



Organizational Development Services

Outplacement Services

Continuum is here to support you and your valuable employees even when difficult decisions have to be made. Our outplacement seminar focuses on skills a job-seeker needs to be successful in a highly competitive job market.

Taking Control of Your Career Search: An Empowerment Seminar for Job-Seekers

Often, landing a new career position means going beyond answering want ads. A successful applicant must be able to develop strategies to get their skills and abilities seen by decision makers. A successful applicant must stand out from the crowd.

This seminar can be presented in either a half-day or full-day format. The full-day presentation allows more time for role playing, discussion and resume/cover letter editing.

Seminar Outline

Preparing the campaign

Objective: Determine an objective and target companies.

Resume: Deciding which type of resume suits you. Looking beyond “what *I have done*” to “*what I can do.*”

Cover Letters: Writing cover letters that make employers want to read your resume.

Time Management: Setting a realistic schedule (making progress without “burning out”).

Conducting the campaign.

Who Do You Know: Identify and add to your existing network.

Networking: Making network contacts that get results.

A Foot in the Door: How to get past gate keepers and speak to decision makers.

Interviewing: How to make a positive first and lasting impression.

Follow-up: Making sure prospective employers remember you.

Participants in this workshop will leave with a career search plan and strategies to set themselves apart from the hundreds of resumes organizations process daily.



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