

Program Rotation Cycle

last updated 28-April-2009 by Gordon Nuttall

Rotation topics	Frequency
Presenting the best you	Monthly
Organizing your search	Quarterly
Researching Employers	Semi-Annual
Networking	Quarterly
Cover letters	Quarterly
Resumes	Quarterly
Phone Skills	Quarterly
Interviewing (panels, phone, group, behavioral)	Quarterly
2-way conversations (aka: Informational interviews)	Quarterly
Negotiating	Quarterly
LinkedIn	Quarterly
floater. ie Entrepreneurship,	Quarterly

Three core subject areas:

1) Your Tool Kit:

- cover letters, resumes, business card, LinkedIn profile, elevator speech, updated Rolodex or black book
- juggling multiple apps on the street .. or multiple offers
- rescind a job offer that doesn't fit
- submitting resumes over the Internet
- following up

2) Presenting the best you:

- learning style, values, communication style, aptitude, capabilities, attitude as it relates to actionable skills
- confidence
- walk-in resume submittal and informational interviews

3) Market Research:

- informational interviews, networking, job boards, recruiters, Googling like a master,
- Help Wanted ads (why/ whynot)
- your marketing plan and determining your target companies
- finding the inside track

Avoids

- financial and investment advice (Personal or business)
- medical / mental / health / stress management advice unless a part of “Presenting the Best You”
- insurance advice
- personal development counseling, life coaching, spiritual/religious guidance
- selling of services or products
- duplication of services offered by complementary organizations. Workforce center, etc.
- competitiveness between presenters (feedback from weekly ratings kept private)