

SPIRAL GROUP, INC.

SHAPING TODAY'S JOB SEEKERS FOR EMPLOYERS OF CHOICE



ORIENTATION COURSE | AN INTRODUCTION

FOR TECHNICAL SUPPORT SEND EMAIL TO TECH.SUPPORT@SPIRALGROUP.ORG. TO SPEAK WITH THE INSTRUCTOR CALL 773.648.0476.
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ORIENTATION COURSE—AN INTRODUCTION

Investing in your Personal Development is time spent improving your Self, overall. Taking responsibility for your life, circumstances, and career path will tend to be automatic. You will begin living in faith because you are too confident for worry or fear.

WHERE TO BEGIN?

You can begin with this Employment Preparation Training Program—it can serve as a guide for what you want to accomplish in your professional life. The most important step in this method of self-betterment is making a conscious decision to actively engage in this process. Maintain the willingness to stretch yourself by keeping an open mind and thinking outside the box so that you can learn new and enriching things.

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*YOU MUST PASS ALL CUMULATIVE REVIEWS WITH A SCORE OF 100% TO BE DEEMED "JOB READY" AND RECEIVE A CERTIFICATE OF ACHIEVEMENT. DO NOT HESITATE TO CONTACT YOUR INSTRUCTOR, EITHER BY PHONE OR EMAIL, IF YOU HAVE ANY QUESTIONS.

1 | INTRODUCTION

Spiral Group, Inc. is a non-profit organization providing effective **Employment Preparation** training for job seekers who are willing to learn to become job ready; how to make effective use of the skills they already possess; and how to communicate their skills, qualifications, and credentials to potential employers. Our innovative and expedited approach to job readiness and improving workplace performance allows participants to quickly acquire the skills necessary to obtain employment, succeed in their jobs, and become assets to the companies that employ them.

We prepare enthusiastic participants for competing in today's labor market with training modules developed to enhance communication, critical thinking, interviewing, and soft skills. We focus only on topics that are conducive to promoting job readiness and improving workplace performance.

2 | TRAINING PROGRAM OUTLINE

1. PROFESSIONAL DEVELOPMENT COURSE

This course is comprised wholly of Soft Skills modules—critical thinking, handling workplace conflict, the art of active listening, mindful decision-making, customer service basics, body language, etc. Developing this skill-set is crucial for promoting one's success in the workplace.

2. CAREER DEVELOPMENT COURSE

Participants learn how to conduct occupational research, set occupational goals, and how to begin the process of creating a positive personal brand. There's also an introduction to entrepreneurship so that interested participants can begin the process of becoming small business owners.

3. DOCUMENT PREPARATION COURSE

This course was designed to teach Job Seekers how to develop their own self-marketing materials—resume, cover letter, job reference page, etc. We believe that creating their own documents allows Job Seekers to know who they are, the skills they possess, and what they can offer an employer. This process promotes self-sufficiency and self-confidence.

4. STRATEGIC INTERVIEW PREPARATION COURSE

In this course, we engage participants in modules such as, telephone etiquette for job seekers, strategic interview preparation, appropriate attire for an interview, following up after the interview, and more.

5. PERFORMANCE MANAGEMENT COURSE

Presented from the perspective that "Job Ready" participants have landed a job by convincing the employer of their level of maturity and professionalism; their ability to execute the duties of the position; and how they'll benefit the organization. Our Performance Management Course was designed to teach Job Seekers how to deliver on those promises.

AFTER COMPLETING ALL THE COURSES THAT COMPRISE THIS TRAINING PROGRAM, YOU SHOULD BE ABLE TO:

- Know what it means to be "Job Ready".
- Demonstrate critical thinking, active listening, mindful decision-making, customer service, telephone etiquette, and appropriate body language skills.
- Conduct occupational and employer research.
- Begin the process of creating a positive personal brand.
- Develop your own self-marketing materials—resume, cover letter, job reference page, etc.
- Understand who you are as a job candidate and what you can offer an employer.
- Communicate your skills, strengths, and weaknesses to an employer during the interview.
- Follow up appropriately after any job interview.

3 | YOU AND THE JOB MARKET

If you're unemployed, then seeking employment *is* your occupation. As you begin to look for your next **paying position**, think about how a job opportunity fits into your overall career plan. Some things to consider are: *Will the work give you the experience you need to begin or continue your progression toward your longer-term career goals? Is it work you will enjoy?* A thorough understanding of your personality, interests, values, skills, and knowledge will help you direct your efforts. Only you know what kind of work you want and what you are best qualified to do.

Additionally, employers want to know why you chose their organization and how employing you will benefit their company. With a clear focus and confidence, you will need to present your strengths in interviews. The items below will help you to reflect on what is important to you in a job opportunity.

ADVANCEMENT POTENTIAL

What opportunities may arise from this position? What factors affect your ability to advance in this field?

CHALLENGES

What challenges you? Will you have the opportunity to make important decisions? Will you be called on to grow and develop new skills and knowledge?

COMPETENCE & RESPONSIBILITY

Do you like to be involved in work that requires a high level of education, skills, and knowledge? What kind of responsibilities do you want as you advance? Do you want to take on a leadership or a supporting role?

