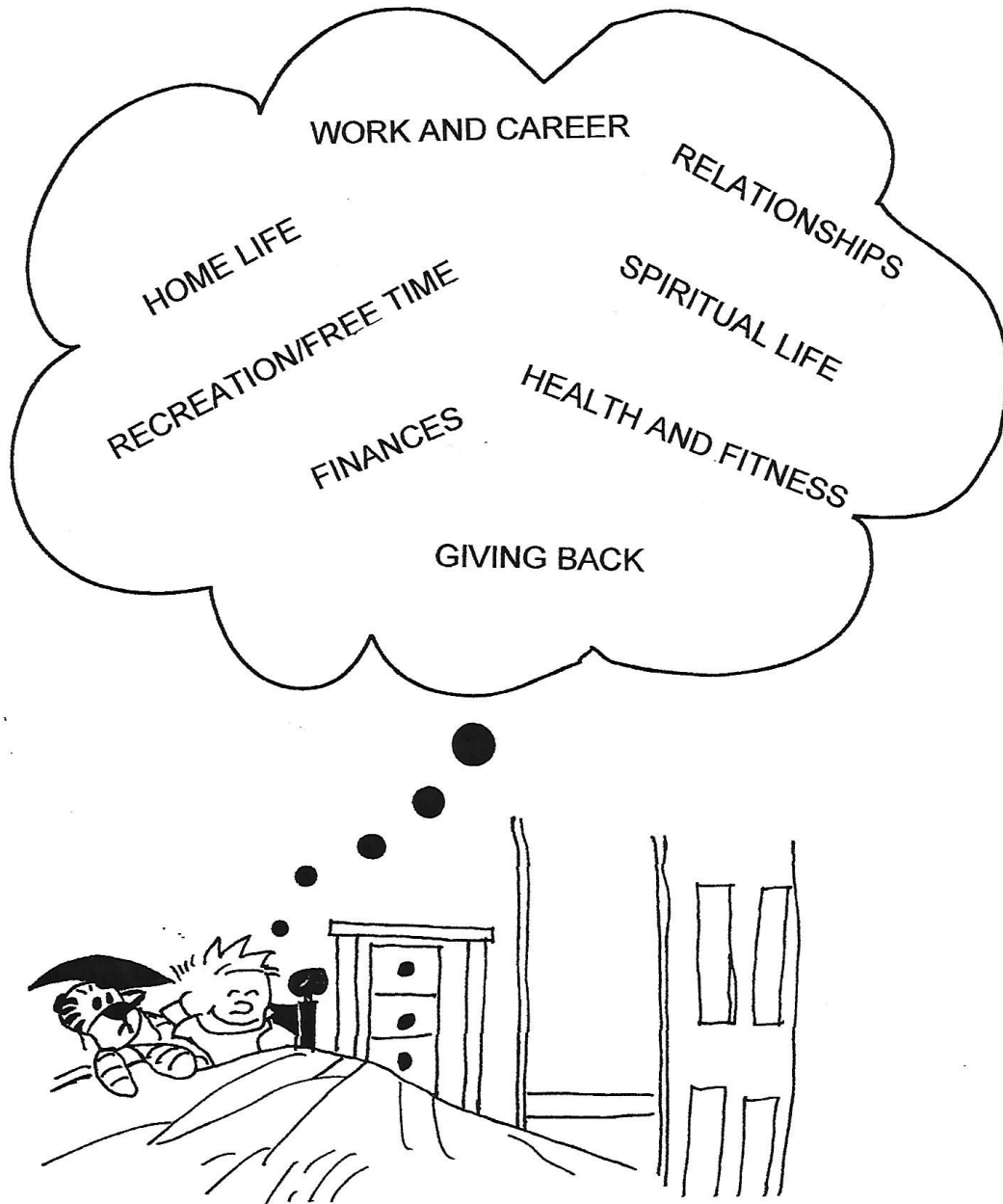
Your **VISA** is your ticket to your **FUTURE**.

Your **FUTURE** can be achieved when you have a clear picture or **VISION** of the future.

