



11th Annual Rocky Mountain Project Management Symposium

Roadmap to the Future: Leadership Strategies for Local to Global Success

If You Are Employed, Are You Prepared For Unemployment?

(What The Recently Unemployed Told Us They Regret Most)

Presented by:

Art Weeast

aweeast@comcast.net

Sr. Business Analyst

Leader, The Art of Professional Networking Group

Valerie Ness

summitcareers@comcast.net

Career Consultant, Summit Careers

Retained Recruiter For Technology Companies

Leader, OFLC Job Seekers Group

“Can you afford to be unemployed for 6-9-12 months?”

This presentation is intended to **raise your awareness** of the importance of maintaining your professional image and skills. Everyone knows this, few do it deliberately!

“Most spend more time researching the next new car, next vacation or next high-tech gadget than they do planning for their next job!” Valerie Ness

Topics covered in this presentation are:

- ✦ Establish & Maintain Your Professional Network
- ✦ Skills Planning & Development
- ✦ Catalog A Portfolio Of Your Work
- ✦ Pay Back, Pay Forward
- ✦ Contingency Planning

Establish & Maintain Your Professional Network

✦ Places to network:

- Within your organization: committees, team and sports events
- Professional associations
- Volunteer at a local charity or non-profit
- Socialize at your church, gym, children's school, home owners association
- Don't just attend, volunteer (otherwise, how do you stand out in people's minds)
- Invest time each month or you won't do it (like retirement or college savings)

✦ Be strategic and protective of your online digital presence

- Potential Downsides: what you blog, or put on Facebook, or what is written about you
- Potential Upsides: articles you've written, presentations delivered
- Be Aware: in many cases your digital presence is virtually un-erasable
- Have you used a cartoon or irrelevant picture on LinkedIn
- Have you Google'd yourself - you can't separate your personal and professional presence

✦ Master the tool "LinkedIn" (don't get it backwards, learn it in the following order)

- Your professional search tool (identify who you want to talk to; use *Advanced* search)
- Your professional contact list (stay connected as everyone advances or moves around)
- Your online professional profile (how you want others to perceive you)

#1 Regret: "I do not have an active and/or effective professional network"

✦ Where do you want your career to go

- Same path (more qualified), new path (up the management chain), new role, different industry
- Major career change - follow your passion or no choice (industry issues)

✦ What new skills do you need for the path you have chosen

- How will you know what they are
- How will you get them, who will pay for it
- How will you apply them and develop the experience

Tip: use Indeed.com to search for comparable job postings. Look at the qualifications and requirements for ideal jobs and identify skill gaps you will need just to be competitive.

✦ Keep your skills inventory, accomplishments and resume up to date

- Keep copies of your annual reviews (your accomplishments, your impact)
- Keep copies of your personality analysis (Meyers Briggs, *Strengths Finders 2.0)
- Ask your peers to review your accomplishments / impacts, and offer to review theirs (you would be surprised what you might have forgotten or under-valued)

* a book written by Tom Wrath, ~\$25

#2 Regret: “I do not have all the skills I need to be competitive or highly desirable”

★ Generic samples of your work product

- A best practice you created
- Presentations or white papers you have given
- Samples of reports, models or diagrams that reflect your thinking
- Generic plans you have successfully executed (i.e., project plan, budget plan, metrics)
- All of which should be made neutral (no logos, real names or numbers, etc.)
- Do not copy proprietary information, this should be your own work!!!!