FULFILLMENT

What kind of work satisfies you? Is it crucial for your work to be meaningful and important? What kind of impact does your work need to make?

GEOGRAPHIC LOCATION

Where do you want to work? Do you prefer a city or a rural community? How long is the commute? Is public transportation available?

HOURS

Do you prefer regular or flexible working hours? How many hours per week are you able to commit? Is this negotiable?

LABOR MARKET DEMANDS

Is there a demand for your skills, experience, and qualifications? What skills, education, and experience are employers seeking? What trends might impact the future of this type of work? Is this field likely to grow, decline, or shift? What and who is your competition? Does demand vary by geographic location?

LEARNING OPPORTUNITIES

Are educational and training opportunities available to increase your skills and knowledge? Who is eligible, and what policies govern these opportunities? Is financial support available?

PRESTIGE / STATUS

How important is a title or position of influence?

TRAVEL / RELOCATION

Is travel required? If so, where, for how long, and how often? Will you need to relocate?

WORK ENVIRONMENT

Do you want to work indoors or outdoors? What kind of workplace do you prefer—a calm or busy workplace?

WORK PREFERENCES

Is it important for you to work on a project from beginning to end? Do you like to complete one project at a time or to work on several projects at the same time? How important is it to see the results of your work? How creative do you want to be? Do you enjoy work with tasks and goals that are clearly outlined?

WORK RELATIONSHIPS

What kind of people do you work with most effectively? Is it important to you to develop relationships? What percentage of the time would you like to work independently or as a team member? How often and how do you like to interact with others?

4 | DEVELOPING A PLAN

Many job seekers have an unrealistic idea of how much time the job search takes. It is never too early to begin looking for a job. If you are a student, start in the fall term for a summer job. For internship, contract, or on-going positions, monitor the job market year-round so that your research is up-to-date. Securing a position may take several months to a year, sometimes longer.

Your search for work will be more effective if your goal is clear and you map out your strategy in advance. Set daily and weekly objectives so you can evaluate your progress. Determine the amount of time you will allocate to identifying target organizations, researching, making contacts, and following up. Schedule at least one activity away from home each day to keep you connected to your field and energized.

Organize your days searching for work just as you would a regular work day by recording all your appointments, activities, and results. If you are still in school or working full-time but want to change jobs, then plan to spend at least 15 hours each week—3 hours a day, 5 days a week. After graduation, or if you are unemployed, your search should become full-time. If you have been searching for several weeks or months, an employer will want to know how you have been spending your time. Be prepared to discuss your job search activities, and demonstrate how you are staying current in your field.

CUMULATIVE REVIEW—ORIENTATION COURSE

FILL IN THESE SPACES BELOW WITH CONTENT TAKEN DIRECTLY FROM THE MODULE.

2 | TRAINING PROGRAM OUTLINE—REVIEW THE CORRESPONDING SECTION AND FILL IN THE BLANKS BELOW.

AFTER COMPLETING ALL THE COURSES THAT COMPRISE THIS TRAINING PROGRAM, YOU SHOULD BE ABLE TO:

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ABOUT THE AUTHOR



Michelle A. Jones is the Founder-Instructor of Spiral Group, Inc. The not for profit organization provides **Employment Preparation and Performance Management Training** for job seekers who are willing to learn how to become job ready; how to make effective use of the skills they already possess; and how to communicate these skills to Employers of Choice.

Our logical and expedited approach to job readiness allows participants to acquire the skills necessary to obtain employment, develop self-reliance, succeed in their jobs, and become invaluable assets to the companies that employ them. The company is dedicated to helping job seekers overcome obstacles to employment by improving their organizational, decision-making, interviewing, and soft skills. As a useful services provider, our main goal is to assist individuals in achieving self-sufficiency.

Michelle has over twenty years' experience (1984-2005) in the hospitality industry as an hourly worker, cashier supervisor, assistant manager, general manager, training manager, and franchise business operations consultant. She has worked with the following organizations: Subway, Portillo's, Quiznos, Dock's Great Fish, Burger King, Chili's, Target, and Jeepers.

She is a certified ServSafe® Instructor and registered ServSafe® Exam Proctor. She also holds the following diplomas and certifications: Diploma in Human Resources; Diploma in Business and Legal Studies; Certificate in Instructional Systems Design; and Certificate in Six Sigma.

She opened her first business, RMRC (Restaurant Materials Resource Center), in 1999 where she designed business documents, labels, and posters for the foodservice industry.

In addition, Michelle is a mystic, cartomancer, and ordained minister. She received her ordination on April 19, 2007.

Since 1994, she has been a student of Astrology, Mysticism, Magic, Mythology, Theosophy, Numerology, Gnosticism, Hermeticism, the Nordic Runes, Egyptian Hieroglyphs, and other Occult Sciences. From 2009-2012, she taught basic lessons in astrology online.

SOME OF THE MUSIC THAT INSPIRES MICHELLE

- ♪ "Mind Power" & "Superbad" by James Brown
- ♪ "Unbreakable" by Michael Jackson
- ♪ "Every Praise" by Hezekiah Walker
- ♪ "Black Man" & "Jesus Children of America" by Stevie Wonder
- ♪ "It's A Beautiful Thing" by Boney James