Your **PERSONAL VISION**:

- ▶ Paints a picture of what your ideal life would be like
- ▶ Taps into your VISA
- ▶ Makes you feel alive
- ▶ Gives you meaning
- ▶ Motivates you
- ▶ Written as if already completed

# PERSONAL VISION - DREAM FOR THE FUTURE





## VISION EXAMPLES

### Example 1:

I own a home. I spend quality time with my wife, making our marriage solid; going outside playing with my children; being able to run and play with them; visiting my sister in Fresno often; going shopping with her; helping others that need more help than I do; buying supplies that they need. I am physically fit; I can be around a long time for my children. I expanded on my medical career by going to school and becoming an ultrasound tech. I vacation with my family more; I go out more with my wife and a few other couples. My finances are stable; I am not stressed about bills or other things.

### Example 2:

Every day when I come back from my job as a mechanic, I spend 2 hours of quality time with my family. We talk about what we did all day; we eat together; we watch a movie together; we play games and then move on to giving time to ourselves. We respect each other's space and privacy, but make sure that we get time together. We are actively involved in our church and the kids are doing well in school. I am satisfied that I have enough money to pay the bills and to own my own home. I feel purpose and am confident and healthy.

### Example 3:

I am a housewife and also work as a store manager. I balance my family and professional life. My husband and I both help the kids with their homework and sports activities. We have a happy home life and look forward to enjoying our time together as a family on the weekends. We are actively involved in our community and find time to give back to those who need help. We are saving for our retirement and hope to open a small store of our own someday. For now, we are paying our bills and saving for our future.

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# \_\_\_\_\_ 'S VISION/DREAM FOR THE FUTURE

My vision notes are written as if I have reached the vision:

Work and Career:
Relationships:
Home Life:
Finances:
Health/Fitness:
Recreation/Free Time:
Spiritual/Giving Back:

\_\_\_\_\_ 'S VISION/DREAM FOR THE FUTURE





► You have to WANT to make your dream come true!





# GOAL SETTING

## SMART:

- ▶ **S**pecific
- ▶ **M**easurable
- ▶ **A**chievable
- ▶ **R**esults-focused
- ▶ **T**ime-bound

