

NEWMAN'S OWN AWARD UPDATE

JANUARY 2011

"Immediately after finishing the training, I started working on a folder to become more organized in my own job search based on the information provided."

*-- Jan. 26 Virtual
Training Participant*

Thank you to the 2010 Newman's Own Award that supports MSCCN's "Empowering Military Families through Employment" program, featuring free virtual training seminars to military-affiliated applicants worldwide. Included in this report is a recap of MSCCN's January's virtual training seminars.

Organizing Your Job Search – How to Start your Job Search Off Right for the New Year! **January 26, 2011**

MSCCN hosted a virtual training seminar on January 26, 2011 called "Organizing Your Job Search: How to Start Your Job Search Off Right for the New Year!" to outline three key steps that a job seeker can take to stay organized amidst their job search. The session lasted about an hour and forty-five minutes with twelve participants. The training contained information ranging from the importance to organization during a job search, how to set up a job search binder, and tips for staying organized as candidates move forward in their job search.

The virtual training began with an introduction from the MSCCN team and an outline of what would be covered during this training. We then discussed how the average job seeker is currently spending their time and the effectiveness of their approach.

To see our calendar and RSVP for future virtual training seminars, please visit www.msccn.eventbrite.com.



After evaluating what they could be doing to improve their tactics, we outlined three key aspects to get organized and become more effective when approaching a job search. The group discussed the different methods to searching for open positions and the overall return on their investment, when it comes to spending time online versus networking. In addition, we also talked about the importance of writing down a plan, creating a schedule, and methods to stay organized. Overall, the goal of the virtual training was for each participant to take away at least one tip or idea that would assist them with their job search.

The feedback received from the participants was extremely positive. The participants expressed thanks for offering this type of training format. After the virtual training, each participant was sent a training manual highlighting various points of information that was discussed. One participant emailed, saying

Sample Slides from Virtual Training Seminars:

Organization

- ▶ Applications
 - Print a copy of every application package
 - Keep track of where you apply
 - Have a call back plan
 - Keep this by the phone!
- ▶ These steps put you way ahead of most job seekers!



Implement Your Plan

- ▶ Clearly define your goal
- ▶ Create a plan and write it down
- ▶ Define your key activities with a focus on networking activities
- ▶ Create a written schedule
- ▶ Create organization
- ▶ Make a follow up plan



