



Career Link

CareerLink uses assessment, stabilization and spiritual resources that address practical, social, and emotional roadblocks to meaningful employment. It encourages development of a life plan and career path as opposed to a “just get a job” mentality. The Foundation of Hope messages develop the spiritual foundation that enable each participant to understand God’s love and value of every person. The Scriptural perspective, along with an in-depth presentation of the importance of knowing how God designed each person develops a solid foundation for each participant.



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Life Skills/Job Skills

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*What parents can model & teach . . .***Winning Ways to Talk With Young Children**

1. Let the child know you accept him just as he is.
2. Invite your child to say more about his thoughts and feelings.
3. Really listen to your child.
4. Use "You Messages" to remember your child's ideas and feelings.
5. Tell you child what to do, not what not to do.
6. Talk with (not at) your child.
7. Use "I messages" to communicate your thoughts and feelings.
8. Make requests simple.
9. Get you child's attention before you talk.
10. Make requests firmly.
11. Get down on your child's eye level when you talk.
12. Say "please" and "thank you" and "you're welcome" to your child.
13. Don't interrupt and scold your child when he is telling you something he thinks is important.
14. Never use unkind words, which tear you child down.
15. Use kind words to help build your child.

Using Winning Ways to talk with young children will help them feel good about themselves and help make you life more pleasant.

What parents can model & teach (continued)

- Help children learn good study habits
 - Work closely with child's school and teachers
5. Healthy Physical Habits
- Provide nutritious foods and drinks
 - Provide healthy living conditions
 - Arrange for enough sleep, rest, relaxation and exercise
 - Use health services for preventive checkups
 - Avoid use of alcohol, other drugs and cigarettes

Self Esteem....

— God created you for a purpose and with value. —

For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body. All the days ordained for me were written in your book before one of them came to be." (Ps 139:13-16 NIV)

However for various reasons our belief system prevents us from believing we have value.

The following will help determine how we feel about ourself and how to overcome some wrong thinking.

Signs of Low Self Esteem:

- Black Clouds: You are plagued by hopelessness, and despair. You feel alone.
- Critical Tapes: You listen to negative thoughts in your mind that prevents you from being all God wants you to be.
- Chronic Comparison to Others: You feel you don't measure up to others and don't realize God has given us all different talents.
- Expectations of Perfection: You feel you have to do everything perfectly or you will not be accepted, but God has designed us uniquely.
- Expectations of Doom: You have an attitude of doom and see things in a debilitating manner.

Self Esteem...

- Inability to Accept a Compliment: You don't believe others when they compliment you. You discount their appreciation of you or your efforts.

How to Find Self Esteem and Keep It

- Remember that change ***IS*** possible. You must be willing to make changes and believe it can be done.
- Keep in mind that people are complicated and change takes time. Don't be hard on yourself, allow time to process and growth.
- Look at the role that low self-esteem has played in your life. Reflect on what causes you to think as you do. What someone said to you that makes you feel the way you do.
- Sometimes we see criticism and begin to take a critical look at the world.
- Remember that you are not alone. Everyone has issues, problems and trials; most people can relate.
- Have some compassion for yourself. Remember you are learning something new, give yourself credit for your achievement and allow yourself

What parents can model & teach . . .

Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Eph 6:4 NIV

What Parents Can Model and Teach

1. Love and Understanding
 - Show pleasure in child's characteristics and abilities
 - Seek out and enjoy child
 - Appreciate child's efforts and achievements
 - Be sensitive to child's needs and ideas
 - Find time for regular Chit-Chat times
2. Pride in Heritage
 - Communicate positively about:
 - The particular heritage
 - The courage and achievements of the people
 - The unique customs and ways of speaking
 - Avoid put downs
 - Help children understand and cope with racism
3. Self-Discipline
 - Delay immediate satisfaction for better future satisfactions
 - Use anger and aggression positively
 - Be respectful and considerate of others
 - Resist unhealthy or illegal life styles
4. School Skills and Study Habits
 - Help young children to use words to describe the world around them
 - Help older children learn basic school skills and learning strategies

Budgeting (continued)

grocery-not necessarily dollars, but they add up to dollars in the long run.

3. Consider the percent saved
 - For example:
 - national brand soup .75
 - store brand soup .65
 - You would save \$.10 but that is 13% savings-what if you could save 13% on your total food bill!
4. Determine the unit cost price (divide cost by the size)
5. Use coupons wisely
 - when the item is on sale
 - use on the smallest size allowed
 - compare price to store brand --even with a coupon a national brand may cost more.
6. The more "prepared" the food the more it cost
7. Watch as the items are being scanned--are they what was advertised?
8. Shop the "bread" store
10. Eating out is expensive!
 - drink water
 - share an order

Purpose of Staying Out of Debt

Debt is the condition of being in bondage. It is a state of being obligated to pay back what is owed and allowing others to have a claim against you. Scripture clearly tells to stay out of debt.

"Let no debt remain outstanding." Romans 13:8

"The rich rule over the poor, and the borrower is servant to the lender." Proverbs 22:7

"Do not boast about tomorrow, for you do not know what a day may bring forth." Proverbs 27.1

Words for freedom of debt

"Use it up, wear it out, make it do, or do without!"

Self Esteem...

Improve Your Outlook on Life

Here's some easy steps to help you improve your outlook on life.

- Learn to like yourself
- Take Control of Your Destiny.
- Practice Expecting the Best.
- Become More Extroverted.
- Try Acting Happy --- You May Like it!
- Consider New Work Habits.
- Get Good Rest; Sleep A Lot, but not on the Job!
- Foster Close Relationships.
- Have FAITH!!!

Self Esteem...

Are you Positive?

Directions: This checklist will help you take a closer look at how positive you are. In the blank to the left of each question, place the number that best answers each question for you.

- Use a 3 if the answer is yes.
- Use a 2 if the answer is undecided.
- Use a 1 if the answer is no.

When finished, total your score and check the scale at the end of the checklist to find out how positive you are.

- ___ 1. Do you make new friends easily?
- ___ 2. Do you look forward to doing new things?
- ___ 3. Do you feel comfortable with most people, even if they are different from you?
- ___ 4. If a job is hard for you to handle by yourself, do you ask for help if it is available?
- ___ 5. Are you proud to be you?
- ___ 6. When someone shows you your mistakes, do you listen and try to correct them?
- ___ 7. When do you not know how to do something, do you ask for help?
- ___ 8. When someone tries to help you, do you accept their help and thank them for it?
- ___ 9. Do you try to be on time?
- ___ 10. Do you take good care of things that other people let you borrow?
- ___ 11. Do you get busy and do your work once you know what you are supposed to do?

