



YOUR CATALYST TO
SUCCESS



RETURNING TO WORK WITH CONFIDENCE

4 steps to accelerate your level of success in the job market

empower  inspire  motivate  support

Whether you are returning to work after a career break, entering the workforce for the very first time, or have been searching for employment without much success it can certainly be a daunting experience. Unfortunately anxiety, low self-esteem and a lack of confidence are all barriers that can affect your ability to prepare and present yourself in the best possible way to an employer.

Enhance your confidence and self-esteem by participating in our fun, hands-on and supportive workshop (facilitated by Annemarie Cross, multi award-winning Resume Writer/Career Coach and Author of 10 key steps to Ace that Interview) which covers all aspects of career planning and the job search to make your transition back into the workforce, as seamless as possible.

Discover your values, unique skills and talents and how to best present yourself to a potential employer; learn how to identify and understand personal barriers; find out the best methods of job searching including how to tap into the hidden job market; discover how to prepare a powerful resume; while learn influential interviewing techniques and powerful goal setting and action planning, and much more.

Program Benefits:

- Improved self-esteem, confidence and optimism
- Greater awareness and understanding of yourself and various work options
- Develop a powerful resume
- Learn influential interviewing techniques
- Enhance your ability to seek and obtain employment independently
- Discover how to set and achieve powerful goals

Strengthen your Career Focus & Self Awareness

Discover your skills, interests and motivated career values
MBTI® & Strong Interest Inventory® Career Report
Career & Life Blueprint Creation
Life, Employability & Transferable Skills

Resume Development

From mediocre to magnificent: 6 powerful resume writing strategies
Attention-worthy Cover Letters

Interviewing Techniques

Connecting and building rapport with the interviewer
How to approach difficult questions
Behavioural Interviewing vs Traditional Interviewing
Copy of 10 key steps to Ace that Interview

Job Search Campaign

Tapping into the hidden job market
Leveraging your 'Circle of Influence'
Developing a well-rounded job search campaign

Maintaining your Motivation

Identifying & Overcoming Barriers
Maintaining your Motivation in the face of knock-backs
Powerful Goal Setting & Action Planning to maintain fulfilling employment



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Your Catalyst to Success!

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PROGRAM OVERVIEW

The Returning to Work with Confidence course is a 4-day program (conducted over a period of 5 weeks) and is founded on the empowering and life-changing 4-step process of the Purposeful Careers Model, being DREAM; CLARIFY; BELIEVE; ACHIEVE™.

Within this 4-step process we ask each of the participant's five pertinent and thought-provoking questions combined with fun activities and inspiring information, which allows them to move through the journey of self discovery, transformation and eventual success, in securing re-entry back into the work force.

The questions are namely:

1. Who am I?
2. Where have I come from?
3. Where am I now?
4. Where am I going?
5. How do I get there?

The program also provides participants with ongoing information, support and networking opportunities with fellow students through a unique and dedicated online training environment, titled: Return to Work Success Circle. The Return to Work Success Circle will be accessible to all of the current and past participants through use of a special username and password.

The Return to Work Success Circle will include information such as (though not limited to):

- Forums; to ask questions and share success stories such as:
 - ✓ Introduce Yourself
 - ✓ Interviewing Success
 - ✓ Powerful Resumes
 - ✓ Savvy Job Searching
 - ✓ Share your Success Stories
- Job Search, Resume Writing & Interviewing related Articles
- Job Search Tools & Resources

This program includes vital information surrounding all aspects of self-awareness building and career exploration coupled with understanding of all stages of an effective job search so that participants can accelerate their transition back into the workplace with renewed hope and confidence.

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