



Port Townsend Public Library

March—April
2010

Transition Yourself®

*Finding Your Work Path
in Hard Times*

Library Assists Job Seekers

In November 2009 the Port Townsend Public Library received a Hard Times Grant to assist job seekers. The grant is funded to August 2010.

Theresa Percy, Library Director, stated the grant benefits the library by providing additional resources in the form of business and job search collections, staff training plus career development workshops offered to job seekers.

The first series of six workshops to assist area job seekers began in January and completed in February. The six workshops will be repeated twice in the coming months.

A **Transition Yourself** Workbook was written by Grant Employment Coordinator, Susan Kay Wilson who also teaches the workshops and provides individualized consulting appointments.

The workbook addresses job search tools — resumes, cover letters, interviewing as well as job search techniques. It also explores ways to address the emotional, psychological and financial aspects of being unemployed.

Hard Times Grant Funded from the Office of the Secretary of State, Washington State Library as part of the Renew Washington Project which is funded by the Bill and Melinda Gates Foundation and the Institute of Museum and Library Services.

Network Group

Job seekers organized a Transition Yourself Network Group to maximize job search strategies, network, and support the job search efforts of each person participating. The group meets weekly Friday mornings at the Charles Pink House at 10:00AM.

Networking continues online through an internet group - TransitionYourself@googlegroups.com and email.

Contact

ptplhardtimes@gmail.com



Career Directions

Transition Yourself Workshops

Sessions 1—6

Each workshop session builds upon the previous session and helps job seekers move through a process of change.

Session 1 - MARCH 29
Assessing Circumstances covers the emotional and financial aspects of being out of work.

Session 2 - MARCH 30
Skills, Qualifications and Achievements — identifying what workers have to offer employers.

Session 3—APRIL 5
Work History, Applications, Cover Letters & Resumes - the basics and more.

Sessions 4 & 5—APRIL 6 & 12
Interviewing and Marketing - practice interviewing and creating your job search plan.

Session 6—APRIL 13
The 4 R's - reviewing and evaluating action plans and maintaining balance in your life during a career—life transition.

Time: 10a.m.—12p.m.

Location: Mountain View Commons

1925 Blaine, Port Townsend

Port Townsend Public Library

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Network Group

TransitionYourself @
googlegroups.com
http://
groups.google.com/
group/transitionyourself

Susan Kay Wilson
Employment Coordinator

When you hear someone
knocking, open the door—
it's opportunity.



"I got a job!"

Jeannine attended the Transition Yourself Workshop to receive help in getting job offers. She was able to use the interview questions to practice before she went to a job interview. Jeannine says "the questions helped me prepare for my interview." She felt she had more confidence during the interview since the questions the employer asked were very similar to those she had practiced. She was offered a job at Home Depot during the interview.

- ◆ The totality of the job process in a logical sequence
- ◆ Concept of developing an action plan
- ◆ Gave me information and motivation to take action
- ◆ Networking
- ◆ How to interview properly
- ◆ Employment Tool Kit
- ◆ Links to Library Resources

Job Seeker
Comments
About How
Transition
Yourself
Workshops
Helped

What Job Seekers Have to Offer...

Chris...Retail and Sales Specialist with more than 10+ years with various companies. Computer experience with Word and Excel. Fork lift and heavy equipment experience. Veteran.

Carol...My ten plus years in **customer service and sales**, for diverse industry employers, has resulted in successful communication and problem-solving skills. I'm a team-player, accurate in the details, with excellent follow-through ready to delight your customers above and beyond their expectations.

Priscilla Schaefer...I have over 20 years of experience in **Supply Chain and New Product Management**. I have managed over 300 software releases into fulfillment/distribution. Also I have managed a worldwide manufacturing vendor with independent facilities in the US, Ireland and Singapore. In my career I have made it my purpose to ensure that I meet every commitment I have made. I know that relationships and communications are key to the success of a company. I am a competent project leader, valuable team member and a highly motivated independent worker.

Eric Hammond...I am an **electronics and software engineer** with extensive and diverse experience. I excel in projects which use all my skills to help create a complete product.

Angelyn Redstone...M.Ed. Establishing **communication excellence** best describes my life's work as coach, facilitator, project manager. Focus on dynamic team building, curriculum design, and strategic planning created to address needs of specific populations in diverse settings, has culminated in organizational and individual transformation. Employing a co-coaching model, I believe in meeting clients where they are; guiding them toward defining goals and aspirations, exploring resources and resourcefulness, and establishing practical approaches to bringing their vision to fruition. My work has taken me from inner cities, to arts and cultural venues, to seats of government, to fostering dialogue among tribal leaders during political and social unrest. Applicable in myriad situations, I offer my extensive experience, coupled with well-honed abilities to assist you in your challenging projects.