



## Port Townsend Public Library Hard Times Grant



### For Career Transitions & Job Search

#### *Work Search Resources Available Through Port Townsend Public Library*

Theresa Percy, Library Director announced in November 2009 that the library received grant funding 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. The Port Townsend Public library will expand the collections for business and job search materials, train staff, provide job seeker workshops, a network group and Google Group for workshop attendees.

#### **Transition Yourself© Workshops**

A series of workshops will explore psychological aspects of job loss, finding a job in tough times, and how to make a transition back to work or into self-employment. The series will be offered three times during the year starting in January and ending in May 2010.

- Series 1 (January 25, 2010 – February 9, 2010),
- Series 2 (March 29, 2010 – April 13, 2010), and
- Series 3 (April 26, 2010 – May 17, 2010) Workshops

#### **Workshops ~ six two hour sessions**

- Assessing Circumstances: Covered budgeting and emotional aspects of job loss and where to obtain support. It was the basis for creating a new plan and attitudes about working and finding a new career path.
- Skills, Qualifications, Achievements: Covered skill identification and discovery and compiling records of work history, education and achievements.
- Work History, Applications, Cover Letters, Resumes: The session included types of resumes, sample headings and key words, and electronic resumes. Also included was information about applications and cover letters.
- Marketing & Interviewing, Part 1: Practice questions and sample answers was the emphasis of Part 1. The use of power words, key words plus creation of a



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branding statement were discussed as powerful job search tools for an Employment Tool Kit.

- Marketing & Interviewing, Part 2: This session identified personality types and how to respond in interview, how to create a marketing approach to build a job search plan and strategy.
- The 4 R's – Resolve ~ Re-evaluate ~ Renew ~ Result: The emphasis in this session was to have an employment tool kit completed that had a career plan and goals, sample resumes, practice interview questions, and a marketing and network strategy for job search that included a personal brand statement. The model called for evaluating progress, changing what didn't work, spending time in "renewal" and continuing to move toward goals.

## Location

**Meeting Room, Mountain View Center, 1925 Blaine Street, Port Townsend, WA from 10:00a.m. – 12:00p.m**

## Transition Yourself Network Group

The *Transition Yourself*© Network Group is an on-going facilitation meeting that is part of a series of workshops held earlier this year. Weekly *Transition Yourself*© Network Group meetings serve as a resource for people making career transitions, seeking employment or considering business startups. It is synergy, the combined ideas of two or more people, at its best says Susan Wilson, *Transition Yourself* Coordinator. Group members bring topics of discussion, questions or challenges or share information with others to help each person move closer to achieving personal career goals.

Members willingly support and assist each other with job leads, resume or cover letter edits/reviews or discussing answers to tough interview questions. Each member works on networking, marketing, job search strategies or business plans and uses the group as a sounding board or a place to share ideas. In some ways it is similar to Master Mind Groups where participants work together to find solutions to challenges brought by group members.

For job seekers getting close to running out of unemployment benefits or who have already given up or have been looking for some time, this resource can be invaluable in helping them make choices and decisions. According to Richard Bolles, author of *The Job Hunter's Survival Guide ~ How to Find Hope and Rewarding Work Even When "There Are No Jobs"*, the most successful job search method (86% success rate) is to clearly identify strengths, skill sets and regularly attend a network group. Many job seekers only use web sites to apply for jobs and according to Bolles that has a 10% success rate.



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The group meets at 10:00am Friday mornings at the Charles Pink House next to the Port Townsend Public Library. It is recommended that first time attendees contact Wilson prior to attending the Friday morning meeting at [ptplhardtimes@gmail.com](mailto:ptplhardtimes@gmail.com) or by leaving a phone message at 360-344-4608.

## Transition Yourself Google Group

This is a private group for individuals that have attended the Transition Yourself Workshops and Network Group sessions. Members can access job search files and post discussions (questions) at any time.

## Additional Workshops & Events

- Jefferson County Library Workshops
  - What's In Your Employment Tool Kit – March 15, 2010
  - What's In Your Resume – March 22, 2010
- Totally for Teens ~ About Employment Workshop
  - June 8, 2010 – Port Townsend Public Library
- How To Get & Find A Job On The Olympic Peninsula – Speaker Event
  - Speaker and author of *Build Your Employment Fortress: How to Find and Keep a Great Job in Today's Changing Economy*
  - Port Townsend Public Library

## Consultant

Susan Kay Wilson has over twenty years of experience working in community projects, serving at-risk and low income populations and working with employment and training programs. She also experienced difficult times when she was laid off from a fulltime job because of a budget shortfall. Currently she is working with the Port Townsend Public Library grant for job seekers and is the author of the *Transition Yourself – Finding Your Work Path in Hard Times* Workbook and presenter of *Transition Yourself* Workshops. She has worked as a consultant, coordinator, coach and counselor, trainer and educator, interior designer and artist. Susan made her way from the Upper Peninsula of Michigan to Washington State and fell in love with Port Townsend and its moderate climate and decided to stay.



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