

# STRATEGIES FOR CAREER SUCCESS



Welcome to the **Strategies for Career Success** newsletter by Pathways Career Success Strategies.

Every other month we offer effective strategies to assist you in your career development or job search.

If you haven't already subscribed to our free bi-monthly newsletter, sign up today!

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## Top 10 Leadership Skills

When you think of a great leader, whose name comes to mind? Perhaps it's Oprah Winfrey or Bill Gates.

Leadership skills are more important than ever in today's job market. The following leadership skills are considered necessary to be successful in the 21st century:

1. Character
2. Vision
3. Passion
4. Communication
5. Coaching skills
6. The ability to create value
7. Flexibility
8. Comfort with ambiguity
9. Collaboration
10. Knowledge seekers

*(Source: The Toastmaster, July 2004.)*

If you are lacking in any of the above skills, start working on them today.

Toastmasters, an organization mostly known for it's public speaking, also provides good opportunities to develop your leadership skills. Toastmasters can help you build leadership skills by organizing and conducting meetings and motivating others to help you. You can also earn leadership awards by working on a leadership project related to your personal or professional life. Serving as a club officer can also help you develop your leadership skills.

To learn more about how Toastmasters can help you, go to: [www.toastmasters.org](http://www.toastmasters.org).

## Did You Know?

- 5% to 10% of job seekers land their jobs through the Internet?
- About 15% of job seekers find their jobs through the classifieds?
- Up to 85% of job seekers land a job through networking?

*"You cannot be a leader, and ask other people to follow you, unless you know how to follow too."*

*-Sam Rayburn*

## Cool Career

HGTV's new show, "Designed to Sell" illustrates a new opportunity for interior designers. 'Home stagers' get the seller's home prepared for a quick sale, by recommending relatively inexpensive ways to make a home more visually appealing to potential home buyers.

## National Career Development Month

November 2004 marks the 39th anniversary of National Career Development Month, originated by the National Career Development Association. November is a good time to review your career development.

### Performance review

During your last performance review did your manager suggest areas in which you could improve?

Are there any skills you want to learn or improve? For example, let's say you want to learn how to use a new computer software program. Sign up for a class through community education or your local college.

Do you want to develop your leadership skills? Volunteer for a project at work.

### Career change

Perhaps you're thinking about a career change. If the mere thought frightens you, start by taking 'baby steps.' Conduct a thorough self-

assessment, taking a look at your skills, interests, work values, personality style, financial needs, and life-style.

### Make time



Wherever you're at in your career, devote some time this month to evaluate if you're on track.

*"No one achieves their dream without a goal real enough to taste, a reason strong enough to move mountains, a strategy as specific as a roadmap, and a willingness to take action no matter what the circumstances."*

*-Anonymous*

### Gift Certificates

Purchase a gift certificate for career services for someone on your holiday gift list.

Available in \$25, \$50, or \$100 denominations, gift certificates are good toward:

- Résumé critiques
- Résumé development
- Job search planning
- Interview coaching
- Salary negotiation

Call 715-549-6432 for more information.

## Giving Thanks

As Thanksgiving Day approaches, don't forget to give thanks to those who have helped you during your job search or career development.

### Who should you thank?

Give thanks to those who give you job leads, those who mentor you, and those you use as a reference. Thank your family and friends for their support and words of encouragement.

### Holiday Cash

Need some extra cash this holiday season? Who doesn't? Earn spending money to pay for holiday gifts while learning some new skills.

The first holiday job that may come to mind is sales cashier. I know it does for me! If that doesn't appeal to you, why not consider other holiday jobs, including:

- Mall Santa
- Personal shopper
- Gift wrapper
- UPS delivery driver
- Personal cookie maker

Not only will you earn some extra cash, you'll expand your network and possibly learn some new skills.

## Fast Facts

Below is a listing of industries with the fastest projected wage and salary employment growth through 2012:

- Software publishers
- Management, scientific, and technical consulting services
- Community care facilities for the elderly
- Computer systems design
- Employment services
- Individual, family, community, and vocational rehabilitation services
- Ambulatory health care services
- Water, sewage, and other systems
- Internet services, data processing, and other information services
- Child care services

*(Source: United States Department of Labor, Bureau of Labor Statistics.)*

*"My success was because I went where the puck was going to be, not where it was."*

*-Wayne Gretzky*