

Program Outline: InPower Career Transition

Build the career your authentic self will thrive in.

Whether you want a new job or career track—or you have no choice—you deserve to be on a career trajectory that is aligned with who you are and why you're working so hard. Your aspirations can be grand, or humble, strategic or tactical, long-term or short-term, and this right to authenticity in your work and life is still yours. In the *InPower Coaching Career Transition Libraries* you will find tools to guide you from the beginning of your opportunity search all the way to accepting the offer that will take you the next step in your journey. Many of these tools will provide you life-long career development skills as well.

This program is designed so that you will get the maximum benefit by going through it sequentially, but don't be afraid to jump around if opportunities come at you in a different order. *Check off each activity as you complete it below.*

Career Planning/Stress Management (Libraries 1-3)

— Library 1: Personal Resilience/Stress Management

- **Module 1:** Mindfulness (1 lesson, 1 resources page)
- **Module 2:** Emotional Detriggering (4 lessons, 1 reading)
- **Module 3:** Focus Your Intention (3 lessons, 1 reading)

— Library 2: Career Planning/Vision

- **Module 1:** Career & Life Intentions (2 lessons)
- **Module 2:** Personal Vision (3 lessons)

— Library 3: Online Career Opportunity Research/Networking

- **Module 1:** Job Opportunity Research (2 lessons)
- **Module 2:** Personal Networking Plan (3 lessons)

Create Your LinkedIn & Resume (Library 4)

— Library 4: Social Media, Resume/Cover Letter Preparation

- **Module 1:** Online Profile (2 lessons)
- **Module 2:** Resume & Cover Letter (2 lessons)

Interview/Office Negotiations (Library 5)

— Library 5: Interviewing/Negotiating Skills

- **Module 1:** Interview Preparation & Practice (2 lessons)
- **Module 2:** Offer Negotiations (2 lessons)

How to stay focused

Looking for a job IS a job!

1. Create a Plan

Look over the materials and decide how you will go through them.

2. Make a Journal

Get a notebook or journal to use in conjunction with the worksheets and reflection exercises. We recommend the ARC system available from Staples or the CIRCA system from Levenger, which provide flexibility in assembling your notebooks.

3. Get Organized Online

Use online tools and apps to organize links, contacts and documents. We like *Trello*, *Evernote* and *LinkedIn* (for contact management.)

2. Use the Discussion Boards

Each page online (where you download the worksheets and watch the videos) has a discussion section where you can ask a coach questions, share your experiences and support others. Please use this tool to get support—and give it. We're all on this journey together!

Detailed Syllabus: Career Transition

Libraries 1-3: Career Planning/Stress Management

__ Welcome

- Program Overview/Site Tour
- Participation Agreement
- Program Syllabus and Support

__ LIBRARY 1: Personal Resilience & Stress Management

_ Module 1: Mindfulness

- Syllabus
- Lesson 1: Mindfulness for stress management
- Resources: Mindfulness Practices

_ Module 2: Emotional Detriggering

- Syllabus
- Reading
- Lesson 1: Identify your career transition emotional triggers
- Lesson 2: Detrigger before experiencing an event that might trigger you
- Lesson 3: Detrigger after the event
- Lesson 4: Detrigger other feelings that may impact your opportunity search

_ Module 3: Focus Your Intention

- Syllabus
- Reading
- Lesson 1: Practice setting an intention
- Lesson 2: Set a daily intention for productivity and focus
- Lesson 3: Set your career transition intention

__ LIBRARY 2: Career Planning & Vision

_ Module 1: Career & Life Intentions

- Syllabus
- Lesson 1: Take a personal assessment inventory
- Lesson 2: Set your career and life intentions

_ Module 2: Personal Vision

- Syllabus
- Lesson 1: Go on a date with the Vision Genie
- Lesson 2: Explore your personal values

- Lesson 3: Develop your personal vision and values statement

__ LIBRARY 3: Online Career Opportunity Research & Networking

_ Module 1: Job Opportunity Research

- Syllabus
- Lesson 1: Develop an opportunity research plan
- Lesson 2: Create your “Perfect Job” Description

_ Module 2: Personal Networking Plan (3 lessons)

- Syllabus
- Reading & Resources
- Lesson 1: Developing your network
- Lesson 2: Create a list of target contacts
- Lesson 3: Create a networking task and activities plan

LIBRARY 4: Social Media, Resume & Cover Letter Preparation

_ Module 1: Online Profile

- Syllabus
- Lesson 1: Create your online profile (MSWord template)
- Lesson 2: Harmonize your social media presence

_ Module 2: Resume & Cover Letter

- Syllabus
- Lesson 1: Pull together the information for your resume (MSWord template)
- Lesson 2: Write your resume
- Lesson 3: Tailor your resume and cover letter for each job application

