



The 5 Minute Countdown Series offers fifty-two 5-minute online “crash courses” that support every phase of your career journey and increase the chances of getting a job while speeding up the job search process.

1. Finding Your Niche

- 5 Minutes Before You Need to Expand Your Skills
- 5 Minutes Before You Need to Set Goals
- Assessing Your Talent
- Be Yourself, a True Original
- Best Leader in You
- Creating A Back Up Plan
- Credit, What is it?
- Develop Your Career Vision
- Do Your Homework and Exceed Expectations
- Entrepreneurship: The First Step
- Finding Your Confidence
- I Need Passion in My Life
- Set Your GPS for Success

2. Interviewing

- 5 Minutes Before a Difficult Question
- 5 Minutes Before a Digital or Webcam Interview
- 5 Minutes Before a Panel Interview
- 5 Minutes Before a Phone Interview
- 5 Minutes Before a Public Introduction
- 5 Minutes Before an Important Introduction
- 5 Minutes Before an Important Moment
- 5 Minutes Before an Interview
- 5 Minutes Before You Hand Over Your Portfolio
- 5 Minutes Before You Have to Look the Part
- 5 Minutes Before You Offer your Resume
- 5 Minutes Before You Present in an Interview
- 5 Minutes Before You Self Assess for an Interview
- 5 Minutes Before You Tackle the Scenario Interview
- Answer Questions with Class
- Attend an Event with Food and Drink
- Close the Interview Online Module
- Show Your Skills with Examples Online Module

3. Job Search

- 411 on Labor Market Information and Your Job Search
- 5 Minutes Before a Job Fair
- 5 Minutes Before a Networking Event
- 5 Minutes Before You Launch a Professional Online Networking Account
- 5 Minutes Before You Need to Remember Names
- Character DOES Count
- E-Portfolios, No Problem
- Finding a Job on Facebook and Twitter
- Finding a Job Using LinkedIn
- Job Hunting Strategies
- Master the Art of Chit Chat
- Product Knowledge
- Sales
- Tailoring Your Resume
- Upsell Your Job Search
- Upselling 101
- Why Network?
- Your Job Search, Your Life!

4. Landing the Job

- Sign Here, You're Hired!
- Winning with a Win-Win Attitude