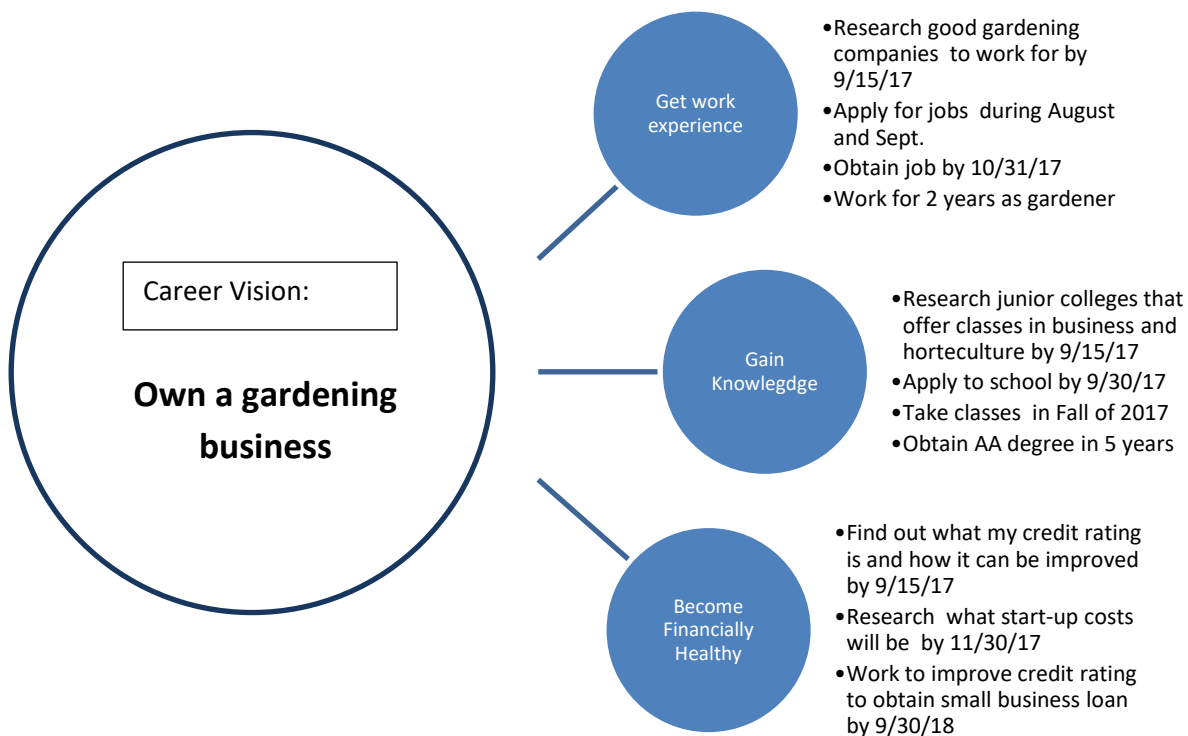


**A dream  
becomes a goal  
when action is  
taken toward  
achieving it...**

# CHARTING YOUR PLAN

- ▶ Goals are the pathway to your Vision
- ▶ Goals become doable when they are broken into bite size pieces
- ▶ Each goal should have steps to achieve that goal
- ▶ Each step must have a due date or timeline

