

Skills

The Foundation for Your Job Search



**THIS IS THE MAY UPDATE FROM THE
LEADERSHIP TEAM ON THE THREE
STRATEGIC INITIATIVES FOR
LONGSPEAK NET**

**OUTREACH
SKILLS
ALUMNI**

Purpose of Programs Team



The Program Committee is responsible for the weekly meetings

We organize the emcee, facilities, and keynote speakers that are educational, relevant, diverse, energizing, and aligned with the high-level purpose.

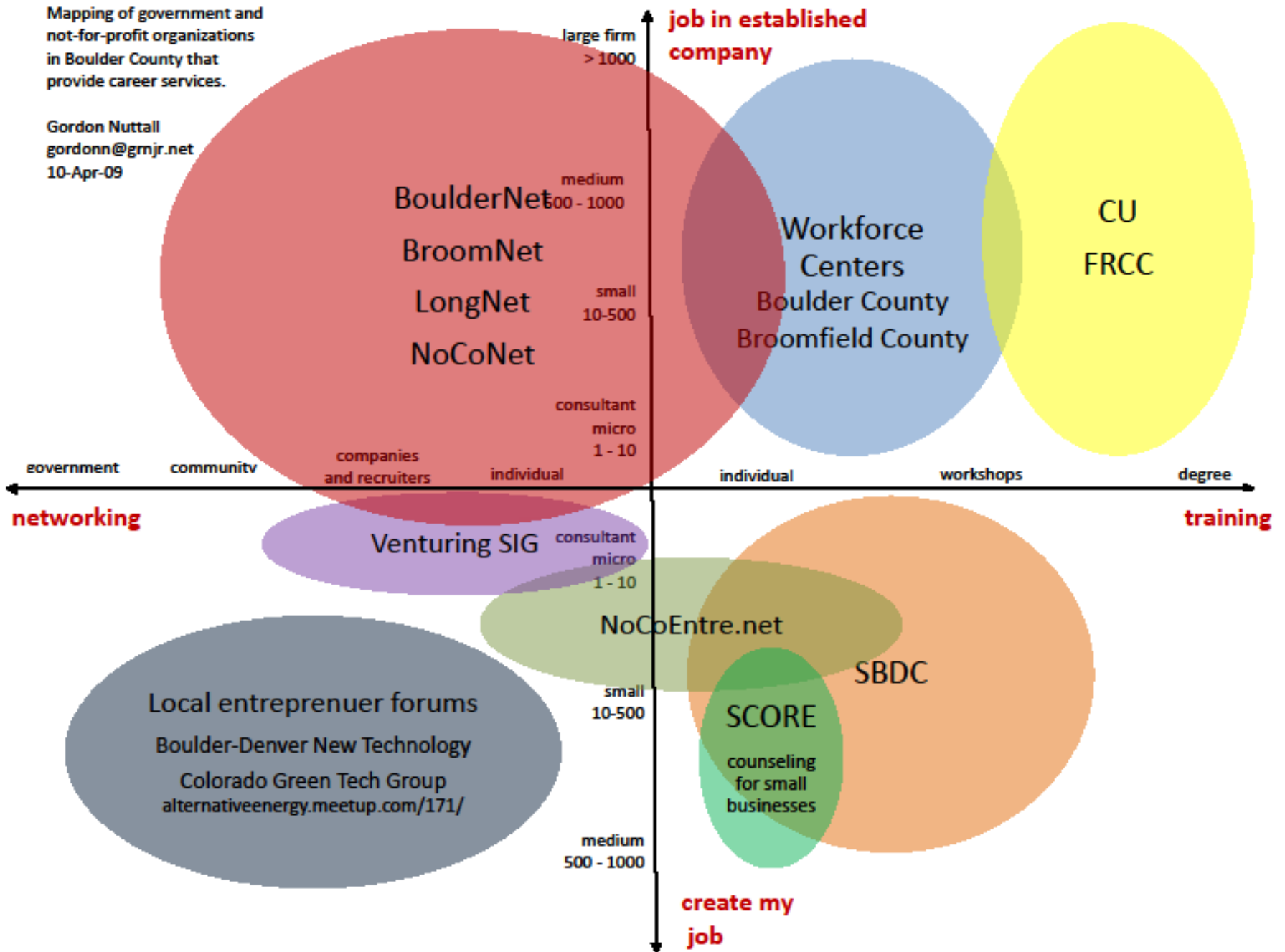
We conduct the new member orientation

We collaborate with agencies that offer services in workforce training and career development.



Mapping of government and not-for-profit organizations in Boulder County that provide career services.

