

# Six Steps Six Figure Job Search

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Participants are immersed into a variety of activities to address the adult learners' needs. Throughout the training, participants are asked to complete an Action Plan detailing how they intend to apply the skills when back on the job. Depending on the timeframe chosen, participants will review various checklists, evaluate and modify their and others' resumes, and practice interviewing, just to name a few of the interactive activities included.

## Objectives

- ★ Identify the six steps six figure job search.
- ★ Overcome your challenges for the job search.
- ★ Discuss the importance of creating a vision, setting goals, taking action, and networking.
- ★ Review and revise your resume after identifying the elements and formats of a perfect resume.
- ★ Identify ways to get noticed and research six figure jobs.
- ★ Practice your interviewing skills after evaluating your SWOT, the types of interviews, and possible questions.
- ★ Identify how to evaluate, negotiate, and decide on the job offer.

## Training Time

- ★ Two Days: Each day runs from 8:30 AM - 4:00 PM or
- ★ One Day: 8:00 AM - 6:00 PM, modifying the amount of time spent on some content, or
- ★ Four Half-Day Sessions: Each session runs 3 to 4 hours with review and wrap up added or
- ★ Five Lunch and Learns-Type Sessions: Each session runs 2 to 2.5 hours.

## Attendees

Employees needing to transition to new positions

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

None.

**Special Notes:** This module was created in partnership with Lauri Williams who may be reached at [lllj123@hotmail.com](mailto:lllj123@hotmail.com), 1-877-771-7513, or [www.optasiatraining.com](http://www.optasiatraining.com).

## Investment

\$8,000. In other words, if you have 150 participants, it would cost \$53 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$32 each; 500 participants = \$16 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

**Day 1:**

**Session 1 (80 minutes)**

Welcome and Objectives  
Introductions  
Six Steps  
Step One

Break

**Session 2 (45 minutes)**

Step Two  
Action Plan – Steps 1 and 2

Break

**Session 3 (50 minutes)**

Step Three

Lunch

**Session 4 (95 minutes)**

Step Three (continued)

Break

**Session 5 (70 minutes)**

Step Four  
Action Plan – Steps 3 and 4  
Day 1 Wrap Up

**Day 2:**

**Session 1 (110 minutes)**

Day 2 Welcome and Review  
Step 5

Break

**Session 2 (85 minutes)**

Step Five (continued)

Lunch

**Session 3 (100 minutes)**

Step Five (continued)

Break

**Session 4 (75 minutes)**

Step Five (continued)

Step Six

Action Plan

Day 2 Wrap Up