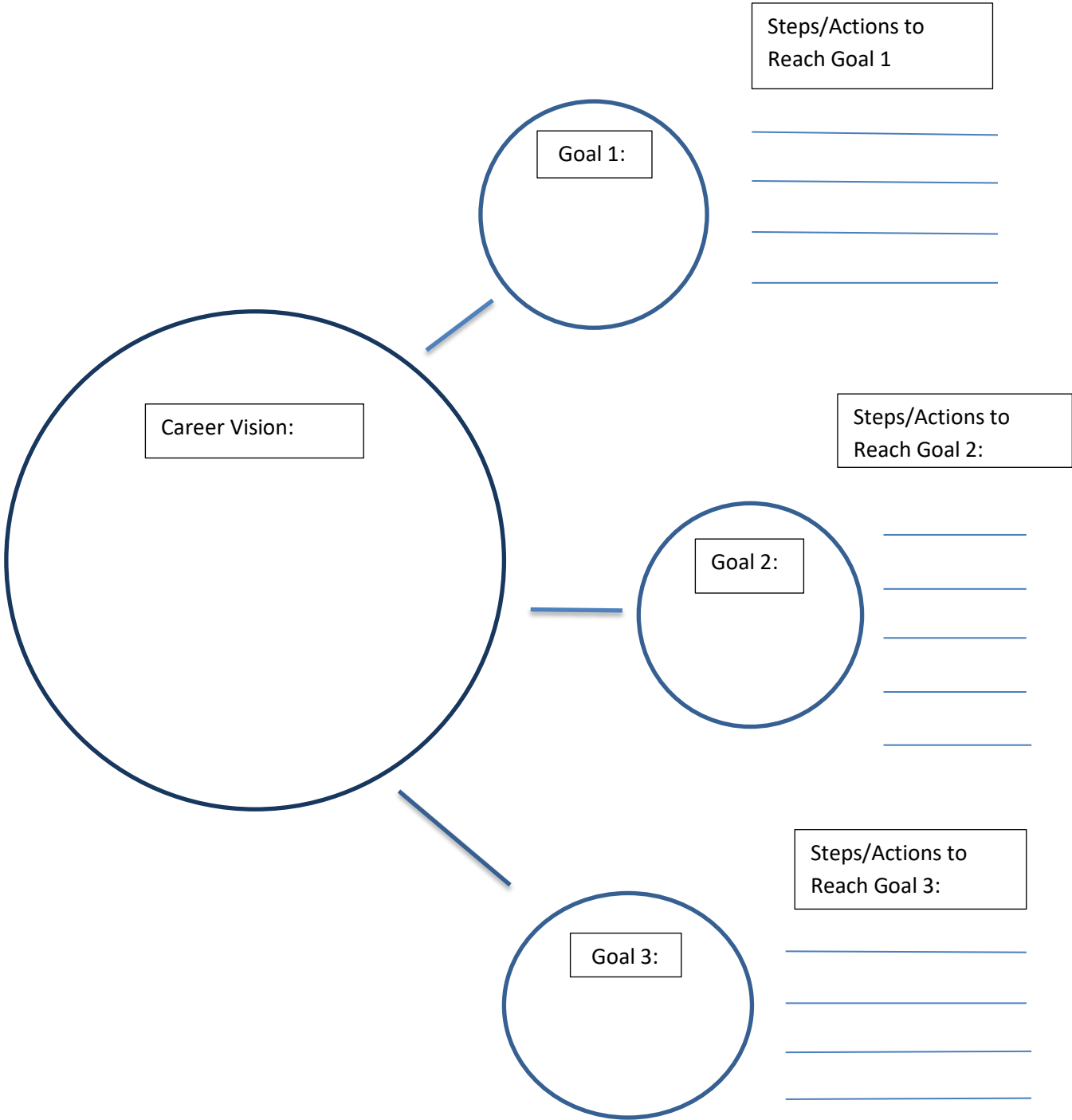
## EXAMPLE: VISION → TO OWN A GARDENING BUSINESS



Little Goals



\_\_\_\_\_ 'S CAREER VISION



# OBSTACLES TO SUCCESS



## Internal

- ▶ Self-imposed: fear of failure, negative feelings, lack of confidence
  - All the '**NOTS**' we tie ourselves into – I'm **not** good enough, I **cannot**, I **will not**, I **do not**, I have **not**
- ▶ Other – Imposed: other's opinion about you
  - All the **NOTS** that others have told you about yourself – "You **can't** do anything right", You're no good
  - Expectations others put on you - who will do this for me if you are not around? Who will take care of the kids?
  - Lack of support

## External

- ▶ Lack of education or skills
- ▶ No transportation
- ▶ Lack of work experience
- ▶ No child care/elder care
- ▶ Conviction
- ▶ Addictions
- ▶ Physical or mental health
- ▶ Language
- ▶ Age, Race or Gender
- ▶ Location
- ▶ Driver License or Identification

# OVERCOMING OBSTACLES



- ▶ Make a list of your obstacles
- ▶ Identify resources and sources of support
- ▶ Pinpoint ways to use your resources
- ▶ Build into your action plan strategies for dealing with your obstacles

## EXERCISE EXAMPLE

**OBSTACLE TO OVERCOME**    **I don't have Child Care for Wednesday afternoons**

POSSIBLE OPTIONS	CONSIDERATIONS
1. Ask my sister	She has children in school, too
2. Request Wednesday off work	Work another day?
3. Request alternate work hours	Could reduce total income
4. Ask a neighbor	May have to pay
5. Find a day care facility	Transportation to care?
6. Explore Coco Kids for resources	Could provide \$ assistance
7. Bring my daughter to work	Not likely acceptable
8. Explore after school programs	Would be good for location
9.	
10.	

ACTIONS I WILL TAKE	PRIORITY	WHEN I WILL COMPLETE
Ask my sister	1 <sup>st</sup> choice	Will ask Kristy tonight
Explore after school programs	2 <sup>nd</sup> choice	Will call Highlands tomorrow
Request Wednesday off work	3 <sup>rd</sup> choice	Trade for Monday – pending

*“No one can make you feel inferior without your consent.” ~ Eleanor Roosevelt*

# EXERCISE FOR CLASS

OBSTACLE TO OVERCOME \_\_\_\_\_

POSSIBLE OPTIONS	CONSIDERATIONS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

ACTIONS I WILL TAKE	PRIORITY	WHEN I WILL COMPLETE
	1 <sup>st</sup> choice	
	2 <sup>nd</sup> choice	
	3 <sup>rd</sup> choice	

# FUTURE

OBSTACLE TO OVERCOME \_\_\_\_\_

POSSIBLE OPTIONS	CONSIDERATIONS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

ACTIONS I WILL TAKE	PRIORITY	WHEN I WILL COMPLETE
	1 <sup>st</sup> choice	
	2 <sup>nd</sup> choice	
	3 <sup>rd</sup> choice	

# JOB PREPARATION WORKSHOP ACTION PLAN

<b>Date</b>	<b>Action(s)</b> Day and time I plan to do this?	<b>Action Completed</b>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Agenda - Part 2

