

MAP Meeting 1 Agenda

12 Week Job Search Planning

About

- Goal
 - Plan out your 12 week job search cycle. The first 8 weeks are for your Plan A, the following four weeks are for iterating and creating a Plan B.
- Outcomes
 - Create a list of your Plan A & B target companies
 - Tailor your resume based on skills most commonly found in your target companies' job descriptions
 - Identify key people to (re) engage during your job search
 - Contact hiring managers with friendly, direct and specific inquiries
 - By controlling the outreach pace, you don't need to wait for your application to make its way through an automated system
 - Don't be afraid to pick up the phone - send emails and follow up with a phone call. Practice having these conversations aloud so you can avoid stumbling or sounding uncomfortable while on the phone with potential employers
 - Create a Trello board that includes all of the above information
- Reading
 - [Using Trello to find a job \(Medium\)](#)
 - [The 12 week job search \(TwinCities.com\)](#)
- Homework
 - Identify 50 organizations and companies that you would like to work with that also may benefit from your skills
 - Populate your list with names - you don't need all 50 at once, but 10-15 at a time works as long as you continue going back to fill it in more as you outreach those you have identified
 - Share your efforts with others in your MAP group via Trello and solicit feedback
- Framing
 - 1 out of 10 people you outreach will probably meet with you - so make sure you are contacting at least 10 per week
 - At the end of the first four week period, you will have contacted 40+ potential employers
 - At the four week benchmark, take a morning or afternoon to evaluate.
 - How many responses have you gotten to emails? To phone calls?
 - How have responses varied based on the language and emotion you bring to the conversation?
 - How many meetings have you set up?
 - Now is the time to recognize what's working, question the parts that are not yielding results and make changes before moving on to the second four weeks

- Repeat at the end of Week 8

Agenda

Time	Topic	Conversation
5 min	Intro & Check In	Check in about how everyone is feeling How is everyone feeling going from the rigorous DBC curriculum to choosing your own schedule? What does your daily schedule look like in the weeks ahead?
25 min	Large Group Activity	1-3 min: Set the stage for activity 10 min: Complete the phrases provided by the facilitator 10 min: Share your completions with the group
15 min	Small Group Discussion	Pair off and discuss your strategies for how you plan to identify companies and jobs. How will you break up your day and week? Do you want to treat the job search like a final project and have daily stand-ups to check in on your progress? What worked for you and your partner(s) in past job search situations? What didn't work? How can those experiences help you now?
5 min	Next Steps + Wrap Up	Evaluate the efficacy of this meeting structure Decide who will run the next meeting and when it will take place