

# Career Transitions Unlimited

## Seminars and Workshops (Partial Listing)

Revised: March 1, 2004

Career Transitions Unlimited is proud to offer the following most popular seminars and workshops for those making career transitions. The offerings below are for open enrollment sessions. Call for customized sessions with flexibility in content, design, and delivery.

1. **Getting Ready to Launch a Job Search:** This is a cutting-edge, comprehensive 2-1/2-day workshop (Two consecutive days followed by the final half day one week later). This is the most popular workshop for those starting out to make a search in this job-parched market. It is recommended for those just out of work (past three months) and looking to get back into the right job without resorting to trial and error in this tough market and losing valuable time. This workshop is also recommended for those employed and are looking for a change, including a career change. The content is based on Dilip Saraf's book (workshop handout): *The 7 Keys to a Dream Job: A Complete Career Nirvana Playbook!* Witness the content of this inspiring book come alive right in front of your eyes!
2. **Jump-starting Your Campaign:** Those who are out of work and looking for over six months face challenges that become overwhelming. A languishing job-search campaign can create a vicious cycle of rejection and listless efforts. This workshop is designed to jumpstart the job search activity with new vigor, ideas, and energy. In one day you will go away energized with ideas fully ready to move forward with exciting possibilities of what now lies ahead. A free résumé review and marketing plan analysis are offered within one week of the workshop.
3. **Résumé Clinic:** This half-day session is for those who are struggling with their résumés. If you are frequently soliciting feedback then you're struggling with your résumé! The résumé design is based on the killer CTU Template. The facilitator will help participants complete their résumés in the class. The session also includes one free hour of telephone critique and consultation with individual résumés as a follow up within one week of the class.
4. **Killer Interviews:** Once you get the call for an interview, real work begins. Nearly 90% of what happens in the process is unknown, unmanaged, or left to "luck"! It is not just preparation (content), which can help with the responses in a tough interview, but also it is more the undefined that must be conquered! Learn the body language techniques, how to take control of the interview, and how to create an unambiguous message "must-hire-me; I am It!" Learn the three critical factors that create the winning interview. This half-day seminar covers many aspects of the process leading to an interview, the interview itself, and how to ace the offer after the interview. Includes a 15-minute telephone consultation.
5. **Win-Win Negotiating:** Now that you have aced an interview, you are going to get an offer. How to finesse an offer and then negotiate it the way you want to be compensated, despite what the job offers. Learn how to protect your value through skilled negotiating by attending this two-hour seminar.
6. **The Job-Trends Edge:** This half-day session is filled with current trends that reflect how 40 job families are shaping up in their emergent competencies. Knowing these trends

allows jobseekers to position themselves in a highly differentiated way and blow away the competition. Includes one free hour of telephone consultation to punch up the résumé.

Many dynamite topics are available. If you can gather a group with a specific need, just call for more information.