Icebreaker

Review the actions you set to be completed today

Review long term goals and action steps

Job Targeting

Networking

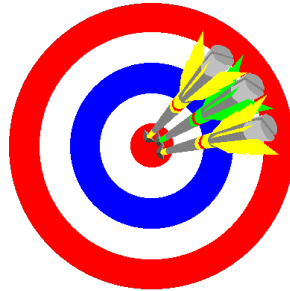
Resumes

Complete Resume Worksheets Using Personal Fact Sheet

Set one goal for the next few days for job search



# JOB TARGETING



**OBJECTIVE:** To identify work opportunities

**Step 1. TYPE OF WORK** - Look at your vision and answer the following:

What type of work do I want to do? \_\_\_\_\_

**Step 2. BUSINESS TYPE / INDUSTRIES** – What are the types of businesses where I can do the work I want to do?

A) \_\_\_\_\_ B) \_\_\_\_\_ C) \_\_\_\_\_

D) \_\_\_\_\_ E) \_\_\_\_\_ F) \_\_\_\_\_

**Step 3. SPECIFIC COMPANIES** – What are the companies to consider within each business type?

A) \_\_\_\_\_ B) \_\_\_\_\_ C) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D) \_\_\_\_\_ E) \_\_\_\_\_ F) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## **NETWORKING**

### **Who is your network?**

- ▶ Your friends, relatives, acquaintances
- ▶ Co-workers – past and present
- ▶ Members of your church and community
- ▶ Professional / Service Organizations

### **Remember:**

- ▶ Job listings get a lot of applicants and jobs aren't always advertised
- ▶ People do business with and help people they like
- ▶ Your network helps you to learn of job opportunities, companies that are hiring, or contacts who might be able to help you

### **Six Degrees of Separation:**

- ▶ Our world is 'shrinking' due to our modern technology
- ▶ Those you network with can help you connect with the right people and jobs

### **Build Your Network:**

- ▶ Make it a habit to connect with people
- ▶ Volunteer at your church and in your community

### **Improve Your Communication Skills:**

- ▶ Learn to listen well, avoid interrupting
- ▶ Show interest with good eye contact and body language

### **Nurture Your Network:**

- ▶ Stay connected, provide help, keep list and notes on your network
- ▶ Ask for advice, update them on your progress, use them for references

# MY NETWORK

## Relatives:

Name	Phone Number	Email Address	Notes

## Friends:

Name	Phone Number	Email Address	Notes

## Coworkers/Former Coworkers:

Name	Phone Number	Email Address	Notes

## Members of My Organizations/Acquaintances:

Name	Phone Number	Email Address	Notes

# CHRONOLOGICAL RESUME SAMPLE

## Joanie Waters

Pittsburg, CA 94565 • (925) 439-5060 • joaniewaters@gmail.com

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### **CAREER OBJECTIVE**

Medical Records Technician with 11 years of experience in healthcare seeking a position in medical administration.

### **WORK SKILLS**

- Strong customer service skills
- Good knowledge of hospital record management
- Organized and efficient
- Detail oriented
- Good at multi-tasking
- Able to handle high volume of work

### **PROFESSIONAL EXPERIENCE**

**Medical Records Clerk II, Name of Business/Hospital, City, CA** Jan. - July 2007

- Provided charting medical records to all floors and created new records
- Answered phones and fax messages
- Completed special projects as assigned

**Radiology Assistant, Name of Business/Hospital, City, CA** Aug. - Sept. 2006

- Performed receptionist duties for Mammography, MRI, Bone Density
- Checked in new patients, received physician's orders, scheduled appointments
- Compiled next day charts and printed out patient requisitions and confirmations

**Medical Information Clerk II, Name of Business/Hospital, City, CA** Oct. 2001 – Sept. 2003

- Managed high volume of incomplete/delinquent charts
- Maintained and updated daily logs
- Ran status reports, terminal digit filing
- Implemented system for completion of signatures of charts
- Composed weekly suspension list
- Followed up on lost charts for completion

**Document Control Clerk, Name of Business/Hospital, City, CA** Feb. 1994 – Nov. 1999

- Transferred medical bills to Microfilm,
- Completed patient data entry
- Compiled data to resolve appeals
- Reduced turnaround time for medical claims process

### **EDUCATION**

**Name of College, School, City, State** Aug. 1992 – Jan. 1993

Nursing Assistant

- Relevant Coursework: Medical Terminology, Team Management/Team Building

### **OFFICE SKILLS**

- Proficient in Microsoft Word, Excel, Chart Fact, AS-400, RIS/PACS System. Able to adapt and learn any new software.

