



31 Free Workplace Tools to Prepare for Your Next Job

Michel Hobson





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Action Items: Tools for Your Job Search



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My Skills My Future

http://lifehacker.com/myskills-myfuture-suggests-careers-that-match-your-curr-1689176824?utm_expid=66866090-49.VYy4WCNHSyuP6EminM93MQ.0

Are You Spending 1,000 Hours Preparing for Your Next Job?

<https://hbr.org/2012/06/are-you-spending-1000-hours-pr>

USING SOCIAL MEDIA IN YOUR JOB SEARCH

20 Twitter Resources for Job Hunters

<http://mashable.com/2013/10/17/twitter-job-hunting/>

8 Vital Things to Do On Facebook When You're Looking For Work

<http://www.makeuseof.com/tag/8-vital-things-facebook-youre-looking-work-weekly-facebook-tips/>

How to Write an "About Me" Page That Gets You Hired

<http://99u.com/Article s/51669/how-to-write-about-me-section>

The Secret Way to Apply For A Thousand Jobs in Twenty Minutes

<http://www.lifehack.org/276510/the-secret-way-apply-for-thousand-jobs-twenty-minutes>

RESUME CONSIDERATIONS

Jobscan Helps You Write Better Resumes

- Article: <http://techcrunch.com/2015/04/24/jobscan/>
- Tool: <https://www.jobscan.co/>

Analyze Words within Your Resume

<http://analyzewords.com/>

Stand Out in Your Job Search: Create an Infographic Resume

<http://www.slideshare.net/careersherpa/stand-out-in-your-job-search-the-infographic-resume>

My Skills My Future

http://lifehacker.com/myskills-myfuture-suggests-careers-that-match-your-curr-1689176824?utm_expid=66866090-49.VYy4WCNHSyuP6EmjnM93MQ.0

Six Tips for Avoiding the Resume Black Hole

<http://www.forbes.com/pictures/fmlm45leed/six-tips-for-avoiding-th/>

PREPARING FOR THE INTERVIEW

Prepare These 15 Stories for Your Next Job Interview

http://lifehacker.com/prepare-these-15-stories-for-your-next-job-interview-1610270959?utm_expid=66866090-49.VYy4WCNHSyuP6EmjnM93MQ.0&utm_referrer=https%3A%2F%2Fflipboard.com%2F

What Questions Should I Be Ready to Answer at Just About Any Job Interview?

http://lifehacker.com/5889971/what-questions-should-i-be-ready-to-answer-at-just-about-any-job-interview?utm_expid=66866090-49.VYy4WCNHSyuP6EmjnM93MQ.0&utm_referrer=http%3A%2F%2Flifehacker.com%2Fprepare-these-15-stories-for-your-next-job-interview-1610270959

Interview Checklist

http://lifehacker.com/print-this-checklist-to-better-prepare-for-your-next-job-1462506055?disableinsets=on&utm_expid=66866090-49.VYy4WCNHSyuP6EmjnM93MQ.2&utm_referrer=http%3A%2F%2Flifehacker.com

ker.com%2Fprint-this-checklist-to-better-prepare-for-your-next-io-1462506055%3Fdisableinsets%3Don

“Take risks: if you win, you will be happy;
if you lose, you will be wise.”
—*Author Unknown*



Be inspired by 114 famous people who
excelled in their work **from this**
HobsonTraining eBook

Fierce and Focused

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Photo: Freedigitalphotos.net

Scan! Articles to Review



Photo Credit: Pixabay.com

10 Easy Ways to Make Yourself More Hirable

<http://time.com/money/2895137/career-establish-expertise-job-search/>

How to Find Unadvertised Jobs

<http://www.glassdoor.com/blog/find-unadvertised-jobs/>

Six Tips for Avoiding the Resume Black Hole

<http://www.forbes.com/pictures/fmlm45leed/six-tips-for-avoiding-th/>

How to Sneak Past The Online Application And Get The Job

<http://www.forbes.com/sites/lizryan/2015/08/03/how-to-sneak-past-the-online-application-and-get-the-job/>

SOCIAL MEDIA CONSIDERATIONS...