LIBRARY 5: Interviewing & Negotiating Skills

_ Module 1: Interview Preparation & Practice

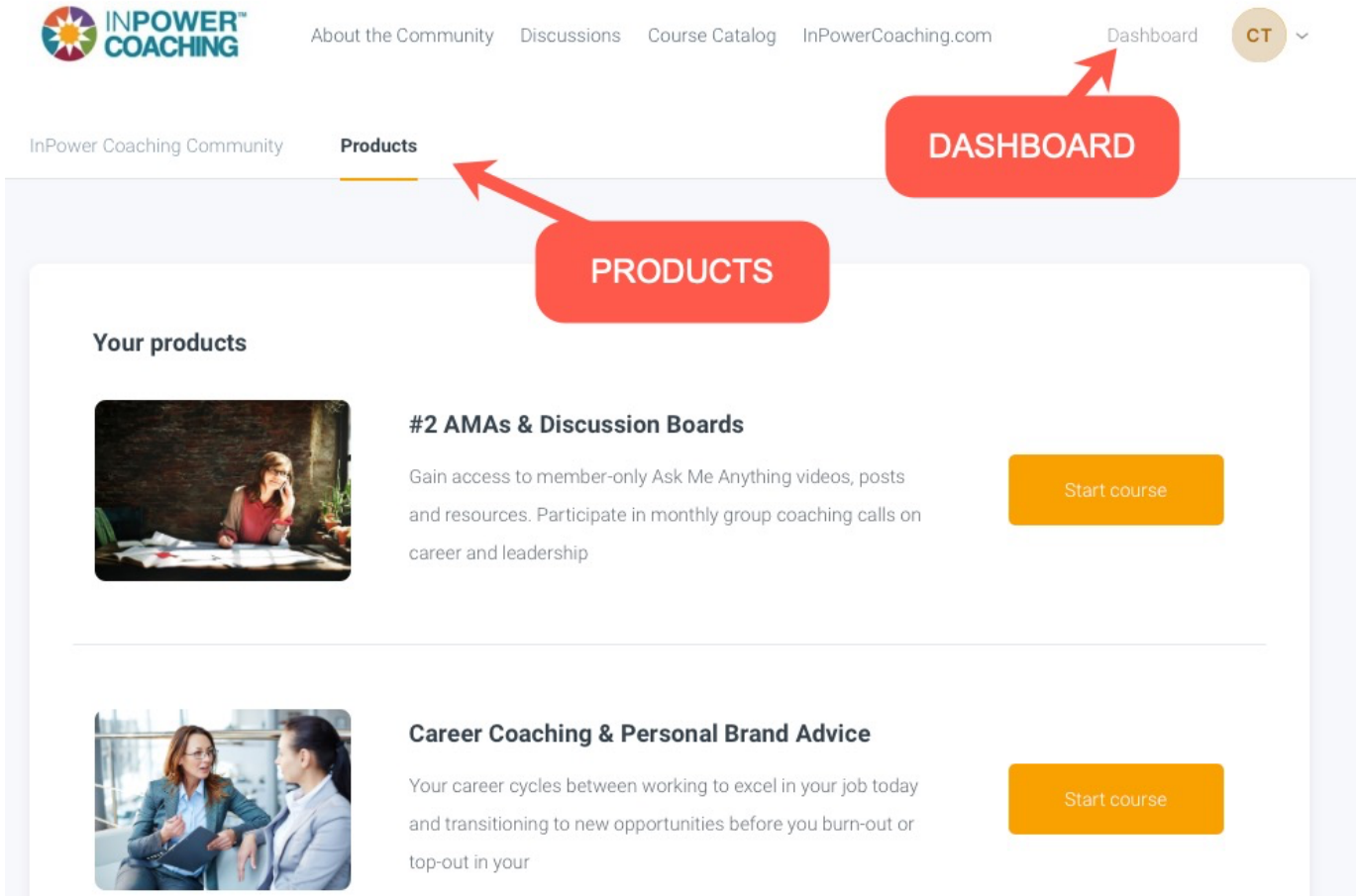
- Syllabus
- Lesson 1: Create your “Best Self” Talking Points
- Lesson 2: Prepare and do a practice interview

_ Module 2: Offer Negotiations (2 lessons)

- Syllabus
- Reading & Resources
- Lesson 1: Research to determine competitive salary and offer points
- Lesson 2: Create a checklist for your negotiations
- Lesson 3: Develop a counter offer

Where to Find it

Once you log on at InPowerCoaching.com, click on the “dashboard” link or “products” tab (for community members) to find the resources above. Can’t find what you’re looking for? Scroll all the way down the page, check your #1 product for access information, or contact us at service@inpowercoaching.com.



The screenshot shows the InPower Coaching website interface. At the top, the navigation bar includes the InPower Coaching logo, links for 'About the Community', 'Discussions', 'Course Catalog', 'InPowerCoaching.com', 'Dashboard', and a user profile icon labeled 'CT'. Below the navigation bar, the 'Products' tab is highlighted in the main header. A red callout box labeled 'PRODUCTS' points to this tab. Another red callout box labeled 'DASHBOARD' points to the 'Dashboard' link in the top navigation bar. The main content area, titled 'Your products', lists two offerings:

- #2 AMAs & Discussion Boards**
Gain access to member-only Ask Me Anything videos, posts and resources. Participate in monthly group coaching calls on career and leadership.
[Start course](#)
- Career Coaching & Personal Brand Advice**
Your career cycles between working to excel in your job today and transitioning to new opportunities before you burn-out or top-out in your
[Start course](#)