

Career Focus Video List

Build a Network for Work and Life – One of the biggest buzzwords in the business world – “networking” – is also one of the most misunderstood. While networking gets a lot of credit as one of the best ways to get a career started, many people are unaware of the long-term benefits it can have on their entire life! But as this video makes clear, there really is something for everyone when it comes to networking.

Closing the Gap: Gender Communication Skills – The “gap” refers to the communication gap that often occurs because of differences in the way men and women communicate. Recognizing and understanding these differences will make for more effective communication in the work place.

Get Hired: How to Ace the Interview – Be confident and prepared for your interviews. This video presents key interviewing advice that will help you be a better communicator about your own personal characteristics and career skills. Topics include how to prepare for your interview, the types of interviews you might encounter, and how you can present yourself and your skills in the best possible light.

Get Ready! How to Prepare for a Successful Job Search – Whether you’re looking to change jobs, have lost your job due to a merger or downsizing, or are simply just beginning your professional career, the whole prospect of getting started with your job search can be pretty intimidating, especially if you don’t know how to even begin your search. However, if you simply learn and apply specific preparation techniques, your job search can be an effective tool to help you find the *right* job, no matter what your circumstances are.

Job Survival Kit – This program explores common sense rules to follow and describes exactly what employers are looking for in the next person they hire, such as: a can-do attitude; punctuality; adaptability; respecting customers, supervisors, and co-workers; and other characteristics and qualities that make a valuable employee. Useful recommendations are provided on how to keep a job diary, approach the annual review, and handle a disagreement in the office.

Quick Salary Negotiation Video – This entertaining video gives insight to both sides of salary negotiations. Learn to prepare for and handle these all-important conversations.

Self-Assessment II: Putting Your Skills to Work – Identify your strengths so you can leverage them to career success. This short video will help clarify your skills and answer important questions to help you determine what is a good “career fit” for you.

The Ten Commandments of Resumes – A must for anyone seeking a job change! Wondering how to create an effective, dynamic resume? This video includes tips on how to make the “skills and accomplishments” section of your resume intriguing. Topics include how to prepare for your interview, the types of interviews you might encounter, and how you can present yourself and your skills in the best possible light.

Up Is Not the Only Way – Are you looking for ways to expand your excitement and productivity in your current job? What are lateral moves? Why and when can lateral moves be smart career moves? This video offers lots of alternatives to the “promotion is the only success” way of thinking.

**Career Focus Videos may be viewed individually at Learning and Education,
with advance notice. Call 898-3400 to schedule.**

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