# FUNCTIONAL RESUME SAMPLE

## Joanie Waters

(925) 439-5060 • joaniewaters@gmail.com

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### **CAREER OBJECTIVE**

Medical administration professional with extensive experience in healthcare seeking a position as a Medical Records Technician.

### **WORK SKILLS**

- Strong customer service skills
- Good knowledge of hospital record management
- Organized and efficient
- Detail oriented
- Good at multi-tasking
- Able to handle high volume of work

### **WORK EXPERIENCE**

#### **Medical Records**

- Provided charting medical records to all floors and created new records
- Managed high volume of incomplete/delinquent charts
- Maintained and updated daily logs
- Ran status reports, terminal digit filing
- Answered phones and fax messages
- Completed special projects as assigned

#### **Radiology Reception**

- Performed receptionist duties for Mammography, MRI, Bone Density
- Checked in new patients, received physician's orders, scheduled appointments
- Compiled next day charts and printed out patient requisitions and confirmations

#### **Document Control**

- Transferred medical bills to Microfilm
- Completed patient data entry
- Compiled data to resolve appeals
- Reduced turnaround time for medical claims process

### **EDUCATION**

**Name of College, School, City, State**, Aug. 1992 – Jan. 1993

Nursing Assistant

- Relevant Coursework: Medical Terminology, Team Management/Team Building

### **OFFICE SKILLS**

- Proficient in Microsoft Word, Excel, Chart Fact, AS-400, RIS/PACS System. Able to adapt and learn any new software.

# TEN STEPS TO WRITING A GREAT RESUME



1. Include a JOB OBJECTIVE statement (aka 'target job', 'career objective') up front that introduces you and indicates what job you want
2. Keep your resume to one page and do not include personal information like height, weight, gender, health, hobbies
3. Choose a resume format that fits your situation – chronological, functional or a hybrid of the two
4. Make a list of past jobs you have held, from most recent to least recent (do not go back more than 10 years, unless it is important for the job you want)
5. For each job, list your responsibilities, skills and accomplishments used in that job
6. Use bullets with simple, short action statements that show your experience
7. Arrange your action statements in order of importance under each job (most important to least important)
8. List education and training you've had that are related to your target job
9. If stuck, use other resources to help complete your resume, such as the sample resumes and job descriptions on the internet
10. Proof-read for neatness, good grammar, accuracy and overall appearance

# OBJECTIVE STATEMENTS



## Why Do I Need an Objective Statement?

- ▶ Tells employers what specific job(s) you are interested in
- ▶ Creates interest
- ▶ Gives them an idea of what you bring to the job/company
- ▶ Indicates that you are a fit for the position

## Examples of Objective Statements:

- ▶ Customer service professional with experience in consumer retail seeking employment with ABC Corporation to improve the customer satisfaction and increase retention.
- ▶ Accomplished human resources professional seeking customer-focused position that works directly with clients and ensures a positive experience.
- ▶ Software developer with experience writing JavaScript and the technology industry seeking employment with a fast-growing startup.
- ▶ Organized administrative professional with years of experience in the automotive industry seeking to use my team management skills as an office manager in your car dealership.
- ▶ As an experienced bartender who builds relationships with clientele in high volume bars in college neighborhoods, I'm excited to use that experience to sell specialty cocktails.

# ACCOMPLISHMENT STATEMENTS

## Questions to Jog Your Memory About Your Accomplishments



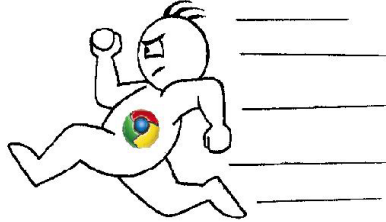
- ▶ What challenges did you face?
- ▶ What did you do to demonstrate your ability to work with people?
- ▶ What did you do to use your skills and abilities?
- ▶ What problems have you solved?
- ▶ What changes did you make?
- ▶ What money did you save?