Budgeting (continued)

Except from Lou Stoops: Excel Unlimited and Associates

Money Matters

Money is a trust from God and must be earned and managed according to scriptural principles.

"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much. So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches? And if you have not been trustworthy with someone else's property, who will give you property of your own?"

Luke 16:10-12

Learn to:

- SAVE: Even a small amount a week adds up.
- SPEND: Only what you can afford to pay with cash.
- GIVE: God multiplies your giving.
- PRAY: For bargains, God is well aware of your income.
- BE CONTENT: Contentment is key to good stewardship.

For every **\$1.00** you spend you must earn **\$1.80!**
Therefore, you want to spend very carefully.

NEVER, NO, NEVER, PAY FULL PRICE!

Clothes:

1. Garage sales--usually the cheapest
2. Thrift stores--Salvation Army, Goodwill
3. Discount stores: Wal-Mart, Target, Kmart .
4. Check the clearance racks especially at the end of the season - September/March.
5. Second hand stores
6. Consignment shops

Food:

1. Plan menu around sale papers-make a list
2. Realize you save "pennies, nickels and dimes" at the

Budgeting (continued)

That success and money are not synonymous can be seen in the words of Greek millionaire Aristotle Onassis, who said, "... after you reach a certain point, money becomes unimportant. What matters is success."

When it comes to money, I like what John Wesley advised,
 Make all you can.
 Save all you can.
 Give all you can.

Being successful is being a giver, can there really be any other reason for living than the realization that we're here to be of benefit and to bring glory to our Creator?

Hoarders aren't successful: Givers are.
 Jesus said, "It's more blessed to give than to receive."
 Givers enjoy more than those that live only for themselves.
 |

In fact, Karl Menninger, psychiatrist, author and primary founder of the Menninger Foundation, said, "Generous people are rarely mentally ill people." In life, all that glitters isn't gold; live for significance and you'll be successful.

Self Esteem...

- ___ 12. Do you follow rules?
- ___ 13. Do you refrain from complaining allot?
- ___ 14. Are you sincerely interested in the other person's point of view?
- ___ 15. Do you try to avoid bragging allot?
- ___ 16. Do you try to organize your work and keep up with it?
- ___ 17. Is it easy for you to like nearly everyone?
- ___ 18. Do you control your temper?
- ___ 19. Do you speak well of your employer?
- ___ 20. Are you tolerant of other people's beliefs?
- ___ 21. Can you work well with people you dislike?
- ___ 22. Do you generally speak well of others?
- ___ 23. Are you courteous to fellow workers?
- ___ 24. Do you readily admit your mistakes?
- ___ 25. Are you usually well – groomed and neatly dressed?
- ___ 26. Can you take criticism without feeling resentful, angry or hurt?
- ___ 27. If you are feeling displeased about something, are you still able to be pleasant to other people?
- ___ 28. Do you avoid feeling sorry for yourself?
- ___ 29. Do you generally look at work as a challenge?
- ___ 30. Can you be a leader without being bossy?

___ **TOTAL YOUR POINTS**

Self Esteem...

Your Positive Scale

- 90 to 85 points Excellent. You should go far!
- 84 to 65 points Good. You will do O.K.
- 64 to 54 points Poor. Your attitude needs improvement.
- 53 to 30 points DISASTER! You should get help.

A Helpful Hint:

Look back over your Positive checklist and pay close attention to the questions you answered with a number 1. This will give you an idea of the areas in which you can improve.

Budgeting (continued)

Shirley Shackelford, Here's Life Inner City, Little Rock, AR

Show me the Money

Too many Americans define success purely in monetary terms. Making money, having money and spending money, become a goal. Believe me when I say that money is an inadequate definition of what it means to be successful. Don't misunderstand me here. I'm not against having money. Having money is good as long as money doesn't have you.

Successful people use money as a tool to benefit themselves and others. Loving money leads to disaster. Consider the work of King Solomon of ancient Israel, "Whoever love money never has money enough; whoever loves wealth is never satisfied with his income."

People who lust for wealth and believe it to be the benchmark of success set themselves up for misery. Wealth is fleeting and shouldn't be considered as the ultimate measure of our achievements.

In 1923, a group of the world's wealthiest men gathered at the Edgewater Beach Hotel in Chicago, Illinois. At that time, those men controlled more money than was contained in the United States Treasury! The following is a list of those who were there and how they ended up:

- Charles Schwab – president of the largest independent steel company – died broke
- Arthur Cutten – greatest of the wheat speculators – died abroad, insolvent.
- Richard Whitney – president of the New York Stock Exchange – died just after release from Sing Sing Prison.
- Jess Livermore – greatest "bear" on Wall Street – committed suicide.
- Leon Fraser – president of the Bank of International Settlements – committed suicide.
- Ivar Krenger – head of the world's greatest monopoly – committed suicide.

Budgeting (continued)

Shirley Shackelford, HLIC, Little Rock, AR

Checkbook Budget

1. Set up G/L (general ledger) account. All incoming moneys go into this account.
2. Determine categories needed for personalized monthly budget. I.E. : Food, giving, clothes, entertainment, savings, annual bills.
3. Set up separate check registers for each category. (Separate bank register, then re-staple, 3-hole punch.) . Use divider tabs to identify categories for locating. Use 3-ring binder (check size).
4. Each pay period allocate funds from G/L to different categories. When writing checks, take funds out of appropriate category. When funds are depleted, no additional purchases should be made.
5. To balance checkbook to bank statement:
Put canceled checks in numerical order.
Go through check registers in each category, check off or highlight canceled checks.
List all outstanding checks on back of bank statement.
Calculate balance from bank statement according to formula on back of statement.- List balance from each category from check registers on back of bank statement; should balance to bank total.
All bank charges should come out of G/L account.

60 second budget:

Take a look at checkbook for the last year.
Look at income.
Identify priorities and essentials.
Eliminate unnecessary expenditures.
Allocate funds to essentials
(include fun, "mad-money").

Self Esteem...

Bouncing Back

Life bounces us all around sometimes. Maybe your parents were gone a lot or absent. Maybe it feels like all the pressures in your life keep knocking you down and it's getting harder and harder to get up and keep going. There's no easy answer, but many successful people have bounced back during tough times and gone on to become some of the most influential people in history. How did they do it? They all had something inside themselves called **resilience**.