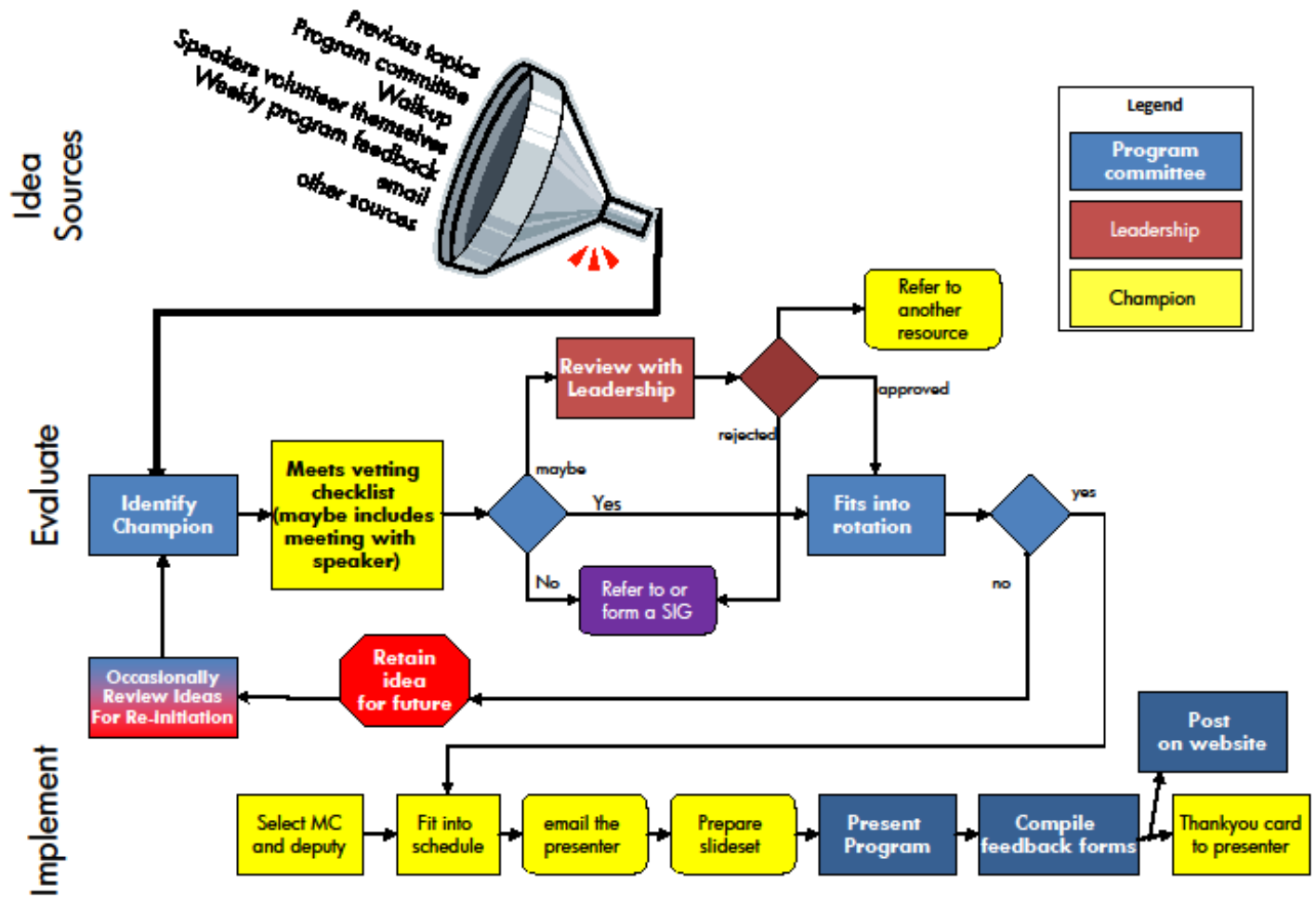
Gordon Nuttall
gordonn@gmjr.net
10-Apr-09



Funnel Process



7 FEB 2009



WORKING MOTIVATION
SKILLS

Objectives



Overall: Increase the “member turn rate”

- Offer programs and workshops that develop effective job seeking **skills**
- Foster effective **networking**
 - Provide methods to share current job leads
 - Provide face-to-face opportunities with recruiters and employers
- Create supportive and **motivational** environment



Vetting criteria #1



- Aligned with Purpose
 - Fostering development of relationships that will lead to effective career networking.
 - Providing a mechanism for people to share current job leads.
 - Offering weekly presentations and workshops on career development and job-search skills.
 - Offering career-development resources (private websites, yahoo groups and LinkedIN group).
 - Providing an motivationally uplifting environment.



Vetting criteria #2



- Not an “Avoid”
 - financial, insurance and investment advice (Personal or business)
 - medical / mental / health / stress management advice unless a part of “Presenting the Best You”
 - personal development counseling, life coaching, spiritual/religious guidance
 - selling of services or products



Vetting Criteria #3



- Relevant
 - educational, actionable, skills-based
 - reflects current demographics and diversity from members survey and their stage of career development
 - highly rated topic that weekly feedback forms say should get repeated



Vetting Criteria #4



- Invigorating, energizing, stimulating
 - pull members through the “doldrums”
 - supportive personal connections
 - a good start on the week



Vetting Criteria #5



- Does not conflict with complementary organizations
 - Workforce Centers
 - NoCoEntreNet, Collectivenet, etc.
 - outplacement services (LHH, Liz Ryan, etc.)



Core subject area #1

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



Core subject area #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



Core Subject area #3

Your Marketing Plan and Company Research Plan

- 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



12 week rotation cycle



Rotation topics

Presenting the best you
Organizing your search
Researching Employers
Networking
Cover letters
Resumes
Phone Skills
Interviewing
Informational interviews
Negotiating
LinkedIn
floater. ie Entrepreneurship,

Frequency

Monthly
Quarterly
Semi-Annual
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly



Member Roles



- Champion
- MC
- Deputies
- A/V tech support
- Feedback forms
- Print station



Membership



- We can always use new members
- Lots of networking opportunities to external companies
- Meet new people
- Learn some new skills
 - Public speaking
 - Negotiating topics
 - A/V
- Well structured
- Wednesday 4:00 meetings at Perkins

