

Landing Your Next Job:

Appearance, Communication and Performance



Workshop Guidelines

- Please be courteous and respectful to the host and other participants
- This is an interactive session - we welcome you to ask questions at any time (unmute your microphone or send questions via chat)
- The workshop presentation and other materials will be sent to all participants who provided an email address
- Follow up with your nearest Oakland County Michigan Works! service center for additional assistance

Landing Your Next Job:

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Landing Your Next Job



Are You Ready?

Landing Your Next Job

- ✓ Tailored resume
- ✓ Impeccable online presence
- ✓ Tap into your network
- ✓ Stay alert, stay ready

Landing Your Next Job

- ❖ Appearance
- ❖ Communication
- ❖ Performance

Appearance

- ❖ Image is Everything
- ❖ Attitude is Everything
- ❖ Perception is Everything



Communication

- ❖ Clarity
- ❖ Articulation
- ❖ Listening
- ❖ Adapting your style

Performance

- ❖ Know your value
- ❖ Acknowledge your strengths & opportunities
- ❖ Set goals
- ❖ Plan and Prioritize
- ❖ Don't lose focus
- ❖ Stay ready so you don't have to get ready

QUESTIONS/ COMMENTS



At Your Service

Monday-Friday, except state holidays

Telephone and Virtual Appointments Only

NOVI

31186 Beck Road
Novi, MI 48377

(248) 926-1820

OAK PARK

22180 Parklawn Street
Oak Park, MI 48237

(248) 691-8437

PONTIAC

1850 N. Perry Street
Pontiac, MI 48340

(248) 276-1777

SOUTHFIELD

21415 Civic Center Drive, Suite 116
Southfield, MI 48076

(248) 796-4580

TROY

550 Stephenson Highway, Suite 400
Troy, MI 48083

(248) 823-5101

WATERFORD

7500 Highland Road
Waterford, MI 48327

(248) 617-3600

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DAVID COULTER
OAKLAND COUNTY EXECUTIVE

Landing Your Next Job