Resilience is the ability to bounce back and go on even when things are not going well. It means recognizing and building on your strengths and overcoming your weaknesses. It means finding the positive and the good, despite anything negative and bad around you.

How do you do it?

It takes work! Here are some things that might help you to develop some strength and put you on a path in what may seem like a confusing world. These are tips that apply whether you feel like life's bouncing you around or not.

1. Take an honest look at yourself.

Do you have a good idea of your strengths, the power to make your life better? You **can** make your life better. Work at making yourself your very best. What are you good at? Talk to someone in that area. Ask them how they succeeded. Take a class to develop that skill and get help until you understand it. You will get better as you work at it. Do something everyday to develop your skill. Make a list of your good points, read them, add to the list, and use them every day. Be proud of your accomplishments, whatever they are. Make a list of the things you need a little every day.

2. Recognize that you are gifted

Self Esteem...

Make a list of your good points, read them, add to the list, and use them every day. Be proud of your accomplishments. You may not believe it but you have ability in at a certain area. You can choose how you feel, what you do, and which directions you take in life. Have confidence and the courage to change things in your life. This also means that you are responsible for your own feelings and behaviors. God will change you as you turn them over to Him.

3. Find somebody to lean on

Find someone in your life that you admire and trust, and learn from that person. It could be a teacher, a coach, an career counselor or a mentor. Find somebody who appreciates your good qualities and has your best interests in mind. Look for some good friends who have interests and values similar to yours.

4. Always do the right thing

You know the difference between right and wrong. It's really important not to compromise your values. Even when it seems like everybody else is doing wrong and getting away with it, you must still do the right thing. Hold on to your values. Substituting drugs, money or power for the hard work is not the answer, this will only lead to destruction even if you don't see it immediately. Stick to your values. You'll get respect from others when they see that you have the strength to stick to what you believe in.

5. Maintain a sense of humor

A good sense of humor helps diminish your problems and helps you to enjoy life, Try to set aside your problems for a time and just enjoy the moment. Remember, you can choose to be happy. Read, write, laugh, play to keep your imagination active. Have fun and enjoy life. It's good for you.

6. Take good physical care of yourself

*Budgeting (continued)***Budget Workshop**

- 1.) Review worksheet; determine applicable categories in outgoing and list on sheet.
- 2.) List income total.
- 3.) List outgoing expenses and amounts, then total.
- 4.) Subtract total outgoing from incoming to get Total (surplus).
- 5.) Make "envelop" for each category.
- 6.) Update every 6 to 9 months or as categories/income increases.
- 7.) Maintain budget.

Things to remember:

My financial plan is under God's leadership.
The whole family should know the plan.

It takes 21 days to develop a habit.

Circumstances change, so review your plan regularly.

Always, always, always, allow for FUN things.

Bathe all financial decision in prayer.

PUT IT IN WRITING.

Why do we fail?

1. Don't know how to budget.
2. Lazy - hate to think about it.
3. Fear - facing the truth and debt failure.
4. Don't think it's necessary because you don't make much.
5. Short-sighted. Think it's silly.
6. Don't want to be accountable

*Budgeting (continued)***Budget Worksheet***Outgoing:*

Giving \$ _____

Family needs:

Rent \$ _____

Food \$ _____

Utilities:

Phone \$ _____

Electricity \$ _____

Insurance \$ _____

Transportation:

Car payment \$ _____

Bus \$ _____

Gas \$ _____

Clothing \$ _____

Child care \$ _____

Household purchases \$ _____

Savings \$ _____

Entertainment \$ _____

Vacation/Misc. \$ _____

Total outgoing: \$ _____*Incoming:*

Net paycheck (weekly/monthly) \$ _____

Other (child care, food stamps) \$ _____

Total incoming: \$ _____

Less total outgoing \$ _____

Total (surplus) \$ _____

Surplus (general) can be used for special needs, wants or add to other categories.

Self Esteem...

Set a schedule for yourself. Get up at same time every day, clean up, and get to work ahead of time. Set a time for housework, and stick to it. Join a club or organization that will help you enjoy life more... and go to every meeting and participate. You will get out of it what you put into it. Try to turn your dreams into reality.

7. Find a mentor

Everybody has problems at one time or another. A mentor can help you think through the problems. Oftentimes it can be handled a lot easier when you have someone to talk to about them. A counselor, a teacher, a trusted friend or someone in your church can help you sort out the problems, help you handle the stress, and be honest with you.

8. Take time to rest

Rule of thumb:

If your, hungry, angry, lonely or tired. HALT! And take time to rest. Even Jesus took time from His busy schedule to rest.

Self Esteem...

Developmental Transitions of Life

Normal developmental transitions can be categorized in the following ways:

PRENATAL TO INFANCY

INFANCY TO CHILDHOOD

ADOLESCENCE TO ADULTHOOD

MATURITY TO MIDDLE AGE

MIDDLE AGE TO OLD AGE

OLD AGE TO DEATH

- Many of us may be locked in a category that prevents or stifles our natural transition of development.
- We should analyze our thinking to determine if we've made the appropriate transitions and/or what has prevented the natural progression.
- If it is determined we have not moved through these categories naturally, we should seek professional assistance to help us determine the barrier (s) that have held us back.

Budgeting (continued)

means growth, and builds character.

Budgets are a key element in giving "hope" to our future.

When we have hope we are willing to set goals, to follow a plan, to move forward toward our dreams and to turn our desires into reality. Only you can take the steps possible. It can be done!

A budget is simply a plan of how to spend your money. It's unique to you; only you know your needs, wants, desires, and dreams.

God did not make a mistake by allowing you to be where you are today. He's allowed these responsibilities to be yours. You have a choice on how you'll deal with them. He can use this time in your life for good in His own divine plan.

A budget is essential to maintaining a household and offering a future to financial freedom...the example you set can have an incredible impact on the future of your whole family.

Have a tailor-made plan!

Budgeting (continued)

According to Ron Blue, another financial advisor, states:

There are four common causes for problem debt:

- 1.) lack of discipline;
- 2.) lack of contentment;
- 3.) a search for security;
- 4.) a search for significance.

The bible explains our position when we're in debt:

Proverbs 22:7 (NIV): *"The rich rules over the poor, and the borrower is servant to the lender." You become a slave to the lender.*

Make good choices: You and you alone are responsible for your decisions, just as I am solely responsible for mine. It is important that you constantly distinguish between need and desire. Impulsive buying can destroy a budget.

