

QUOTATIONS

“The real opportunity for success lies within the person and not in the job.”

Zig Zigler

“You are the only one who can use your ability. It is an awesome responsibility.”

Zig Zigler.

“Of all the “attitudes” we can acquire, surely the attitude of gratitude is the most important and by far the most life-changing.”

Zig Zigler

“ The ultimate measure of a man is not where he stands in comfort and convenience, but where he stands at times of challenge and controversy”

Martin Luther King, Jr.

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Mastering Change In Today’s Workplace

Today, change is common in the workplace. It may lead to job loss for some employees and significant job adjustments for others. .

1. Common Factors in Job Transition.

You may have lost your job or had substantial job changes as a result of one or more of the following circumstances:

- * Mergers and Acquisitions, e.g., change in leadership and shifts in geographic location of headquarters or field offices may lead to layoffs
- * Technology, e.g., affects the way business is done and may replace employees
- * Change in Leadership, e.g., CEO retires and new CEO has a different agenda that may cause changes in jobs and job loss
- * Competition, e.g., benchmarking best practices and competing with quality and cost of products from other countries may lead to right-sizing
- * Shareholder Pressures, e.g., a drop in stock may lead to mandates to hold down costs and could result in increased workloads and/or layoffs
- * Outsourcing, e.g., layoffs caused by work being done more cheaply abroad
- * Customer Input, e.g., complaints, requests, and changing needs may lead to job changes

- * Natural Disaster Terrorist Attacks, and War, e.g., terrorist activities, war hurricanes, and floods may lead to job relocation or job loss
- * Changing Economy, e.g., affects consumer’s buying habits and may precipitate layoffs
- * Changing Cost of Gasoline and Fuel, e.g., rising transportation costs may lead to staff reductions, and some staff may seek work that’s closer to home to trim their commuting costs.

2. Bridges’ Model of Change

William Bridges, transition expert and author, identifies three stages of changes: the ending, the neutral zone, and the new beginning. Bridges notes that the transition process is the most difficult part of change. In his book “Surviving Corporate Transition”, he defines transition as “the gradual psychological process through which individuals and groups reorient themselves so that they can function and find meaning in a changed situation.” Change often starts with a new beginning, but transition must start with an ending – with people letting go of old attitudes.

Typically, people move chronologically through five stages before they are able to move forward.

- *S=Shock (“I can’t believe this is happening to me.”)
- *A=Anger (“How could they let me go after my 20 years of loyalty to them?”)
- *R=Resistance (“I’m going to fight for my job even if it means I have to sue them.”)
- *A=Acceptance (“I’m not happy about losing my job but I better find a new job soon.”)
- *H=Help (“It’s been a long time since I searched for a job so I need to find a good career coach to assist me.”)

3. How to Adapt to Changing Circumstances

Why is it so hard to let go of our endings? Usually it’s because of the absence of things that felt comfortable and predictable. Here are some examples of losses you may experience and what your thoughts might be about it.

- *Loss of the Familiar – “I felt secure in knowing how to perform my job responsibilities.”
- *Loss of Structure & Clarity – “I liked my routine and felt comfortable with it.”
- *Loss of a Hoped-for Future – “I thought I’d work at that company until I retired.”
- **Loss of Career Direction – “I had my career path all figured out at that company.”
- *Loss of Influence – “I was highly regarded and people listened to my ideas.”
- *Loss of Friends – “My coworkers were my best friends.”
- *Loss of a network – “I knew whom to rely on to get the job done.”
- *Loss of Knowledge & Expertise – “I was considered the expert.”
- *Loss of Security – “I earned a great salary and yearly bonuses.”

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So, how can you help yourself let go of your last job and company? Here are some possible questions to help you deal with your endings, and move on:

You were able to learn your job and do well in it. How can you bring your ability to learn and work hard to your next job?

- * So, once you have a new routine do you think you'll feel comfortable in your job?
- * How likely is it that you will find a new company to work with for many years?
- * Perhaps, you'll find a new career path at your next employer that's even better..
- * You were able to gain respect with people at work. How can you bring that with you to your next job?
- * How can you say your goodbyes? Which friendships do you still want to maintain? How can you use your ability to establish and maintain friendships at your next workplace?
- * What other companies would value your knowledge and expertise?
- * You've shown the ability to do good work and be rewarded for it. How can you apply that same ability in your next job?
- * What new opportunities are open to you?

According to Bridges change model, once people have dealt with an ending they move into the second stage of change – the neutral zone. Coaches are needed at this stage to help you deal with the uncertainty and ambiguity of a job search. You may feel as if you're on a roller coaster: one day you're excited about a job interview and the next day you're devastated when you don't get a job offer.

During the neutral zone, you'll need a lot of support from family, friends, and professionals. Here are a few questions to ask yourself:

- * Who can provide support to you as you navigate this change?
- * What do you need to ask of your family during the job search?
- * What are your most pressing concerns? And, who can assist you regarding them, e.g., financial counselor?

4. Coaching Techniques for Success

There are many new things job hunters must learn to do, and a professional career coach can help: establish a vision for one's career; identify goals to achieve the vision; conduct informational interviews to understand possible careers and companies; research companies; craft a clear and crisp elevator speech; network for results; reach decision-makers or hiring authorities; write a winning resume and cover letter; ace behavioral interviews; and negotiate a top-notch salary package.

Eventually, you'll land a job and make a new beginning – the third stage of Bridges' change model. So, continue to get coaching on the following things:

- * Uncover your vision for success in the new job.
- * Define a new identity and corresponding new behaviors to adopt in order to be successful in the new position.
- * Establish near-term goals and identify actions to attain them.
- * Set benchmarks to measure your progress.
- * Reflect on your progress and make necessary refinements.

