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Welcome Transcript

Welcome to Job Search Master Class®. This is the welcome section, and I look forward to sharing what you are about to experience. I'm Dana Manciangli, and here are things to know about this program. You are going to reach the finish line, and you're exactly where you need to be right at the beginning. What you're going to learn in this welcome section is how to best navigate this program from start to finish, what to expect in each module, and where to start. You'll get a peak at my teaching style as well.

Job Search Master Class® is designed to go in order and... bad news. There aren't any shortcuts.

The order of the instruction is designed to lead you to your goal. Let's break it down into three sections: Ready, Aim, Get Hired, and that is the flow from left to right.

Under "Ready", you are going to be setting your job goal or you're next career move by doing research by doing some analytics and identifying the most relevant keywords and key phrases.

You're also going to get organized under "Aim". This is where you have the most amount of hard work to do. This is building the tools before you launch your hunt to your job search, so hold off. We're not applying for jobs yet under aim. You're going to get a stack of things done and brilliantly might I'd add including your résumé but not limited to your résumé. A cover letter, how to apply better, how to build your LinkedIn profile and use LinkedIn for networking, for interviews, and, of course, interview prep early. You'll be ready and hire-able, and interview-ready.

"Get Hired" is the hunt. That's how you customize your applications, do your follow-up, learn how do you overcome biases, video interviews, and how to negotiate the offers you will get.

Your roadmap is attached right here in this welcome section, so please download all of these tools and use them. If you want to get through the program sooner than 60 days, simply make those adjustments to the project plan

Each module of five starts with a snapshot and that tells you what to expect inside that particular module and describes the lessons within the modules.

Module one is all about your attitude, your commitment, and goal setting. Within module one, there are four lessons from getting ready to compete on how to play the odds game and setting your goal. You're also going to get organized for your job search. All the tools need are already built.

Module two, preparing to win a job. This section has you build your job tracker, that excel spreadsheet you'll use throughout your job search. It provides sources for jobs and social media tutorials, what to do, and what



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not to do. You'll learn about LinkedIn here, but I don't want you to change your LinkedIn profile yet. We're going to do that after your résumé build in the next module.

Now we're here. We're getting into the "Aim" section of ready, aim, get hired. Module three is preparing to apply to jobs, but don't start shipping out those résumés yet. You're going to learn about phone and video interviews and email etiquette. You'll do a lot of work in the résumé template with tips and techniques and using that template to build your new master résumé. Then you're going to learn more about a cover letter and a new document for a unique way to apply. That's how to stand out. And now we'll move on to module four. Still not applying yet!

You know that over 80% of jobs are gotten by working through people, networking for jobs, and we're going to network to land those interviews. You'll learn how with the step-by-step including scripts and what to say. You'll also learn how to cold-call companies at way high levels. The new "front door/backdoor" networking process that just works.

Module five, interview prep, and follow up. This section gets you into the roleplay, filling out your interview guide and what to do the night before an interview as well. You'll also practice those thank you notes and follow up. So you are the one who wins that job.

Again, this is designed to go in order, so I don't want you to think that all you need is a résumé and interview. Those days are gone. We want you to learn the full motion. So ready, aim, get hired.

Module one through five and there is a bonus section I really want you to go to when you're ready, and that is number one, how to negotiate your offers. There's a toolkit in there. You have a discount for your local business journal subscription, which I highly recommend. Interview roleplay unlimited and a searchable FAQ. Go in here, type what you need and often the answer will be right there. There are over 35 cheat sheets, templates, checklist, and tools to help you with every lesson.

This workshop is all about you building the muscle and doing the exercises. Basically, using this as your workshop to get a job, so don't just fly through the videos. Use the handouts. Always.

Here's a tour of your workshop. Every lesson and module follows the same rhythm. Your course will always be on the left side so you can always see where you are and where you're going. Then the video instruction is at the top of the lesson. When you scroll down, that's your action center. You have handouts, exercises, and copies of the video slide and the transcript of the video as well.

Each lesson follows a consistent path. The video instruction, the exercises, handouts, and you complete the assignments. There is a notes feature in Job Search Master Class® as well. It's in the bottom right corner where it says take notes, and as you take notes, there'll be compiled and ready for you at any time. In the top nav bar,



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there is a section called my course notes where you'll find all of the notes you take through Job Search Master Class®.

You have support and can ask questions throughout. On the left is the support for technical and billing questions. On the right is your unlimited Facebook group where you can ask questions and follow along and learn from other questions asked. So please join that group. You'll get the instructions inside.

Here's what I want you to do next. Start with a snapshot in module one, lesson one, and let's go. Thank you.

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