It's important to know that the bible *does not* say God is obligated to bail us out of debt. We get ourselves into situations; the consequences are our own.

The Bible says: *"But if anyone does not provide for his own, and especially for those of his household, he has denied the faith and is worse than an unbeliever."* 1 Timothy 5:8

Ps 37:21 (NIV) *"The wicked borrow and do not repay, but the righteous give generously."*

We should avoid entanglements with things of the world that hamper our being good stewards of what God gives us.

Luke 12:31 (NIV): *"But seek his kingdom, and these things will be given to you as well."*

God's biblical principles of money management are timeless truths, which allow us not only to survive, but also to prosper. Prosperity does not necessarily mean wealth, but absolutely

Self Esteem...

Earning Respect

A study revealed that the difference between top salesmen and average ones was not talent, but reputation. People trusted the top salesmen more. People want to do business with someone they respect.

The Bible says, *"A good name is more desirable than great riches."* Proverbs 22:1 As one author put it "your self-worth is more important than your net-worth."

To earn the respect of other people, to build a good reputation you must focus on your character. The book of Proverbs says there are certain character qualities found in people who are respected by others:

- **Respect is earned through integrity.** *"Respected people do not tell lies." (17:7) "The man of integrity walks securely, but he who takes crooked paths will be found out." (10:9)*
- **Respect is earned through humility.** *"Arrogance will bring your downfall, but if you are humble, you will be respected." (29:23) "Anyone who listens to correction is respected." (13:18)*
- **Respect is earned through dependability.** *"Like clouds and wind without rain is a man who boasts of gifts he does not give." (25:15) "He who keeps an oath even when it hurts will never be shaken." (Psalm 15:4-5)*
- **Respect is earned through having priorities.** *"If your goals are good, you will be respected." (11:27) "You will earn the trust and respect of others if you work for good." (14:22)*
- **Respect is earned through generosity.** *"He who gives generously to the needy and shows kindness will be powerful and respected." (Psalm 112:9)*
- **Respect is earned through putting God first in your life.** *"If you want favor with both God and man, and a reputation for good judgment and common sense, then trust the Lord completely. In everything you do, put God first, and He will direct you and crown your efforts with success." (3:4-6)*

Self Esteem...

Top Ten Motives & Traits for Personal Evaluation

1. **CAREER** (Cultivated) You must work for it through education, practical experience, ambition, and constant effort.
2. **HOME** (Cultivated) A house can be a place of harmony as each family member does their part to make it a home. It requires understanding, unconditional love, training (children) and compatibility.
3. **FEAR** (Inherited) A person is not born with fear, it is a learned trait. A parent must nurture a child through the issues of life to be able to adjust to situations and circumstances of life.
4. **NARCISM** (Inherited) Self love that is transmitted from beliefs of parents, nurturers, and surrounding influences.
5. **SPIRITUAL** (Cultivated) Growth fostered by faith in a belief system.
6. **SELF-ESTEEM** (Cultivated) A learned understanding of one self-worth not by one's own ability but by support of influences and others.
7. **MATING** (Inherited) Influenced by parents, nurturers, and experiences.
8. **PUGNACITY/SADISM** (Inherited) A belligerent/combatative nature influenced by parents, nurturers, and experiences.
9. **COMPETITIVE/SADISM** (Inherited) Vie with another for control, position, sport, that is influenced by parents, nurturers, and personal experience.
10. **ROMANCE/AFFECTION** (Cultivated) A learned growth of affection for another by exposure and personal experience.

Budgeting . . .

Then Jesus said to his disciples: "Therefore I tell you, do not worry about your life, what you will eat; or about your body, what you will wear. Life is more than food and the body more than clothes. Consider the ravens: They do not sow or reap, they have no storeroom or barn; yet God feeds them. And how much more valuable you are than birds! Luke 12:22-24 (NIV)

Most families live from paycheck to paycheck and oftentimes are one payday away from financial ruin. In America today families spiral into debt as a result of the "by now, pay later" philosophy. Their future doesn't offer much hope. Without hope we are paralyzed into a life of mediocrity or even poverty.

God has promised to meet our needs, and if you are the provider of a household, He intends to provide for the needs of that household through you. He'll provide the basic needs for living, such as food, shelter, clothing, and transportation. He may choose to give us the "desires of our hearts", but, most assuredly our needs.

Where do I start?

First thing you can do is getting a realistic picture of your current financial situation. Then develop a budget.

Spend your money wisely (biblical principles). Even with limited funds, wise spending offers hope for financial freedom.

Financial freedom is being debt-free... this should be our goal.

The greatest enemy of debt-free living is the credit card. Credit cards can be hazardous to your financial freedom.

Larry Burkett (expert on financial matters) contends that "credit is never a problem; the misuse of credit is".

After interview checklist (continued)

If so, what? _____

23. What did he seem particularly interested in? _____

24. Did you remember to use the call back ending?
 Yes No

25. Did the interviewer seem to like you? Yes No

26. Did you ask for the job? Yes No

Maturity . . .

Maturity is the ability to control anger and settle differences without violence.

Maturity is patience. It is the willingness to pass up immediate pleasure in favor of a long-term gain.

Maturity is perseverance, the ability to sweat out a project or a situation in spite of heavy opposition and discouraging setbacks.

Maturity is the capacity to face unpleasantness and frustration, discomfort and defeat, without complaint or collapse.

Maturity is being big enough to say, "I was wrong." And when right, the mature person need not experience the satisfaction of saying, "I told you so."

Maturity is the ability to make a decision and stand by it. The immature spend their lives exploring endless possibilities and then do nothing.

Maturity means dependability, keeping one's word and coming through in a crisis. The immature are masters of the alibi. They are the confused and the conflicted. Their lives are a maze of broken promises, former friends, unfinished business and good intentions that somehow never materialize.

Maturity is the art of living in peace with what we cannot change, the courage to change what should, and the wisdom to know the difference.

Water Bearer . . .

There was a water- bearer in India who had two large pots that he hung on each end of a pole that he carried across his neck.

