

Organizing Your Job Search

Course Description

The Q₄ SYSTEMS *Organizing Your Job Search* workshop is designed to help participants successfully manage the oftentimes unfamiliar processes and activities associated with the search process. Unlike workshops that focus on the interviewing and resume writing aspects of career change, this workshop focuses on the process of organizing the search process and developing the systems and structures necessary to maintain an effective job search. In addition, participants will learn how to set up the necessary "home office" facilities to manage the process of the job search.

Course Objectives

In this training program, participants will:

- ◆ Identify the skills necessary to effectively manage the job search process
- ◆ Build a system of organizing the details and information necessary for a successful job search
- ◆ Develop a process to allow accurate and simple tracking of communications, information, interviews and phone calls
- ◆ Learn to manage and organize the prospecting and research aspects of the job search activity
- ◆ Learn to implement and manage a daily planning process to focus on high payoff tasks
- ◆ Implement a system of managing and setting up a home office situation that allows for maximum productivity
- ◆ Focus on how to "win" daily in an unfamiliar set of circumstances



This workshop is designed for participants currently in the job search mode or anticipating being in the job search mode in the near future. It is available in both a four-hour and six hour format. Participants will receive the Q₄ Personal Organizer as part of the workshop.