

Employability for Workers in Transition

Solutions for lifework success...



Job Search Strategies E-Course

- Fully interactive and easy to use
- Accessible any time, from anywhere
- Builds lifelong employability skills
- View responses of other students to discussion questions

Learn newest Job Search Strategies, Labor Market Information and Resources, Career Technology Skills



Career Expert Audio Files

- Listen on your desktop or laptop
- Download to your CD or iPod
- Print handouts for reading on-the-go

Converting Resumes for Emailing and Web Posting

Susan B. Whitcomb, CCMC, CCM, NCRW, MRW

Unlocking the Mystery of Employers' Keyword Searches

Kathy Sweeney, CPRW

Advanced Cover Letter Writing Strategies & Techniques.

Louise Kursmark, MRW, CPRW, CEIP, JCTC, CCM

Resumes for New Grads

Sharon McCormick, M.S., M.C.C., N.C.C., N.C.C.C., C.P.R.W.

How To Design A Complete Job Search Campaign

Beverly Harvey, CPRW, JCTC, CCM, CCMC, MRW

Valentine's Day Special: What Color Is Your Parachute now ...and in the future?

Listen to Richard Nelson Bolles 60-minute audio interview. His book, *What Color Is Your Parachute?*, subtitled "A Practical Guide for Job-Hunters and Career-Changers," is known the world over as the best-selling job-hunting book in the world, with almost 9 million copies in print, in 12 languages.

<http://www.jobjuggler.net>



Employability

is

Job #1

Updating employability skills
Makes you more
employable...for the rest of
your life.



**The Job
Juggler**

<http://www.jobjuggler.net>

By surfing career information sites, job seekers never really know if they have grasped the concepts that they need to find satisfying work. Many workers in job transition do not have the time or resources to fully update themselves on job search strategies from F2F meetings with a career coach or counselor.

The Job Juggler digests the deluge of career information that is available through print and online media and shares the most valuable job search strategies in an orderly, sequential way. Students access the program from their own computer, at their own pace, and in the comfort of their own home or environment of choice. By receiving the information through an online course, students gain a sense of accomplishment in mastering a body of knowledge. By answering progress, discussion and review questions, they receive immediate feedback on how they have grasped the concepts.

An online job search course is quick and easy to understand and implement in the job search campaign. The Web-based program covers the basics in job search strategies. An advantage of the e-course is that it is regularly updated, Students receive the most current career and labor market information and job search techniques.

Learning activities build upon the concept that job seekers find satisfying work more effectively by developing support systems. Through discussion questions, students give and receive free support from other workers in transition.

As we make our way through an uncharted virtual world and uncertain global economy, we have many job search balls to juggle. Online learning can help pave the way in a

comprehensive, efficient, and in-depth manner that saves travel cost and time.

Career coaches and counselors can enhance their value to job seekers by offering a Web-based job search strategies and lifelong employability course.

Whether taken as part of a career advising service or as a stand-alone learning tool, this delivery system quickly and efficiently digests information into useful knowledge for the job search. Students who complete this e-course know that they are job ready.

References

- Bolles, R. "What Color Is Your Parachute?" (2004). Edition, Ten Speed Press
- Elsdon, R. "Affiliation in the Workplace: Value Creation in the New Organization" 2003 Edition, Praeger
- Gelardin, S. (2003-5) The Job Juggler. Web-based, self-paced job search and employability program. <http://www.jobjuggler.net>. 415.461.4097.
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Sally Gelardin, Ed.D. *International and Multicultural Education, NCC, DCC, Career Planning and Adult Development Network Coach, teaches the Global Career Development Facilitator curriculum and designed the first online course approved by the Center for Credentialing and Education for CDF CEUs. Dr. Gelardin is Professional Development Chair of the National Career Development Association and Past-President of the California Career Development Association. Email: counselor@jobjuggler.net*