One pot was perfect; the other had a crack in it. One always delivered a full portion of water after the long walk back from the stream, the other always arrived half full, while the perfect was proud of its accomplishment, the cracked pot ashamed of its imperfection and failures. But what the cracked pot failed to notice was that all along the path where he leaked out beautiful wildflowers grew. This was not true on the other side of the path. Those who see themselves as superior simply stay full of themselves. Those who are God's cracked and broken pots are

able to let God pour them out, and, By God's grace bring beauty to the world around them. Who is blooming because

God has broken you? Are you allowing your

water to "pour out" so that other can grow?

Will you let the Water Bearer carry you?

After interview checklist (continued)

- _____
12. Did you offer the interviewer a firm handshake?
 Yes No
 13. Did the interviewer discuss any special problems you may have, such as handicaps, transportation problems, etc.?
 Yes No
 If yes, what problems were discussed? _____
 14. Did you look at the interviewer when you spoke to him?
 Yes No
 15. Did you show good posture and no nervous mannerisms?
 Yes No
 16. Did you mention who referred you or if you knew someone working for company?
 Yes No
 17. Did you state your desire for work and interest in the company? Yes No
 18. If you were feeling sure that you would not get the job state reason. _____

 19. Did you state your interest in part-time or temporary employment if no full-time employment is possible?
 Yes No
 20. If nothing is available at this place, did you ask if he knows of any job openings at any other company?
 Yes No
 21. What was discussed the most _____

 22. Was there anything the employer disliked? _____

After interview checklist

First Call Back Date _____

Your name _____

Your Interviewer's name _____

Company name _____

TO BE FILLED OUT IMMEDIATELY AFTER INTERVIEW1. Did you arrive on time? _____ Yes No

2. What did you wear? _____

3. Were you friendly with the people you came in contact with? Yes No4. Did you introduce yourself to the interviewer? Yes No

5. What qualifications did you mention to the employer?

_____6. Did you give him a copy of your resume? Yes No7. Did the interviewer go through your resume? Yes No8. Did he discuss anything from your personal background? Yes No

What points did he talk about from your personal background?

9. Did the employer comment on any of your skills? Yes No
If he did, what did he say? __________

10. What was the employer's general impression of your resume? _____

11. Did he comment on your letter of recommendation?

 Yes No

If he did, what did he say? _____

Setting goals . . .*"So we make it our goal to please him, whether we are at home in the body or away from it. For we must all appear before the judgment seat of Christ, that each one may receive what is due him for the things done while in the body, whether good or bad." 2 Cor 5:9-10 (NIV)***Begin by taking control of your life:**

- If you don't know where you want to go, how do you know which direction to move.
- 99% of your achievements are accomplished when you set a goal.
- Do not follow the crowd, stay focused on your goal.

Goals begin with dreams:

- Ask yourself, "What do I want to be? Where do I want to be in 5, 10, 15 years?"
- Imagine yourself as the person you want to be. How does that person act, talk, look? Determine what it will take to be that person.
- Remember your childhood dreams – this is where your heart is.

Write them down:

- When it's in writing it will help you focused.
- Putting it in writing allows you to literally see them.
- This will prompt you to act.

Set goals for various areas of life:

- Spiritual , mental, physical well being
- Career, financial, community.
- Have one sheet for each category.
- Don't neglect any area.

Make the realistic:

- They should not be set too high or too low.
- Only you can determine what is real.

Make them specific and measurable:

- Be precise: i.e.: I want to take one class to improve my writing skills by January 2000.
- Know your own schedule and be reasonable, yet challenging.

Have long range and short range goals that are compatible: Set a weekly goal that will ultimately impact the long-range goal. Deadlines produce results. Set deadlines that are feasible.

Use the S.M.A.R.T. method of goal setting:

S	—	specific
M	—	measurable
A	—	achievable
R	—	realistic
T	—	time measured

Questions and answers (continued)

Question: Do you have any questions?

Try to ask a question or two. This shows your interest, and it's an opportunity to clear up any details of which you are not sure. It is appropriate to ask questions regarding:

- Salary, retirement, medical benefits.
- Training period.
- Employee evaluations.
- Clarify the work hours.

If the employer doesn't hire you on the spot, ask if and when you can call back. If he says he'll call you, ask if you can call him back anyway because you will be out most of the time and you wouldn't want to miss his call.

As you leave the interview:

- Thank him with a smile;
- Shake his hand;
- Tell him you are looking forward to hearing from him.

If you are offered the job on the spot, be sure to ask any questions you have, but be careful not to ask inappropriate questions.

Questions and answers (continued)

friendly, honest, punctual, efficient, organized, responsible, cooperative, hard-working, creative, dedicated, intelligent, energetic, cheerful, resourceful, flexible, positive.

Question: *How is your health?*

Do not state any non-visible problems to the employer (backache, toothache, headache), but if you have an obvious handicap, try to get a letter of recommendation. Let him know you have overcome the handicap by compensating in appropriate ways.

Question: *How many days did you miss last year?*

Attendance is important to employers so always underestimate days you missed. If you missed due to certain illness assure him you are well now and it will not interfere with present working.

Question: *When are you available for work?*

Be sure to indicate hours you are available (most employers expect 40 hours a week). Express interest to begin as soon as possible. If you are uncertain about accepting the position inform him you have a personal commitment and will let him know how long it would be before you are available. Don't prolong your starting date any more than one week. If you planned a vacation, surgery, wedding, etc. please tell now so he knows it can't be altered at this time.

Question: *Why should we hire you instead of someone else?*

Explain your qualities and that you feel you can be an asset to their company for the following reasons:

- Your good attendance and punctuality.
- Your personal attributes.
- Your work qualifications/and willingness to learn.
- Your skills, and work ethic.
- Your ability to get along with others.
- Your interest in this type of work.
- Your desire to work for the company.
- You desire to work not just "find a job".

THE GOAL SETTING PROCESS

Definition of **"Goals"**: The things we want to accomplish.

Goals should be:

1. Written down, in clear understandable language.
2. Placed in a prominent position in the home so you will see them often, as a constant reminder.
3. REALISTIC -- don't aim too high or too low; be practical.
4. Set in a specific time frame.
5. Observable and measurable
6. Discussed with others, so you can get feedback and ideas from them on how you are doing.

Short Term Goals

(accomplish in one year or less)

1. Physical

2. Relationships

3. Family

4. Financial

5. Career

6. Community Service

7. Mental Self-Development

8. Social

9. Spiritual

Questions and answers (continued)

them health is fine now), it was seasonal position, you were working part-time and going to school. Let them know you are seeking permanent full-time position. If you were fired, state the particular in a sensitive manner, without insult to former employer. I.e.: I was fired because I was pregnant and had various bouts of morning sickness which caused me to missed or be late for work too often. Mention only the good things about your former employer.

