

《12 Steps to a New Ca》

图书基本信息

书名：《12 Steps to a New Career What to Do When You Want to Make a Change Now 12步开始新职业》

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内容概要

"Wellenstein has created the most comprehensive collection of practical advice and wisdom for any job seeker at the professional, management, or executive level. As someone who has had 14 years' experience coaching and advising executives in job transition, the best advice I can now give them for a 'one stop' resource is to use 12 Steps to a New Career . By following Carl's advice, they will have a smooth journey to their next position."

--Dick Ferrington, executive coach, DBM Career Services Changing jobs in your 30's or at an executive or manager level requires you to think more strategically about your career. As your coach, author Carl Wellenstein guides you through the process of making job and career changes in a step-by-step fashion that is specific to your level and situation. You will learn what you need to do, when you need to do it, and why (from multiple perspectives--yours, recruiters, and employers). Real-life examples illustrate how. Twelve chapters are arranged in five sections:

- * Self-discovery--What you bring to the table that others want.
- * Job and career options--Understanding the ones that will work for you.
- * Marketing yourself effectively--Crafting your resume and navigating the job market.
- * Communicating effectively--Techniques that build confidence and enthusiasm so you are more effective when networking, interviewing, and negotiating.
- * Creating your strategic plan--Keeping yourself on track. 12 Steps to a New Career will help you make a life-changing leap from thinking of "changing jobs" to defining a career path that will lead to a job you'll love.

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书籍目录

Preface Introduction: How to Get the Most From Using This Book Section Finding Who You Are and What You Bring to the Table Chapter 1 Take Stock Chapter 2 Achievements Chapter 3 Skills Section Identifying and Evaluating Your Employment Options Chapter 4 Career Options Chapter 5 Self-Employment Options Section Marketing Yourself Effectively: What, Why, and How Chapter 6 Resumes Chapter 7 The Job Market Section Mastering the Different Ways You Communicate With Others Chapter 8 Networking Chapter 9 Communicating Chapter 10 Interviewing Chapter 11 Negotiating Your Salary Section Keeping Yourself Focused and on Track Chapter 12 Creating Your Strategic Plan Conclusion: Where to Turn for Additional Help Index About the Author

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