



## 5 Minute Power Courses



## Job Seeker

The Job Seeker Series offers four categories with eighty-seven 5-Minute online “Power Courses” that support every phase of your career journey and increase the chances of getting a job while speeding up the job search process. Not sure where to begin? Go to “*Start Here*” to discover five courses that will get your started on the right path. After you complete these five courses select the ones in the order that best fits your needs.

### **Start Here** *(5 courses to get you on the right path)*

- Assessing Your Talent
- Job Hunting Strategies
- 5 Minutes Before You Interview
- 5 Minutes Before You Look The Part
- Sign Here, You're Hired

### **Finding Your Niche**

- 5 Minutes Before You Need To Set Goals
- 5 Minutes Before You Self Assess For An Interview
- Assessing Your Talent
- Awakening Your Enthusiasm
- Character Does Count
- Creating A Back-Up Plan
- Develop Your Career Vision
- Embracing Change
- Entrepreneurship: The First Step
- Finding Your Confidence
- I Need Passion In My Life
- It's All The The Tone
- It's Who You Know
- Less Is More
- Make Limitless Ideas Possible
- Making “S.m.a.r.t.” Goals
- Pivot To The Positive
- Plan Your Personal Mission
- Set Your Gps For Success
- Showing Your Best Character
- Taking Risks
- Turn To Your Internal Filter

### **Building Your Skills**

- 5 Minute Before You Need To Expand Your Skills
- 5 Minutes Before You Need To Master The Art Of Chit Chat
- Become More Reliable
- Becoming A Better Listener
- Best Leader In You
- Credit, What Is It?
- Do Your Homework And Exceed Expectations
- Identifying Training Needs To Avoid The Skills Gap
- Product Knowledge
- Tactfulness
- Understanding Unwritten Rules
- Upselling 101
- Winning With A Win-Win Attitude
- Written Communication That Really Delivers

### **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 Attend An Event With Food And Drink
- 5 Minutes Before You Have To Look The Part

- 5 Minutes Before You Offer Your Resume
- Answer Questions With Class
- Finding A Job On Facebook And Twitter
- Finding A Job Using LinkedIn
- Get Judged By This Cover
- Job Hunting Strategies
- Lift The Anchor-Set A New Course
- Maintaining Motivation
- Market Yourself
- Move Forward Or Get Out Of The Way
- See It - Create It!
- Tailoring Your Resume
- Time Burglar Defense Tactics
- Uncertainty Is Reality
- Upsell Your Job Search
- When Facing A Roadblock, Take A Different Road
- Why Network?
- Your Job Search, Your Life!

### **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 Moment
- 5 Minutes Before An Interview
- 5 Minutes Before You Close An Interview
- 5 Minutes Before You Hand Over Your Portfolio
- 5 Minutes Before You Need To Remember Names
- 5 Minutes Before You Present In An Interview
- 5 Minutes Before You Tackle The Scenario Interview
- 5 Minutes Before An Important Introduction
- Be Yourself, A True Original!
- Be Your Own Keynote Speaker
- Being Persistent While Respecting Boundaries
- Close Your Interview
- Effortless Conversation Know-How!
- E-Portfolios, No Problem
- Intention Directed Communication
- Interview Phone Etiquette Basics
- Read Between The Line To Empower Yourself
- Responsibility And Accountability

### **Landing The Job**

- Art Of Negotiation
- Let's Negotiate
- Seizing The Constructive Out Of Criticism
- Show Your Skills
- Sign Here, You're Hired!