Question: What was your employer's opinion about your work?

Be honest and state what you can recall your employer saying to you or about you to others. If you didn't get along with last employer, do not list his name on your resume.

Question: How long do you plan to stay with this company?

State you have no plans to move away, or to get married, or having a baby, or any thing that may indicate you will stay for a short time. Be honest, and positive, but assure him you want longevity with the company.

Question: What are your salary requirements?

Depending on the job, your qualifications, and your self-confidence:

- Indicate whatever he feels is fair based on company's set salary rate.
- Give him salary range based on your qualification, but let him know that it is flexible depending on the duties and responsibilities of the position.
- Your desire to work for the company, and will accept what is fair.

Question: What is your biggest strength/weakness?

Be prepared to answer (ask friends or relatives to help you identify them).

Question: Tell me five words that describe you?

Indicate positive attributes that an employer would want. I.e.:

Questions and answers (continued)

Question: *Have you ever done this kind of work before?*
YOU SHOULD NEVER ANSWER "No"

- Mention a similar job you have done at work or home, the service, or other source.
- Tell of past work experience.
- Related experience (volunteer work, hobbies, interests).
- Training and education.
- Your desire to learn and your teachability.
- Things you did in school/service/church that might be related.

Question: *Why do you want to work here?*

Sound positive and state your interest in the company. Indicate you know the company is respected for:

- Good reputation in the community.
- Being a honest employer.
- Company appreciates good workers.
- Pleasant working conditions.
- They have jobs that are suited to your personal goals.
- Other employers have said nice things about the company.

Question: *What kind of machines, tools, or equipment can you use?*

- Include any machinery, tools, or equipment related to the position.
- Indicate any related hobbies, interests you may have.
- Mention brand names of equipment you have used.
- Mention as many as you been exposed to that will show your knowledge.

Question: *Can you work under pressure and deadlines?*

This is likely asked when deadlines will be an issue. Answer to assure employer you can handle the pressure and deadlines. Be positive. Cite any examples that may apply.

Question: *Why did you leave your last job?*

It should be a legitimate reason i.e.: company had lay-off, and you had least seniority, missed work because of illness (assure

1. Physical

2. Relationships

3. Family

4. Financial

5. Career

6. Community Service

7. Mental Self-Development

8. Social

9. Spiritual

Questions and answers (continued)

Married:

- Tell them where your spouse works and how long he’s been there.
- Tell him where your children go to school and in which grade they are.
- Tell him if you own a home, how you like your neighborhood.
- Assure him you intend to stay on the job even as a married person.
- Let him know if travel or flexible hours are required, you have discussed this with your spouse and it does not pose a problem. (Be honest and be sure to discuss this with you spouse beforehand.)
- Let them know what the arrangements are for child-care.
- Assure the employer you intend to stay in the area for a long time if your spouse is in school training for a permanent profession.

Single:

- You can work overtime and/or travel.
- You are settled in the area.
- You plan on working even if you get married.

Question: Are you planning to return to school?

The employer may fear you’ll quit your job to return to school. Assure him you intend to work and it’s very important at this point and if further education will be through night classes. If you haven’t completed high school stress the need for you to get a full time job, but that you realize the importance of education, which you intend to through night classes.

Question: What are your future plans?

- Express your desire to gain on the job experience.
- You want to become valuable to the company and to stay with the company.
- You want to develop a good work record.
- You intend to stay on the job and build a life in the area long term.



Questions and answers (continued)

Question: *How old are you?*

If the interviewer asks this question, he is probably concerned that you are too young or too old. Whatever your age there are many advantages to your age, which you should stress to the employer.

Young person:

Employer may fear he will train you then you move on to a better job or marry. They fear you will have erratic attendance. You must refute these stigmas, and stress the advantages of being young, which should include:

- You are in excellent health.
- You are energetic.
- You learn quickly and are willing to do different jobs, which isn't always true of older, experienced applicants.
- You intend to stay at a job until you can make enough money to buy a car, house or other major items.
- You can take criticism well because you are eager to learn and do a good job.
- You will be punctual, careful to follow rules, and be a good worker.

Older Person:

- Stress you are mature and realize the importance of a job.
- You are settled and not moving from the area.
- You are looking for a stable, long-term job.
- You have developed a work ethic.
- You are dependable, and don't need someone watching over you to get the job done.
- You have developed a routine and are punctual.
- You are capable, and have an experienced work history.

Question: *Are you married?*

An employer won't ask this question if it wasn't important to him. He may want his employees to be married, which indicates responsibility to him, or he may want someone who can travel, or has flexible hours.

Taking control of your day . . .

"Dominion and awe belong to God; he establishes order in the heights of heaven." Job 25:2 (NIV)

When a country is rebellious, it has many rulers, but a man of understanding and knowledge maintains order. Prov 28:2 NIV

The length of our days is seventy years--or eighty, if we have the strength; yet their span is but trouble and sorrow, for they quickly pass, and we fly away. Ps 90:10 NIV

Things to do to save time: Pick what works for you.

1. Make lists: plan your time

- Things to do today.
- Things to do this week.
- Things to do this month.

2. Prioritize

- Decide what is most important and what can wait until later.
- Use the ABC method (three levels of priority – A = must do: B = good to do: C = could do: forget the C's and focus on A's and B's).

3. Know your best time to work

- Do things when you're best at them – early morning or late at night, Monday or midweek, etc.

4. Avoid Interruptions

- Know what interruptions tempt you away from your task and avoid them!

Questions and answers . . .

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Col 4:6 NIV

Interview Rehearsal Questions and Answers

- Everything about you should be viewed as an asset.
- Be prepared to explain to an employer why you would be a good person to hire.
- Establish some common interest with the interviewer so that you can relate to each other.

Question: *Tell me about yourself?*

Include information about yourself stressing personal and work qualities, which would interest an employer. Much of the "Personal Background" part of your resume would be included here. Something about you might personally interest the employer and make you stand out in his mind when he comes to the point of deciding whom to hire. Try to include:

1. Previous meeting with your interviewer and if you know someone in the company.
2. Share things to make you sound trustworthy and stable; i.e. married with children, own your home, lived in area a long time, know many people in the area.
3. Share your hobbies and interests, which are job-related or might form a bond with the interviewer.
4. Community organizations in which you are involved and how you participate.
5. Sports you play.
6. Past work experience.
7. Related work experience.
8. Training and education.
9. Aptitude for that kind of work.
10. A job seeker should never say he has no experience with a particular thing. Instead mention whatever he has done that relates closely to the open position.

