

## DRI Consulting Career/Outplacement Services – Generic Project (Work) Plan and Your Checklist for Career Success

What DRI Consulting Provides You	Starts	How Long	How We Provide This
<p><b><u>Step One - Who I Am and What I Do</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have good information on who I am as a person.</li> <li><input type="checkbox"/> I know what I do well.</li> <li><input type="checkbox"/> I know my personal mission and vision for my work (what motivates me).</li> <li><input type="checkbox"/> I know what I want to learn to do better (my training needs).</li> <li><input type="checkbox"/> I have a specific focus for the next steps in my career.</li> <li><input type="checkbox"/> I know what interests me in the people and activities of my work place.</li> <li><input type="checkbox"/> I know the positions in an organization for which I am best suited.</li> <li><input type="checkbox"/> I know what kinds of organizations I work best in (and what types of bosses/leaders I want to have).</li> <li><input type="checkbox"/> I am able to tell an employer or customer all of the above.</li> </ul>	<p>Major focus of pre-work you complete and the entire focus of our first work session together.</p>	<p>Main focus of the first two meetings, an ongoing consideration through the work together.</p>	<p>Use of a very well regarded and effective “work personality” testing battery.</p> <p>One-on-one coaching using a decision making model to help you define your objectives and focus your decision-making.</p> <p>Written homework to practice communicating these things to others in a clear and compelling way.</p>
<p><b><u>Step Two - What Opportunities Exist For Me In The Marketplace</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have information on industries and companies that interest me.</li> <li><input type="checkbox"/> I have information on employment trends where I want to work.</li> <li><input type="checkbox"/> I have skills to research the things I don't know but need to know.</li> <li><input type="checkbox"/> I have defined my ideal work setting and geographic location.</li> <li><input type="checkbox"/> I know how to get into direct contact with employers/customers.</li> <li><input type="checkbox"/> I have an alternative plan for my immediate needs.</li> <li><input type="checkbox"/> I know what I do well and which work environments I am best suited for.</li> </ul>	<p>The primary focus of your work between the first and second session and the major focus of our second session together. Can be the same week or up to three weeks after the first work session.</p>	<p>Typically a few weeks to a few months in duration, depending on your profession and geographic targets for employment.</p>	<p>Heavy use of the internet and other job databases to uncover job leads.</p> <p>Facilitation to both think “outside the box” and get focused on ideas/leads you may already have access to.</p> <p>Heavy use of information interviews to prospective employers/industry experts.</p>

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<p><b><u>Step Three - Getting The Job or Launching The Business I Want</u></b></p> <ul style="list-style-type: none"> <li>❑ I know how to build networks and develop strategic leads.</li> <li>❑ I have a resume/marketing material that gets interviews.</li> <li>❑ I am able to leverage the help of others as I seek work.</li> <li>❑ I know how to and feel comfortable selling myself.</li> <li>❑ I am able to get interviews that lead to job offers/new customers.</li> <li>❑ I know how to and feel comfortable negotiating (salary, fees, aspects of the work).</li> <li>❑ I know how to use what I learn from the marketplace and prospective employers/customers to further shape what I have defined in Step One.</li> </ul>	<p>We begin reviewing your resume or other advertising material in our second work session. We offer feedback on your presentation skills and get you out practice interviewing as soon as you want to.</p>	<p>This lasts right up to accepting your new position or launching your new business.</p>	<p>You benefit from our ownership of the former Career Pro resume company and experience helping write thousands of resumes. We take the information directly from the Work Personality assessment in Step One and help you articulate it in the resume, cover letter and interviews.</p> <p>We are your coach and advocate, helping you hire your next employer/boss as confidently and assertively as possible.</p>

**Notes:**

- In our first meeting, we define which specific items in each of the three sections above make up your own personalized Workplan. We want to reinforce and support what is already good and working for you in a successful job transition. Your results from our **Career Workshop Survey** and our first meeting together help us focus on what you need.
- Services can begin immediately. Clients have found work in as little as two weeks or as long as one year, depending on the kind of work they pursued, market demand factors and how quickly they wanted to be starting something new.
- All our work is provided to you personally one-on-one.
- As doctoral trained industrial psychologists, we use very effective, scientifically sound tools and techniques to get you what you need.
- DRI Consulting has founded and run separate businesses. We have experience with alternatives to full time employment, should you be thinking about others ways to earn a living and have a career.