## Sample Accomplishment Statements

- ▶ Performed secretarial duties for two departments
- ▶ Received numerous letters and awards for outstanding customer service
- ▶ Chosen to participate on a team that smoothly transitioned store to another location
- ▶ Trained over 10 store clerks on how to use the cash register
- ▶ Reorganized store merchandise to attract customers and sell products
- ▶ Raised \$12,000 during our bi-annual company fundraiser
- ▶ Maintained a 96% satisfaction rating over a 24-month period as a customer service representative
- ▶ Received two promotions during my first three years at the company
- ▶ Eliminated \$2,500 in unnecessary expenses when revising the office supply budget
- ▶ Processed over 20 orders per hour
- ▶ Detected and repaired technological issues, keeping documentation of fixes to reduce downtime
- ▶ Educated pet owners on at-home grooming methods and reliable products to apply to prevent fleas, ticks and rashes on their animals while increasing sales
- ▶ Deepened relationships with lasting customers, leading to higher average spend per customer
- ▶ Absorbed the duties of two other coordinators and implemented efficient work processes to complete all tasks in record time
- ▶ Replaced manufacturing materials with more sustainable alternatives to help the organization reduce disposal cost



# ACTION VERBS



Action verbs tell a prospective employer what you have done. They imply energy, motivation, purpose and end results. Use action verbs to describe your duties and accomplishments.

accomplished	contributed	informed	recorded
Achieved	coordinated	inspected	reduced
Acted	counseled	installed	remodeled
Adapted	created	instructed	repaired
Addressed	demonstrated	interviewed	restored
Administered	designed	introduced	retrieved
Advised	directed	invented	saved
Analyzed	dispatched	led	scheduled
Arranged	drafted	maintained	set
Assembled	edited	managed	streamlined
Attained	eliminated	marketed	strengthened
Audited	engineered	mediated	supervised
Balanced	established	negotiated	surveyed
Budgeted	evaluated	operated	taught
Built	expedited	organized	tested
Catalogued	explained	overhauled	trained
Contracted	fabricated	oversaw	translated
Constructed	facilitated	performed	upgraded
Coached	generated	processed	worked
Compiled	guided	produced	wrote
Completed	identified	programmed	
Composed	improved	purchased	
Conducted	increased	recommended	

# RESUME PREPARATION WORKSHEET

## OBJECTIVES & PRIOR JOB ACCOMPLISHMENTS

### Objective Statements

Objective Statement (1):

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Objective Statement (2):

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### Accomplishment Statements

Above "PAR" (Problem -> Action -> Result)

Job (1): \_\_\_\_\_

Accomplishment

(a) \_\_\_\_\_

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Accomplishment

(b) \_\_\_\_\_

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Accomplishment

(c) \_\_\_\_\_

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Job (2): \_\_\_\_\_

Accomplishment

(a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishment

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishment

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job (3): \_\_\_\_\_

Accomplishment

(a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishment

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishment

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job (4): \_\_\_\_\_

Accomplishment

(a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishment

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishment

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summary**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPLICATIONS

A completed Personal Fact Sheet will give you all the information you need to fill out a job application. Here are some instructions for filling out the Personal Fact Sheet and any other application forms:

## DOS:

- Use black or blue ink pen (erasable pens are helpful)
- Read the entire form before filling anything in
- Be honest
- Print clearly and neatly
- State specific jobs you are interested in
- Always list address/email to reach you
- Include area code with phone number
- List certifications, licenses and registrations
- Convictions – answer truthfully, add “will discuss at interview”
- When asked why you left a job, use positive phrases like: “to take a job with more responsibility”, “moved”, “seasonal”, “business closed”, “job or contract ended”, “laid-off”, “temporary work”, “returned to school”, or “career change”
- ALWAYS check for completeness

## DON'TS:

- Don't leave any blanks
- Don't put wrong phone number, address/email
- Don't list “anything” or “open for job choices”
- Don't be messy
- Avoid negative words like “fired”, “quit”, “absenteeism”, “tardiness” when explaining why you left a job.