Talk about yourself and your interests, especially job-related, before you talk about your job history.

Resume Form

PERSONAL INFORMATION:

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

JOB OBJECTIVE: _____

AVAILABLE TO START WORK: _____

WORK EXPERIENCE:

_____ to _____

Organization: _____

Position held/duties: _____

_____ to _____

Organization: _____

Position held/duties: _____

_____ to _____

Organization: _____

Position held/duties: _____

EDUCATION:

School _____ Grade completed. _____

City, St. _____ Year _____

School _____ Grade completed. _____

City, St. _____ Year _____

School _____ Grade completed. _____

City, St. _____ Year _____

PERSONAL REFERENCES: Available upon request

Taking control of your day (continued)

5. Make special times:

- For phone calls.
- For visiting.
- For receiving or making reports.

6. Use teamwork

- Would another person help?
- Could a group accomplish more in less time?

7. Delegate

- Who else could do the task for you? An existing volunteer? A new volunteer whom you could recruit?

8. Keeping meetings short

- Use an agenda.
- Go to their place, not yours.
- Set time limits.

Balancing your life . . .

*“Therefore, if anyone is in Christ, he is a new creation; old things have passed away; behold, all things have become new.”
II Cor. 5:17*

Balancing Home and Work for the Single (and Working) Mom

As you begin in your new career develop some time saving habits right up front which, in the long run, will relieve some of the pressure for you as a working Mom.

1. Start you day the night before

- a. fix kids lunches - include them in the process
- b. lay out clothes for you and your children
- c. plan what you'll have for dinner the next day
- d. keep a running shopping list
- e. set the table for breakfast the next morning
- f. make a list of things to do for you and children
- g. pray with kids for their school day and your work day

2. Get up early enough to include:

- a. quiet time (read Scripture)
- b. make breakfast
- c. make beds
- d. put a load of laundry in the washer
- e. fill sink with hot water for breakfast dishes
- f. do a 10 minute clean up before you leave
- g. pray with kids on way to school or at the door as you leave
- h. HUG THEM AND TELL THEM YOU LOVE THEM!

3. At work/lunch hour or breaks:

- a. make necessary phone calls on your break
- b. plan a weekly menu/shopping list
- c. do a personal bible study on your lunch hour
- d. take time to read, write letters, cards in advance
- e. meet the kids for lunch with a picnic lunch
- f. plan a budget
- g. have a special friend you can be real with

4. Family fun times:

Writing a resume . . .

Sample Cover Letter

4130 7th Street
Big Horn, Arkansas 72277

January 2, 2000

Ms. Jane Doe
Director of Personnel
Photographic Products, Inc.
35 Wheeler Drive
Little Rock, Arkansas 72202

Dear Ms. Doe:

I would like to apply for the position advertised in the Arkansas Democrat/Gazette, for a darkroom technician at Photographic Products, Inc. As you can see from the enclosed resume, I graduated from Madison School this spring and have worked part-time for the past two years at Photography Unlimited.

Photography Unlimited works with your labs to process film for our customers. I have experience in darkroom techniques from the photography club at my high school. I plan to attend college at night in the fall to begin work toward an associate degree in photographic technology.

I would like meet with you to discuss my career goals and the position at Photographic Products, Inc. I will call your office in the near future to arrange an appointment. Thank you for considering my application.

Sincerely,

Jan Smith

Enclosure

*Writing a resume . . .***COVER LETTERS**

What is the purpose of a cover letter?

- The cover letter that you send with your resume serves to introduce you and your interest in the company.
- You should address your letter to a specific individual at each of the companies to which you write.
- You may have to call the company or look in business reference books (ask your librarian) to find out the name of the director of personnel or the manager of the department in which you want to work.
- The cover letter should highlight certain facts in your resume, state that the resume is enclosed, tell what you can offer the company if hired, and request an interview.
- It is very important to call then if you said you would. Follow through is essential in the business community.

See the sample cover letter on the next page . . .

Balancing your life (continued)

- a. have a no TV night and play games
- b. make sandwiches for dinner and go outside and play
- c. have a “read a book” night
- d. have another family over for a potluck dinner

5. Special occasions:

- a. bake a birthday cake together the night before
- b. decorate the house
- c. make birthday cards from old magazines
- d. make homemade gifts - ie: baskets of cookies, cake
- e. have a “date” with the birthday child
- f. let them throw you a party

6. Workday/school day evenings:

- a. 10 minutes to debrief (kick-off shoes)
- b. do homework while you cook
- c. do the laundry together
- d. sit down and watch TV together (make popcorn - cocoa - or special family treat)
- e. make new recipe together
- f. clean house together but have a “dance break” to make it fun
- g. give of yourself/let them give themselves to you

TIPS:

- Set goals: yours and theirs
- Live within your means—develop a budget
- Make dinner table a conversation time to share (give everyone a turn)
- Tell them you love them after spanking
- Remember your their mother, not their father, not a friend
- Your situation is unique, do what works for you
- Have a girlfriend (and a Mentor) you can relate to -
- Remember it’s a season of life, time will go fast
- Take the opportunity for “teachable moments”
- Lead by example - self-esteem, good attitude. If you do wrong so will they!
- What we do in moderation, our children will do in excess!

Balancing your life (continued)

- Take time for yourself (you're all they have) - ***YOU ARE IMPORTANT!***
- Do your best, but know you're not perfect, ask forgiveness when wrong
- Be involved with their lives/school
- Catch them doing "right" things, not just the wrong things
- Be patient as you teach (with them and you)

"She is energetic, a hard worker, and watches for bargains. She works far into the night!" Proverbs 31:17-18 (LB)

Writing a resume . . .

CONCLUSION

Take the information from the previous pages and fill in the Resume Form Sheet.

1. Put your name, address, and phone number in appropriate area.
2. Fill in the information from the previous pages on corresponding lines.
3. Put sheets in the order.
4. At the bottom of the page, write the words "References Available upon Request."
5. You are now ready to type this information on a clean piece of paper or enter into a computer.

