

# Career Workbook

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*The Career Workbook* Business Expert Press

The STAR Career Workbook will guide you through the hard work toward a more rewarding career. This workbook is full of guides, worksheets and charts that you will use to assess your values and strengths and plan your search. It includes tools to help you refine your vision and craft your message. It also provides tools for developing your resume, cover letters and other communication tools; as well as networking plans, interview preparations, and negotiating strategies.

Career Anchors John Wiley & Sons

This easy to use new workbook contains a powerful system for mapping the path of your entire career, no matter where you're at right now. Developed by pioneering executive Carol Evanoff, this process will help you understand why your career hasn't evolved exactly as you'd hoped. (Or even if you're doing well now, this book will show you how to accelerate your success so you can reach whatever goals you set for yourself.) Using a process she calls Career Gap Analysis, Carol Evanoff will guide you step by step in examining your work history for clues to your achievements-and your failures. If you've ever wondered why you were passed over for a promotion, this workbook can help you figure that out-and best of all-learn how to be better prepared for your next advancement opportunity. In this groundbreaking book you'll discover: -How to wow selection panels -How to make a lasting impression during interviews -How to document every facet of your career and use that to your advantage -Where to seek strong allies who can help you in your career -Why ladders are wobbly and pyramids are perfect -How to make optimal use of feedback -Why you need nitpickers, fault finders and naysayers -How to make the most of all your talents (hidden and otherwise) -Secret tools for overcoming obstacles -How to become the sort of employee everyone wants to hire -How to envision-and attain-your greatest career possibilities As a leader and innovator in managing diverse groups of people, Carol Evanoff is uniquely qualified to lead you through the process of creating the career of your dreams-even if you haven't fully dreamed it yet. (She'll help you with that part, too.) Along the way, you'll also experience a growth in self-confidence as your successes add up to a more fulfilling work life and the ability to make a positive difference in every

area of your life.

The Star Career Workbook Jessica Kingsley Publishers

Job security is a thing of the past. In a time when companies are laying off thousands of people and 60 to 80 percent of employees are not satisfied with their jobs, many people are wondering if there is such a thing as job security and whether they can actually enjoy their work. After all, if you spend most of your waking hours doing something, you at least should like it. According to Lee Ellis and Larry Burkett, you can find the career that fits you. You can enjoy your work. It's just a matter of assessing who you are, knowing your strengths and interests, and discovering the kind of work that will utilize those talents. In this new edition of Finding the Career That Fits You, you will discover the person God made you to be through insightful looks at your personality, skills, life values, and vocational interests. All statistics and resources have been updated and the latest information on using the Internet in your job search has been added. Ellis and Burkett will walk you through the job-search process and give you the confidence you need to start or change your career - and your life!

*The Motivated Job Search Workbook* Moody Publishers

The New York Times bestseller is back! The career workbook Roadmap is better than ever. Roadmap has been updated and expanded with tons of brand new content—including chapters on changing directions mid-career and not letting your past define your future. Through inspirational stories and interviews, journal-like prompts, and practical career development information, this helpful resource will steer students, recent graduates, and career-changers toward an authentic, fulfilling life. • Features fresh perspectives from people like singer-songwriter John Legend, surfing world champion Layne Beachley, and MacArthur fellow and radio host Jad Abumrad • Full of advice for people seeking a fulfilling work life that will make them happy and keep them engaged • A self-mapped guide to creating a rewarding and satisfying work life Roadtrip Nation, based in Costa Mesa, was founded by Nathan Gebhard, Mike Marriner, and Brian McAllister in 2001, and has grown into a national career exploration movement, educational organization, and PBS series. Since its original publication in 2015, the team at Roadtrip Nation has continued to travel the world and interview accomplished individuals about their path to success. • Great for recent college graduates, interns, or anyone questioning their career path and in need of advice and a fresh perspective • Useful as a resource for career advisers, educators, and companies who want to foster an engaged workforce • Add it to the collection of books like What Color Is Your Parachute? 2019: A Practical Manual for Job-Hunters and Career-Changers by Richard N. Bolles, Designing Your Life: How to Build a Well-Lived, Joyful Life by Bill Burnett and Dave Evans, and How to Have a Good Day: Harness the Power of Behavioral Science to Transform Your Working Life by Caroline Webb

Career Coach 2011 Random House Digital, Inc.