Older Job Seekers: Get Social and Mobile

<http://www.nextavenue.org/older-job-seekers-get-social-and-mobile/>

How to Hunt for a Job Using Social Media

<http://mashable.com/2014/03/13/job-hunt-social-media/>

Using Social Media without Jeopardizing Your Career

<https://hbr.org/2015/07/using-social-media-without-jeopardizing-your-career>

How to Effectively Use Twitter as a Job Search Resource

<http://mashable.com/2013/02/09/twitter-job-search/>

YOU HAVE A JOB, BUT....

How to prepare for your next (inevitable) career change

<http://www.theglobeandmail.com/report-on-business/careers/leadership-lab/how-to-prepare-for-your-next-inevitable-career-change/>

Prepare for your next job hunt while you're still working

<http://www.theglobeandmail.com/report-on-business/careers/leadership-lab/how-to-prepare-for-your-next-inevitable-career-change/>

Why Your Resume Should Only Include 10 Years of Work History

<https://www.dailyworth.com/posts/3610-why-your-resume-should-only-include-10-years-of-work-history>

5 Ways to Prep For Your Next, Better Job

<http://www.fastcompany.com/1838081/5-ways-prepare-your-next-better-job>

7 Ways to Lay the Groundwork for Your Next Job (Even if You Don't Know What it Is)

<https://www.themuse.com/advice/7-ways-to-lay-the-groundwork-for-your-next-job-even-if-you-dont-know-what-it-is>

How to Nail Your Next Job (Before You Even Apply)

<https://www.dailyworth.com/posts/2813-7-ways-to-prepare-for-your-next-job-before>

"When one door closes, another opens; but we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us."

—Alexander Graham Bell

Stop! Think First!



Photo Credit: Pixabay.com

Man Accidentally Sends Naked Selfies to HR, Obviously Doesn't Land the Job

<http://www.usmagazine.com/celebrity-news/news/man-accidentally-sends-naked-selfies-to-hr-201529>

How to Remove Embarrassing Facebook and Twitter Posts

<http://www.bbc.co.uk/newsbeat/article/33687718/how-to-remove-embarrassing-facebook-and-twitter-posts>

Chapter 4

Resources

Occupational Outlook Handbook

<http://www.bls.gov/ooh/>

Employment & Training Administration

<http://www.doleta.gov/>

Offers free online assessments of job skills

Worker Reemployment

<http://www.careeronestop.org/reemployment/>

Sponsored by the U.S. Department of Labor
Training and employment.



About the Author

Michel has 20+ years' experience:

- Conducting Corporate Workplace Training Sessions
- Managing Education Conferences
- Hosting Technology Workshops
- Facilitating Skills Development Seminars
- Conducting Train-the-Trainer Events
- Customer Learning Events
- Multicultural, Multigenerational, and Multinational Adult Learners,

She has managed several corporate training implementations and conducted numerous Train-the-Trainer sessions for new and experienced professional trainers, and subject matter experts (SMEs).



CLIENTS: include AT&T, IBM, Merrill Lynch, Circuit City, Henry Ford Health System, Bank of America, Capital One, Community Health System, H.D. Vest / Wells Fargo, American Airlines Flagship University, Parkland Hospital, Children's Medical Center

Michel has a M.A. in Training and Development, and is academically trained in Conflict Resolution and Mediation. Special interests include travel to sandy beaches, friends and family – and all flavors of coffee from around the world.

Summary

The best time to prepare for your next position is now – whether you currently have a job and love your organization, or whether you are out of work, downsized, outsourced or part-timer.

“One important key to success is self-confidence. An important key to self-confidence is preparation.”

–Arthur Ashe



Webinars:
Workplace Civility
Workplace Bullying
Career Growth

Coming Soon!
To receive notification when available,
send email request to
hobsontraining@gmail.com.
Subject Line: **Workplace Issues**

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