Nancy Branton, President, People Potential Group, Inc., The Career Management Alliance

February, 2008
Networking Opportunities for CCI Clients-
Contact us if you'd like to attend!

February 5

Network Birmingham Luncheon - The Harbert Center, 2019 4th Ave. North, 2nd Floor, 11:30-1:00, \$15, "Small Business Accounting & Tax Preparation; Start Your Own Business", Bruce Downes, CPA

February 6 -Toastmaster meets every first and third Wednesday of each month at 11:30. visit 222.protoast.com; for directions.

February 12 -

Vestavia Hills Chamber – Monthly Luncheon, Vestavia Country Club, 11:30 a.m. Networking 12:00 Program.

TechMixer, McWane Center, Birmingham - 5:00 PM

Infragard, - 8:00 a.m. – 11:00 a.m.

February 13

Entrepreneurial Training Series- Topic: Brand Management- Who Are You? Sponsored By: Advanced Planning Services, LLC & Birmingham Chamber – 11:45-1:00.

Samford Business Network, Harbert Center, 7:00-9:00

February 14

Hoover Chamber - Coffee & Contacts at Sprint/Nextel – Hwy 280 7:30-9:00 a.m. – 5368 Hwy 280 South-Call 980-8009 or ralan.burgess@sprint.com.

February 20

BSHRM Monthly Meeting – The Wynfrey Hotel – 12:00 – Speaker, Congressman Artur Davis

Toastmaster meets every first and third Wednesday of each month at 11:30. visit 222.protoast.com; for directions.

Shelby Chamber Luncheon, Pelham Civic Complex Networking 11:00, Noon Program.

February 21

Hoover Chamber Luncheon – Hoover Country Club. 11:30 Networking, Noon Luncheon.

Shelby Chamber – SpeedNetworking for Professionals – 8:30-10:00 a.m. Bring 50-75 business cards., Pelham Civic Complex.

February 28

Hoover Chamber - Business After Hours 5:30-7:00 p.m, held at Martini's Fine Food & Lounge, 2132 Lorna Ridge Lane, #10 Hoover, Host by Reliantech.. Contact jeffb@reliantech.com or 241-4487.

The Women Network – Speaker: Tim M. Townes, PhD Prof. & Chairman, Dept of Biochemistry and Molecular Genetics, UAB Sch. of Medicine and Dentistry. Topic: "What You Should Know about Stem Cell Research".

Monday Feb. 18, 6-8pm -"Updating Your Professional Image" Presented by CCI staff & Richard Joseph Salon. Makeovers, Business Image, Cocktails & Appetizers (FREE – SEATING LIMITED)

Stats, Sites and Stuff

Stats

Hispanic Hiring Heating Up – According to EmploesCB.com (a subsidiary of CareerBuilder.com), Spanish speaking candidates will be in particularly high demand in 2008. About half (48 percent) of the 2,417 hiring and human resources managers who were surveyed plan to intensify their searches for qualified people who are bilingual, with 21 percent specifically targeting Hispanic workers. Hiring bilingual candidates' cuts across many sectors, including financial, real estate, and education. (Source www.workforce.com/section/quick_take/53145_2.html)

Sites

Jobfox Scores \$20 Million in Venture Funding - Jobfox is starting 2008 with \$20 million in new financing, which the job board will use to expand its domestic and international presence. The company plans to open six offices in high-volume markets-New York, Los Angeles, Dallas, Houston, Seattle and Chicago. The new offices will primarily hire sales and marketing personnel, but will likely include technology experts who can generate innovations. Jobfox differentiates itself from a conventional job board by offering technology that matches the most suitable candidate for a specific job opening. On JobFox's radar are plans on adding London and other major European and Asian hubs.

Source: www.workforce.com/section/00/article/25/30/79.html

Stuff

What's Ahead for the Global Economy in 2008: Reports from Knowledge@Wharton Network (Read the full 9-page report at:knowledge.wharton.upenn.edu/article.cfm?articleid=1871;))

CAREER CONCEPTS INC. CLIENTS: remember to check our website every two weeks for sample openings!
www.careerconceptsinc.org

Testimonial

Marlene:

Good morning!!! I wanted to let you know some news that may make your day. Last Tuesday, I was called in by my boss letting me know as of the end of the month, my department was being eliminated. My company has lost many contracts over the past few months and to put things bluntly, they are cutting all non-necessary department in an effort to save money. Well, as you would expect, I went into "freak-out" mode. I had been looking into some positions before this happened, but had really been complacent in my search.

I had a phone screen scheduled for the next day and was unsure if it would turn into anything. Well, I had the phone screen and they wanted me to come in the next day for a face-to-face. Before I got home from the interview, the recruiter was calling with an offer contingent upon background screen.

I got the call Monday offering the position and it is offering better compensation, wonderful benefits, and for the first time ever, room for growth and advancement. I will be flying out Monday to Tampa for their annual Marketing meeting. In the meantime, I put my network to work for me. So far, since last Tuesday, I have had four interviews and will be doing two more today. While I have accepted the other position, I do not want to burn bridges and do not know if another offer may be better.

I will have to say with honesty, the skills I learned from you guys helped me get to this point. Chris always told me that someone without a job is more motivated than those who are working and boy was he right.

Anyway, I wanted to say thanks for all I learned from you guys and can attest to the fact that it works.

J.M.W.

Career Concepts, Inc, is a member of Career Management Alliance,
and gratefully credit them with much of the data contained herein.

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