Job search expert, Brian E. Howard, has been helping job seekers for over 25 years. From that depth of experience, Brian wrote *The Motivated Job Search Workbook*, which contains thought-provoking questions and exercises that correlate directly with Brian's job search books: *The Motivated Job Search* and *Over 50 and Motivated!* Conducting a job search can be a daunting task, especially if that job search was put upon you unexpectedly. Thoughts and questions like where to start, what to do, how to deal with feelings, and where to go for information, among so many others, can quickly overwhelm you and deflate your confidence. This workbook, used with *The Motivated Job Search* or *Over 50 and Motivated!* will get you through it! It will lead you to your next job! With plenty of writing space, *The Motivated Job Search Workbook*, takes you through the step-by-step process of a motivated job search. The questions and exercises are simple but will make you think about yourself, your professional value proposition, your successes, your brand, and all of the practical action items you must do to successfully execute a job search. Written as a comprehensive workbook for the entire job search process, it will keep you organized, keep you thinking, and keep you motivated!

*Fast Starting a Career of Consequence: Workbook* Ten Speed Press

What if everything you know about careers is false? Bombarded by toxic misinformation about unemployment and failing career prospects, job hunters are often halted by fear. *101 Career Myths Debunked* is essential reading for college students, job hunters, and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success. Written by a counseling psychologist and career psychology expert, *101 Career Myths Debunked* is your personal career coach and ultimate planning guide. This easy-to-use workbook will show you how to boost your confidence and build a life you love. It walks you through the entire career development process and helps you deal successfully with everything you need to consider. You'll learn practical new ways to move forward from your present uncertainty into a promising future.

**101 Career Myths Debunked** Createspace Independent Pub

Complementary to *Launch Your Career* published by Berrett-Koehler (2021)

**MBA Career Handbook** Taylor & Francis

The STAR Career Workbook was designed for you to conduct the hard work you need to do, to get on the path toward a rewarding career. This is a workbook, not a romance novel. Get out your pencil and prepare to spend some time in here. This workbook is full of guides, worksheets and charts that you will use to

prepare your resume, cover letters and other communication tools; as well as networking plans, interview preparations, and negotiating strategies. Regardless of your situation, employed, unemployed, under-employed or under-compensated, the STAR Career Workbook will help you.

**Roadmap** Ten Speed Press

With more than sixty-five combined years of experience in the career development field, Howard Figler and Richard Nelson Bolles are the undisputed authorities when it comes to helping people find meaningful work. In this revised and updated second edition of their classic guide for career counselors, Figler and Bolles show aspiring counselors how to break into the business, and give experienced counselors ideas for improving effectiveness and recharging their practice. Outlining tools, problem-solving tips, and ethical values for today's career counselor, *THE CAREER COUNSELOR'S HANDBOOK* features new information about performing the Annual Career Checkup, choosing Essence over Ego, and using the Internet-while celebrating the fact that even career counselors need counsel once in a while.

*Career Handbook for Working Professionals* : McGraw Hill Professional

This Career Workbook is designed with information and activities to help you discover your unique talents, your values, and your goals and use them to build a very successful career by developing your professional portfolio. It can be used alone or as a companion to my original book, *7Steps to Find Your Perfect Career: A Practical Career Guidebook With Nine Interviews From Very Successful People*. This workbook contains a great deal of the career information and activities from the original book, plus over 40 additional activities to help you develop your professional portfolio, along with a few quotes from the nine extraordinary interviewees in my book, *7 Steps To Find Your Perfect Career*.