Tip: In any Microsoft Office product, go to File, Properties, Summary or Custom Tab - remove any proprietary information

★ What form do you have them in, are they in the form you want them in

- Hard copy; kept in a file or notebook
- Soft copy; on a hard drive, CD / DVD, thumb drive
- Organized for easy retrieval when you need them
- Do you have backups, off-site storage

#3 Regret: “I do not have access to these now, wish I had thought of that”

“Dig your well before you are thirsty” Harvey MacKay

Networking is about giving, not drinking from the well! Here are some ways to determine how *well* you are doing:

- ✦ Have you helped those who have helped you
 - ❑ During your job search, to get to your current position, along your career path

- ✦ Have you shared what you know with others
 - ❑ Teach what you know to others who are willing to learn, are you learning from them in the process, who could you mentor

- ✦ Have you made yourself available
 - ❑ To someone unemployed, someone in need, someone struggling with their career, someone asking for advice

#4 Regret: “I never realized how much I could have given, how important it is”

✦ Identify the most probable scenarios

- Best Case - you decide to leave on your own terms
- Optimistic Case - you know its coming and you think you are prepared
- Worst Case - you are out the door, no severance, no preparation, you didn't do anything this presentation suggests

✦ What position are you in

- Financial - how long can you be unemployed, what resources can you tap into (savings, home equity, 401K, etc)
- Family - will you get them involved, will cutbacks impact them, will you have to move
- Marketability - will you have to take a cut, will it take you longer than expected, are the opportunities available in your market
- Resources - do you know how to tap into the professional networking groups, will you have access to out-placement services, access to online and other free resources
- Health Coverage - this is probably the second or third biggest expense behind your mortgage if you have to Cobra after unemployment. Do you have options (your spouse's health coverage), are you aware of the costs and alternatives

✦ What else do you need to consider

- ? _____

#5 Regret: “During highly stressful events is not the time to have these discussions”

✦ Identify your own next action steps

- There's a reason the sub-topics are check boxes; check off what you need to do
- Heal thyself first; get your own house in order
- Pay back, pay forward; if there ever is a time for you to be aware of who might need your help, it is now
- Get your priorities aligned; more important to watch that football game or update a resume

✦ Know your enemies (tales from the “unemployed”)

- Procrastination - what you know you should do but delay
- Distractions - what others put on you and conflict with your priorities
- Apathy - it's not going to happen to me and if it does I'll deal with it then
- Avoidance; know I should do it but don't like doing it
- Never had a problem before getting a job, why should this be different
- Never expected I would lose my job at the same time my spouse lost theirs - it's happening
- Never saw it coming - or did but was in denial
- Saw it coming, waited until it happened before I did something about it
- Got a severance, took a vacation (or time off) and then began looking - wish I had that time back

Between now and your next job, what will your story be?

Appendix

- ★ Local Professional Networking Groups (a few amongst many)
- ★ Some Useful Websites

Local Weekly Professional Network Groups

OFLC JobSeeker Group In Centennial

The Our Father Lutheran Church (OFLC) JobSeeker Group is for all underemployed persons. If you are underemployed and wish to learn more about this great group, please come to a meeting any Wednesday morning from 8 to 9:30 am. OFLC is located on the west side of Holly between Arapahoe and Orchard in Centennial, CO.

For more information contact: Valerie Ness at Summit Careers, Inc.
Email: summitcareers@comcast.net

The Caffeinated Careers Club in Arvada (<http://www.career-magic.com/events.caffeine.html>)

Our popular, inspirational weekly job search group is much more than "hanging out with unemployed folks" - we network, share advice, job leads, resources, and encouragement. Facilitated by job search expert Tracy Laswell Valdez, the CCC is positive, businesslike, uplifting, and focused. Established October 1999 and going strong, with typical attendance of 15-25 individuals.

Attire: Business casual recommended accessorized with business cards and a big smile.

Where: PANERA BREAD - 7739 Wadsworth Blvd, Arvada, 80003. (303) 420-7500 for directions (basically on the west side of 77th and Wadsworth) - Look for us in The Community Room.

When: Every single Friday, from **8:00 a.m to 9:30 a.m.** (See the Smarter Job Search Series for workshops that run from 10:00 a.m. to 11:00 a.m.)

Cost: \$1 donation. Panera Bread's staff appreciates your support - please purchase their coffee, other beverages, and/or pastries.

RSVPs recommended just in case of last-minute changes to the group. We do not meet on major holidays.

