

## Two Day Re-Employment Workshop

A comprehensive 2-day workshop that provides the “must-have” tools and techniques needed to conduct an effective job search. Highly interactive, allowing time for questions, individual exercises, and role-plays.

### Face-to-Face Workshop

#### Understanding Your Strengths and Defining Your Career Objectives

- Reviewing your accomplishments
- Ability analysis and defining your key strengths
- Selecting a career direction and developing objectives
- Planning a 30-second commercial

#### Developing Your Résumé

- Purpose and key elements of a résumé
- Selecting a format
- References

#### Resume Formatting

#### Research Your Market

- Understanding the job market
- Researching target companies and industries
- Understanding advertisements and job postings
- Search firms and employment agencies
- Preparing for job fairs

#### The Power of Networking

- Building a contact network
- Preparing for information/referral meetings

#### Interviewing and Negotiate to Close

- Interview types and formats
- Responding to behavior-based questions
- Interviewing strategies and questions
- Questions you should ask

#### Comprehensive Manual - Market Your Talent Workbook

### After the Program

#### Right Web Essentials

- One month access
- Right Talent™
- Articles
- Right Job Opportunities (RJO)
- Career Links
- Research Databases



Contact us to get started  
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