**Finding the Career that Fits You** Createspace Independent Publishing Platform

*Take Charge of Your Federal Career* is a practical, action-oriented career management workbook for federal employees. Packed with proven tips and valuable assessment and evaluation tools. This unique workbook provides federal workers with the individualized know-how and guidance they need to identify, obtain, and successfully demonstrate the skills and experience required to qualify for new and better federal jobs. You'll learn how to prepare an Individual Development Plan (IDP) that includes self assessment, locating job opportunities and career enhancement details and assignments, setting realistic goals, networking techniques, how to complete a dynamite application, interviewing techniques, and how to stay on track. You'll discover exceptional resources to locate job vacancy announcements, agency web sites, employment applications, forms and procedures, new federal department connections, how to enhance interviewing skills, and much more. This new workbook provides abundant resources to develop your career goals and locate government jobs.

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### **Take Charge of Your Federal Career** Author House

7-step action plan to help you hear God calling, get the right job and maximize your career

*The Time, Life, and Career Management Workbook for Scientists*

Independently Published

An interactive companion to the world's most popular job-search book, updated for 2021, that helps you translate your personal interests into marketable job skills. This fill-in workbook for the career classic *What Color Is Your Parachute?* is a helpful tool for recent grads, workers laid off mid-career, and anyone searching for an inspiring work-life change. Featuring • New information that addresses the job-market in the pandemic era • The Flower Exercise that gets everything about your skills and preferences in one place • The Party Exercise to help you discover who you work best with • The Transferable Skills Grid that helps you discover your most valuable skills and more of Richard N. Bolles's helpful charts and activities, this workbook allows job-hunters to roll up their sleeves and discover how their unique interests, passions, and dreams will give them, once completed, a picture of their dream job.

Launch Your Career Workbook - 2nd Edition John Wiley & Sons

Embrace the Work, Love Your Career is a workbook for any woman who feels that their career is stalling, they've reached a crossroads and aren't quite sure about their next move, or they feel like they are fading into the background. Centered around five main actions, the workbook will help you move ahead without sacrificing your love of the job. It starts with Focus, where you'll be prompted to set your own specific priorities. Enable lets you set boundaries so you'll be able to carve out the time you need to work on your priorities. The Listen section helps you create a personal advisory board--people who can be there when you need them to support and encourage you--and also learn from. Be offers tools to move through your career with confidence and intention. And finally, Reflect gives you the space to look back and decide what's working--and what isn't. You'll revisit and reevaluate your priorities so you can continue to move forward. Each chapter starts with an essay on the subject and includes skills exercises and plans that require you to actively apply your newfound knowledge to your own situation. Throughout are inspirational affirmations to help keep you focused and on track. The chapters end with a "palate cleansing" meditation and mandala, which will give you a chance to slow down and reflect. By the time you complete the workbook you will have a clear path to move forward and activate your career with clarity, intention

and confidence.

**Career Anchors** McGraw-Hill Education

Reinforce your understanding of healthcare basics with this practical workbook! Corresponding to the chapters in *Gerdin's Health Careers Today*, 7th Edition, this workbook includes engaging exercises and activities to help you master healthcare concepts and skills. It also helps you develop critical thinking and internet research skills, and challenges you to apply your knowledge to healthcare settings. This edition adds valuable practice with essay writing and computer skills. Not only will you get more out of the textbook, but you will also prepare more effectively for exams! Concept Applications cover key information and help in applying knowledge to the real world. Critical Thinking activities ask you to choose a position and explain the reasons for your choice. Coloring and labeling exercises help you learn key concepts and understand anatomical structures. Laboratory exercises offer hands-on activities to hone your lab skills and learn pharmacology. NEW! Fully revised practice questions reinforce content in the *Health Careers Today* textbook. NEW! Career-specific activities invite students to understand the education requirements and earning potential of hundreds of careers in the health professions. NEW! Understanding the Concepts questions challenge students to build their comprehension of the material. NEW! Performance Applications labs offer hands-on activities for selected Skill Lists from the textbook.