For more information, contact: Tracy Laswell Valdez
Email: tracy@career-magic.com
Phone: 303-424-170

Local Weekly Professional Network Groups

St. Andrews JobHunters Group in Highlands Ranch

This group meets weekly at St. Andrews church near Colorado Blvd & University (located at 3350 White Bay Drive, Highlands Ranch, CO 80126). The group meets each Wednesday night at St. Andrew United Methodist Church from 6:30 PM – 9:00 PM in room 251.

For more information contact: Ron Miller
Email: employmentsearch@st-andrew-umc.com or
ronmiller74@comcast.net
Phone: 303-723-5465

Christian Career Circle

CCC is a job-seeking, networking group in its fifth year of operation. CCC's purpose is to assist unemployed persons in developing job search skills and in finding job leads. The program is offered to any and all unemployed persons by the Stephen Ministers of Sacred Heart of Mary Catholic Church and is the ministry of the coordinator of the program. There is no monetary charge for the services the program provides. There are many ways of approaching a job search and CCC wants you to know it is up to you how or if you use the suggestions and materials provided.

Christian Career Circle meets each Wednesday evening from 7-9 pm in the St. Scholastica Room in St. Benedicts Hall just east of the church.

For more information contact:

Bob Raikes, National Certified Career Counselor	John Hiles
Program Coordinator	Assistant Coordinator
Tel: 720-218-1550	Tel: 720-771-7864
Website: http://christiancareercircle.com	

Most Popular

- ❑ www.indeed.com – Indeed is a search engine for jobs - an aggregator of postings from major job boards and company websites. In one simple search, Indeed gives job seekers free access to millions of employment opportunities from thousands of websites. Indeed.com includes all the job listings from major job boards, newspapers, associations and company career pages.
- ❑ <http://www.linkedin.com/> - LinkedIn is an online network of more than 10 million experienced professionals from around the world, representing 130 industries - When you join, you create a profile that summarizes your professional accomplishments. Your profile helps you find and be found by former colleagues, clients, recruiters and partners. You can add more connections by inviting trusted contacts to join LinkedIn and connect to you. Your network consists of your connections, your connections' connections, and the people they know, linking you to thousands of qualified professionals.
- ❑ <http://denver.craigslist.org/> - surprisingly we have heard that employers are posting more jobs here because it is free. We suggest you check it out.

Technical Jobs

- ❑ <http://groups.yahoo.com/group/rmiug-jobs/> – for technical jobs this is perhaps one of the most important sites to post your resume and look for job opportunities. Before posting your resume I would suggest you look at the postings of other resumes and jobs for a brief period of time (know your competition and the opportunities).

Government Jobs

- ❑ <http://www.governmentjobs.com/>
- ❑ <http://agency.governmentjobs.com/neogov/>
- ❑ <http://www.usajobs.gov>
- ❑ [http://www.gssa.state.co.us/announce/Job+Announcements.nsf/\\$about?OpenAbout](http://www.gssa.state.co.us/announce/Job+Announcements.nsf/$about?OpenAbout) – Colorado State Jobs

Some Useful Websites

Non-Profit Jobs

- ❑ <http://www.guidestar.org/> - if you are looking for employment in the non-profit world this is perhaps the best research tool for understanding everything publicly available about each organization by signing up for a free registration to this site. Powerful search capability allows you to narrow your search.
- ❑ <http://www.canpo.org> – also check out this site.

Effective Seminars

- ❑ <http://www.peoplehirepeople.com/authortrainer.html> - Kathleen Conners has a book and does local seminars on what has been reported to be a very different and effective method to finding job opportunities. There are several people in our group who swear by this approach. The book can be found in most libraries or purchased and called The Thrill of the Hunt: Get Real in Your Job Search.

Networking Cards

- ❑ <http://www.vistaprint.com> - **FREE** business cards with this website address printed on the back, or options to pay for a custom card
- ❑ OfficeMax, FedEx Kinkos or other printers - you can customize your card; ~ \$20 for 250 cards or \$30 for 500 cards