



**OUTsource I:**

*Jump Start Career Advancement Program*

**OUTsource II:**

*Executive Overview (Executive and Professional Career Transition Services)*

**OUTsource III\*:**

*One-on-One Coaching (Executive and Professional Career Transition Services)*

**\*pre-requisite: OUTsource II**

**OUTsource IV:** *Career Management Network Meeting*

<i>Class</i>	<i>Start Date</i>	<i>Schedule</i>	<i>Time</i>	<i>Room</i>
<b>OUTsource I</b>	<i>June 13, 2009</i>	<i>First three Saturdays of each month</i>	<i>9AM-12PM</i>	<i>#204</i>
<b>OUTsource II</b>	<i>May 30, 2009</i>	<i>Last Saturday of every month</i>	<i>9AM-4PM</i>	<i>#202</i>
<b>OUTsource III*</b>	<i>June 6, 2009</i>	<i>First three Saturdays of each month</i>	<i>1PM-4PM</i>	<i>#202</i>
<b>OUTsource IV</b>	<i>June 2, 2009</i>	<i>Tuesdays Weekly</i>	<i>6PM-8:30PM</i>	<i>Sen. Ctr.</i>



### ***OUTsource I: Jump-Start Career Advancement Program (start date: 6.13.09)***

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#### **9am-12pm: First three Saturdays of each month**

The Jump-Start Career Advancement Program is designed for members of the LGBT community who are under-employed or unemployed and need effective tools and techniques to find a job quickly. Each program will include an initial day-long group training and be followed-up with online resources to support the participants job search. The Jump-Start program will be held twice a month and be broken down into clear modules that will include:

***Module 1 - Introduction*** – The initial phase of the training sets the stage for the rest of the program. A Career Coach will facilitate a high energy, forward looking, training course. Each course will adapt to the expectations and needs of the all of the participants.

- Welcome & Introductions
- Program Contents/Logistics
- Participant Expectations, Questions, Concerns

***Module 2 – The Job Search Process*** – Finding a job is a combination of planning, process and art. The facilitator will guide your group through the realities and practices that that all successful campaigns must incorporate. Each of you will begin to see yourself as the key-driver of your own success as well as the “product” you will be marketing.

- The Transition Process
  - Reaction – Dealing with Change
  - Research the Market
  - An Overview of the Techniques used in Successful Campaigns
- The Product
  - Functional Skills, Competencies and Education
  - Career Aspirations
  - Accomplishments
- Success Factors
  - Learning the Techniques
  - Practicing the Art
  - Disciplined Process

***Module 4 - Defining the Product*** – Most employees do not consider what skills they actually bring to the market. What are your talents and passions and how can you turn that into a new career? During *Defining the Product* you will “uncover” your accomplishments.

- Inventory of Skills/Abilities
- S. A. R’s
- Communicating Skills Effectively
- Overcoming Liabilities

***Module 5 - Presenting the Product*** – It is imperative that you present the most professional marketing material during your job search campaign. You will be provided with easy to use tools to assist you in creating:

- Create individual Career Profile
- Create Résumé & Cover Letters/Emails
- Gather References
- The Two Minute Drill



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***Module 6 - Marketing the Product*** – You will investigate the current job market and develop techniques to find information on target companies, posted and hidden jobs and utilizing recruiters appropriately. The power of networking and developing contact lists are discussed.

- Researching the market
- Connecting to the Market
  - Job Postings
  - Search Firms
  - Networking
  - Rules of Engagement

***Session 7 - Interviewing*** – There is little more daunting than the interview process. Your Coach will provide easy and foolproof techniques to present your unique selling points and accomplishments. You will engage in role-play and practice interviews.

- Selling the Product
- Research the Company
- The Dynamics of the Interview
  - “So tell me about yourself...”
  - Conversation vs. Grilling
  - Dressing for Success
- Preparing references

***Session 8 - The Decision Process*** – You will be provide tools and advice on the best methods to assess job offers. Practical counsel will prepare you for evaluating buying signals, promoting a job offer and negotiating a “win-win” career opportunity.

