

Securing your next job! Check-list

WHAT	WHEN	BY WHOM	COMPLETION DATE
<u>Pre-course work</u>			
Read and understand the workshop overview	Immediately	Self	_____
Submit your CV (On-line)	Immediately	Self	_____
Listen to the “As A Man Thinketh” audio book by James Allen www.youtube.com/watch?v=FsOzmFEQKSQ (On-line)	Immediately	Self	_____
Research and find 3 Recruitment agencies that specialize in recruiting for the industry that you would like to work in.	Immediately	Self	_____
Contact your Mentor	Immediately	Self	_____
<u>Course work</u>			
Take notes (in your workbook).	On-going	Self	
Document Key-learning points (in your workbook).	On-going	Self	
Update your action plan (in your workbook). “pinning down” of actions, setting dates	On-going	Self	
<u>Post-course work</u>			
Complete your job tracker form weekly and forward it to you your Mentor	Weekly	Self	_____
Meet with your Mentor to review the progress of your action plan	On agreed date	Self / Mentor	_____