

## Personal & Professional Development Series



Website: [www.forwardmomentumservices.ca](http://www.forwardmomentumservices.ca)  
Phone: 519-537-6426 Email: [forwardmomentum.contact@gmail.com](mailto:forwardmomentum.contact@gmail.com)

**Career or job change ahead? Is your skill set a little dusty or rusty? Curious as to who that person is in the mirror? Or perhaps trouble is brewing at work?**



## *Take Action!*

Life at times can feel like a 'game of odds' where we see ourselves as the victims of external forces beyond our control.

Remember the saying, "*If you fail to plan, you plan to fail.*" Embrace a conscious and conscientious approach to your job search or career planning, as admittedly, it is a competitive and changing world we live in!

Ramping up your job or career transition journey with heightened self-awareness, targeted application materials and well-honed self-marketing skills is a wise move. Equally important is tackling work-related challenges with an open mind, a commitment for change, and a tool box of strategies!

A failure to move forward successfully within the work world or between jobs can become a self-fulfilling prophecy, especially if you do not take strategic action to chart and navigate your journey. You should be at the helm of your own ship; but it never hurts to have a navigator to help you along the way!

**See 1-1 Services Summary Starting on Page 3**



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### 17 Years' Field Experience; Licensed Career Development Practitioner & Teacher



## Services Feedback!

(1) "Catherine, I just want to thank you for ALL your help, right from the resume up to suggestions and follow ups. They (hiring employer) did realize, and they did ask me, that it had looked like the resume was created strictly for that particular position with their company. I told them that if a position wasn't worth creating a completely separate application for, it may not have been the career I really wanted. It was a WINNING resume." (B.C. - offered and accepted a National Manager position with an outdoor/power tools company) March 2014

(2) "Last year I finished college, taking the PSW Program. I was very eager to get a good job at the end of my program. A close friend recommended Catherine to help me write up my resume. I was not disappointed! She was able to put on paper exactly what I wanted to say. She was able to take all the information we discussed and write up a beautiful and detailed resume that I am very proud of. She also included a professional cover letter to go with each job I applied for. Within 1 week of handing out my resumes, I got a call for an interview in my field. From a stay at home mom of 14 years to going back to school and getting a job right as I finished college, I was impressed with myself and with Catherine for making this possible with her professional, beautifully written and detailed resume." (D.B.) August 2013.

(3) In response to a company restructuring which led to downsizing, I sought out Catherine's abilities to assist me in creating a complete and precise resume for my future endeavours. Catherine's insight into strategic resume development has provided me with a more comprehensive view of my skill sets and competencies, along with the ability to adapt application materials for each role to which I have applied. This also enabled me to demonstrate a high level of confidence and knowledge within my resulting interviews, which ultimately led me to obtaining a supervisory role. Catherine is very driven, precise and capable in what she does. Thanks! (E.G.) July 2012



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# Get Professional Guidance!

**'You can't live a positive life with a negative mind!'**

## Targeted Resume & Cover Letter Development

Competition for jobs can be downright fierce at times. A strategic application package which includes a carefully crafted and company specific cover letter as well as an industry targeted resume is virtually a necessity in today's competitive market.

Equally important is being comfortable enough with these 'tools' that you can live up to them during an interview. Drawing upon key words and showcasing pertinent achievements may help keep your application at the top of the interviewer's prospect pile, rather than being relegated to the recycling bin! Get some help developing application materials that 'mean business'.



## Portfolio Guidance & Coaching

Have you been forward thinking enough to collect documents related to your educational, work, and community involvement history? If yes, great! If not, think of doing so from this point forward! Tidbits of your life's journey can certainly come in handy as they can help support what you provided on your resume, and a portfolio also serves as a catalyst to further discussion in an interview. How you go about collecting, compiling and presenting these materials is also an important piece of the portfolio puzzle.



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### Job Search Coaching

So, you have checked out the Service Canada Job Bank, area newspapers, company websites, and the local employment centre job board. Great! But your job search is far from complete!

Let the real journey begin! Add more tools to that fledgling tool box: utilize labour market information; understand the hidden job market; engage in elevator speeches; network strategically; customize your calling cards; create an online presence; integrate informational interviews. Your tools may vary somewhat based upon the career you are pursuing, but why not capitalize on the opportunities available but often overlooked?



### Interview Skills Coaching

Do you sweat bullets at an interview? Does your mind turn to mush at the mere mention of describing your strengths or weaknesses? Do you find yourself yattering on about a lot of light fluff rather than giving an employer the 'real stuff' required to make a hiring decision? Too many job candidates hope that somehow, perfect answers will miraculously spew forth from their lips at just the right time. People are often ill-prepared for the interview process. And given an employer's time is valuable, as is yours, does it not make sense to invest some conscientious time and energy in preparing for the interviews you are offered?



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### Personal Exploration Coaching

Do you require assistance with discovering the diversity of who you are as a person, and understanding how you can apply this deeper knowledge to your life or career? Learn how your personality, interests, skills and values are relevant to the choices you make in life. *(MBTI and Personality Dimensions certified; these can be offered as part of a self-exploration package)*



### Career Guidance Coaching

Would you benefit from assistance in choosing a career or charting a career transition? Assure the choices you make reflect who you are as a person and the employment market with which you must contend. *(MBTI and Personality Dimensions certified; these can be offered as part of a career exploration package)*



### Workplace Maintenance/Issues Coaching

If you struggle with workplace challenges, don't let these difficulties take control of your life. Let's discuss these challenges and find reasonable solutions or strategies geared to your particular situation. *(MBTI and Personality Dimensions certified; these can be offered as part of an employee development package)*



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### *Ramp Up Your Resume with Training!*

A group training session is a fun and interactive, as well as time and cost efficient manner to complete training. A handful of humour and a ration of reality are gently stirred together within each training session to ensure an informative yet entertaining format. Your input is a key ingredient to successful learning within a comfortable small group setting. If interested, email me at [forwardmomentum.contact@gmail.com](mailto:forwardmomentum.contact@gmail.com) to learn of local scheduled training sessions or gather comrades and friends to arrange a session of your own! (Oxford County, ON area). p.s. Attendees receive a pdf formatted certificate of attendance! (See Business Services Flyer for descriptions of each workshop purpose and content.)

### *Popular Training Topics*

- + Stick it to Stress (Managing Stress)
- + Lights, Camera, Reaction (Communications)
- + Pinpoint Your Personality (Personality Dimensions)
- + Maximize Your Intelligence Mix (Multiple & Emotional Intelligence)
- + Add Latitude to Your Attitude
- + How Time Flies (Time Management)
- + Calming Workplace/Life Waters (Dealing with Difficult Behaviours)
- + Embrace the Leader Within (Recognizing/Developing Potential)
- + Humour; an Ingredient in a Healthy 'Work-Life Diet'
- + Integrating 'Personality Type Logic' Within a Workplace
- + Light up Your Life with Learning Styles
- + The Power of Process Thinking (Problem Solving/Decision Making)





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## *A Few Helpful Links!*

Follow this website link for more details!

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★ **Embrace the Future with Forward Momentum** ★