- Tips on how to handle 2nd interviews and beyond
- Reference Checking
- Receiving a Written Offer
- Conducting Negotiations
  - Salary
  - Benefits

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***OUTsource II\*: Executive and Professional Career Transition Services (start date: 5.30.09)***

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**9am-4pm, final Sat. of every month; *\*pre-requisite: OUTsource I)***

The Executive and Professional Career Transition Services are designed to assist Leaders and Managers through all aspects of a Career Transition Campaign. Participants will develop and improve critical job search skills during an Executive Overview, held once a month. This “kick-off” will put the basics in place and be followed by one-on-one coaching. Each coach will assist in the creation of a customized Campaign Plan, hone networking and interviewing skills, review and improve resumes and cover letters. Periodically, subject matter experts will provide deep insight into Branding, Executive Search Firms and other important topics.

***\*Executive Overview (beginning May 30 \*)***

Held once a month the Executive Overview provides a vehicle to “see” the job search process from 30,000 feet. Each phase of a career transition campaign will be covered, allowing participants to focus on their particular needs during one-on-one coaching meetings.

Topics during the Executive Overview will include:

**Morning Session (9am-12pm: last Sat. of each month)**

- Assessing your Situation
- Creating a Direction and Vision
- Creating Goals and Objectives
- Financial Considerations
- Creating Resumes and Marketing Material
- Presenting Yourself

**Afternoon Session (1PM-4PM: last Sat. of each month)**

- Building and Maximizing your Network
- Interview Techniques
- Working with Headhunters and Search Firms
- Negotiating and On-boarding (the First 90 days)
- Entrepreneurship and Academic Paths

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*OUTsource III: One-on-One Coaching (start date: 6.6.09)*

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**(1PM-4PM, first three Sat. of each month: \*Pre-requisite-OUTsource II)**

Following the Executive Overview, ongoing career transition support will be provided through individualized consulting.

- Developing a Campaign Plan – Each participant’s campaign is unique and a plan, with goals and objectives, will be created.
- Review of Resume – Each Coach will ensure that your resume focuses on your accomplishments and presents a clear snapshot of your successes.
- Executing your Campaign Plan – It isn’t enough to develop a plan; it must be rigorously managed and executed. Similar to a Personal Trainer your Coach will keep your eyes focused on the ultimate goal.
- Networking Successes – Developing a robust network is critical to the success of your job search. Between 65 – 80% of new positions will be uncovered through Networking. Discovering the “hidden job market” will put you in a position to capture a position before it hits the internet and search firms.
- Interview Preparation – Your Coach will help you turn your past accomplishments into key selling points and show you how to effectively present them during an interview.
- Negotiations – Your Coach will assist you in evaluating offers, focused on making the best career and lifestyle decision then helping you to negotiate the best offer.
- Onboarding – The first 90 days in a new position are the more important than any other. Your Coach will help you ensuring you open lines of communication, develop alliances and create successes in your new company.



*OUTsource IV: Career Management Network Meetings*

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**6PM-8:30PM Tuesday's weekly (\*Pre-requisite-OUTsource II)**

OUTsource Career Management Network Meeting are designed to provide a forum for executives, leaders and managers of the LGBT community enhance their careers and their professional networks. This active networking group meets once a week and provides support, advice and connections to members. Motivators for becoming a member in the OUTsource Career Management Program include:

- Business Development
- Career Transition
- Promotion and Career Advancement
- Coaching
- Professional Development

Members of OUTsource Career Management come from all industries and disciplines and have reached a leadership or managerial position. Senior individual contributors from professional service firms as well as members of executive teams from Non-profit organizations are also active members.

All participants are committed to the career success and enhancement of the members and it is critical that everyone both contribute ideas, connections and suggestions as well as receive the same support from their colleagues.

Meeting will be held weekly on Tuesdays at 6:00pm. Each meeting is generally 2 hours in length and will be broken down into 3 parts:

6:00 – 6:30 Intake of new members and meeting members

6:30 – 8:00 Small group meetings to focus on individual needs

8:00 – 8:30 Open networking with all members

Due to the personal nature of the discussions a high degree of confidentiality must be maintained by all members.