

Career Transition + Job Search Class Syllabus

Register at highpointchurch.org/classes

Taught by Deborah Biddle over Zoom on Tuesdays from 3 – 4:30pm

Dates*: 4/14, 4/21, 4/28, 5/5

*It is best to attend all four weeks, but there is no requirement to.

Session 1

Managing Change

- Handling the Unexpected
- Getting Organized
- Career Direction: Staying the Course or Something New

Self-Assessment

- Needs and Wants
- Skills—Personal, Functional, Knowledge
- Interests
- Achievements

Session 2

Presenting Yourself

- Resume
- LinkedIn
- 30-Second Commercial
- References

Session 3

Job Search

- Networking
- Job Applications
- Referral
- Direct Contact

Research

- Company Connection
- Company Website
 - LinkedIn, Facebook, Twitter, Instagram, Pinterest
- Internet Search
- Social Networking
- US Department of Labor

Session 4

Interviewing

- Preparation
- Process
- Answering Questions Effectively
- Handling Objections
- Answering Questions
- After Interview Follow-up

Job Offers

- Understanding the Offer
- Negotiating Salary

About Deborah Biddle:

Deborah runs the diversity and inclusion consulting, coaching, and training firm, The People Company LLC. She works with organizations who want to leverage the power of change to heighten development and performance for their people. She has more than 25 years of corporate, consulting, non-profit and small business experience, and is passionate about influencing individuals and teams to successfully rethink and redo the ways they engage with people and make decisions. She is a worship leader at High Point Church and is the devoted wife of Pastor Lloyd Biddle.