**Mploy - A Job Readiness Workbook** Morgan James Publishing

"The new edition of this companion workbook to *What Color Is Your Parachute?* helps job-hunters create a picture of their ideal job or next career"--Provided by publisher.

*The Career Workbook* Berrett-Koehler Publishers

Fast-Starting a Career of Consequence--Workbook is the companion workbook of *Fast-Starting a Career of Consequence*. It is an invaluable current and future resource for readers of *Fast-Starting a Career of Consequence* as they proceed to implement the fast-start tips and strategies discussed in the fifteen chapters of the book. The key points, action steps, and cautions in *Fast-Starting a Career of Consequence--Workbook* provide readers with a means to track progress as they enter or re-enter the workforce, with the objective of fast-starting a career of consequence. *Fast-Starting a Career of Consequence--Workbook* combines five biblical principles and ten practical, proven tips for individuals entering or reentering the workforce. The key points, action steps, and cautions in each chapter provides readers with a tool to track their progress toward early career success. Each chapter ends with a sample prayer that provides a way for readers to approach God for guidance in implementing and realizing the value of the advice contained throughout the workbook. The succinct summaries and checklists of action items in *Fast-Starting a Career of Consequence--Workbook* make it ideal for subsequent review of the key points without requiring a time-consuming rereading of the original book. Also, the workbook provides numerous coping techniques for balancing faith, family, and career while working in an increasingly competitive and demanding workplace.

**Student Activity Workbook Business and Career Exploration Program**

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Lead your employees, clients, or students on a career path to success with the new third edition of Career Anchors. This edition features: Three user-friendly products that have been thoroughly updated and redesigned. An integration of the Career Anchors Self-Assessment with job/role analysis in one participant package. A more complete Facilitator's Guide that includes job/role analysis. A new, 4-point rating scale (in the previous edition the scale was 6-point). Updated scoring instructions. The Participant Workbook includes information about career development, a more complete description of the eight Career Anchors categories, and an interview section to help participants analyze their career history and determine their Career Anchor more precisely. The Workbook also includes a new section that enables participants to relate the Career Anchors to their current job and possible future jobs by providing an explaining how to create role maps of current job and conduct job/role analysis of possible future jobs. Order the Participant Workbook today and help your employees, clients, or students find workplace happiness and success.

**The Career Portfolio Workbook** Trotman, Limited

Featuring insights from real-life employees and managers, along with exercises, checklists and advice, Ultimate Career success helps readers formulate a long-term plan for their career success.

**My Career** Createspace Independent Publishing Platform

This book shows how any college student can land the position they want by creating relationships with professionals in the industries they're interested in by using the author's proven Career Launch Method. Did you know only 20 percent of jobs and internships are posted online? This means 80 percent of positions are filled in what Sean O'Keefe and others calls the hidden job market. This book will teach you how to tap into that 80 percent! O'Keefe, in partnership with the Career Leadership Collective, is now sharing his proven eight-step Career Launch Method that will help any student explore career options and land the internships and jobs they want by creating professional relationships from scratch. This book demystifies the concept of intentional, proactive relationship building by teaching all the practical microsteps needed to succeed. And O'Keefe teaches readers how to "play the student card," turning inexperience and eagerness to learn into a powerful advantage. Launch Your Career features first-person stories of students from all backgrounds and programs of study who have used the Career Launch Method to earn jobs or internships at all types of companies, nonprofits, government agencies, social enterprises, and institutions across the country and around the world. The book includes the Career Launch Readiness Assessment, which helps students evaluate their competency in five key areas. This book will become a go-to resource for students looking to find internships and jobs, as well as a needed tool for colleges looking to increase retention rates and student's return on investment.