This will leave you with a rough copy of your resume

Return these with your completed Resume Form Sheet for our reference)

- 1.) Job Objective, 2.) Education, 3.) Work Experience
- 4.) Abilities, 5.) Activities, 6.) Availability

As you gain experience or skills, your resume will need to be updated. If you follow these same basic steps. you will always be able to update or change your resume to meet your immediate needs.

*Writing a resume . . .***AVAILABILITY**

Most employers expect you to work a forty hour work week, however in some cases they need to know the hours that you are available to work. Let them know in advance the hours you are available. There is no guarantee that you will get these hours; this is an opportunity to tell the employer whether your availability fits the hours that they need.

Examples below:

AVAILABILITY: Weekdays: 3 p. m. to 9 p.m.
Weekdays: Anytime

or:

AVAILABILITY: Monday: 3 p.m. to 8 p.m.
Tuesday: 4 p.m. to 7 p.m.
Wednesday: 3 p.m. to 10 p.m.
Thursday: 3 p.m. to 10 p.m.
Friday: Not available
Saturday: 6 a.m. to 10 p.m.
Sunday: Not available

Choose the way that best fits your hours. It is vital for the employer to know what hours you are available to determine whether they will be able to arrange a work schedule to meet your needs.

Write your availability below:

Developing a work ethic . . .

"For even when we were with you, we gave you this rule: "If a man will not work, he shall not eat." 2 Thess 3:10 (NIV)

*"We hear that some among you are idle. They are not busy; they are busybodies. Such people we command and urge in the Lord Jesus Christ to settle down and earn the bread they eat. And as for you, brothers, never tire of doing what is right."
2 Thessalonians 3:11-13 (NIV)*

Developing a work ethic requires a cultivated effort on your part. You will succeed in business, at home, and in life as you learn to establish patterns in your life that reflect that effort. Most employers will be more tolerate of personal issues when your work ethic is strong and you exhibit the ability to work well with others.

Eighty five percent of individuals are hired for their skills, education, and experience. However, eighty five percent of people are fired because they cannot get along with others.

- Success comes one step at a time, one day at a time, and learning to get along with others.
- Never determine what you want to be, based on the circumstances before you. Studies show that when mountain climbers cannot see the top of the mountain, they get cranky and they stop working as a team.
- Have a goal: An experiment was conducted where a mouse was put in a bucket of water, it swam for 30 minutes and sank. Then they put another mouse in the same bucket of water and as it started to sink, they lifted it up and gave it a peek over the pail. They did that every time it began to sink and it swam for 36 hours. Goals will give you the motivation to continue.
- Choose your friends carefully: There's 800% odds that a young person will use drugs, if his friends are on drugs.

Developing a work ethic (continued)

- Companions are like buttons on an elevator. They will either take you up or take you down.
- Control your thoughts or your thoughts will control you:
 - If you want to be a stinking thinker, hang around stinking thinkers.
 - If you want to be a positive thinker, hang around positive thinkers.
 - If you want to be a somebody, hang around a somebody.
 - If you want to be a nobody, hang around a nobody.

The shortest route from the starting point to the pinnacle of success is a highway marked willingness to change. You have displayed a willingness to change by being here.

The 5 keys to success in life:

- What you watch.
- What you listen to,
- What you read.
- What you think about.
- Who you associate with.

Developing a work ethic may take time on your part, however If it means maintaining a job and succeeding, your effort will be worth the investment .

Ten Traits to success in the business world:

1. Self Discipline - Being to work on time daily.
- 2.Responsibility - Do what the supervisor says without pressure from coworkers to slack off.
3. Work - Perform, consistently without challenging authority.

Writing a resume . . .

ACTIVITIES

For persons with little or no work experience you may include a section telling the employer how you spend your free time.

List hobbies, sports, and organizations you belong to, volunteer experiences, clubs, teaching Sunday School, and other things you like to do.

This section should be written in a sentence, or as a list.

FOR EXAMPLE:

- I am a member of the softball team at my community center. I also play soccer, listen to music, sing in the choir, and dance.
- Swimming, reading, movies, playing guitar, baseball, dancing and chess are other interests and skills I have.
- I have volunteered as a Nurse's Aide at the Slick Head Nursing Home for the past year. I also like to listen to music, and I like to work on cars.
- I do a lot of babysitting and like to work with young children. I am in the Business Education Club at my school. I like to play and watch all sports.

Describe your interests and activities in the space below:

*Writing a resume . . .***ABILITIES**

- Many resumes include a section called “Abilities” or “Special Skills.” This section gives you a chance to describe other things about yourself that an employer might find interesting.

Some examples are:

- Being bilingual Typing
- Shorthand
- Filing
- Fixing or driving cars
- Good math skills
- Enjoy working with people
- Good writing skills
- Good verbal skills
- Painting
- Being a fast learner

These skills are usually written in a sentence or short paragraph.

Write them in a few sentences:

Developing a work ethic (continued)

4. Courage - Do those things you know you should do to provide for yourself & family.
5. Honesty - “ A life, a marriage, or a business without a foundation of honesty must fail in time. They are built on sand, and the higher they go, the farther they are going to fall, eventually. The dishonest person is his own worst enemy, and while he can create a lot of mischief in the world, he is, in the end, his own victim.” Earl Nightingale
6. Loyalty - Be loyal to yourself & your family. That will probably mean making some sacrifices for your employer. That means showing loyalty to your employer. Remember that your employer will be watching you to see what kind of sacrifice you are willing to make. Make the first one they ask of you and you jump to the head of the class.
7. Faith - Trust God and trust others, but don't be the fool.
8. Compassion - The best thing you can do for society at this point in time is to take care of yourself and your family.
9. Friendship - Remember, who you hang around with will determine who you will be in five years. Don't let your friends take you down. Judge their true interest in your welfare. If it is honorable, great. If not, find another friend.
10. Perseverance - In reference to Perseverance, it doesn't matter how many times you fall down, what matters is that you get up when you fall down. The only time you can't afford to fail is the last time you try.

Will you make mistakes? Yeah. But how did you learn to ride a bike? By falling off? NO! By getting back on after falling off.

Be tenacious...Thomas Edison tried 4,000 experiments

Developing a work ethic (continued)

before he got the light bulb to work.

Once you have that job, you want to keep it. 85% of those hired are hired based on their skills. 85% of those fired are fired because of their people skills.

Fifteen percent of our success depends on what we can physically do, like punching the numbers into a computer, painting a house, fixing the car, and 85% of success depends how well we get along with other people.

In his book "How to Win Friends & Influence People" Dale Carnegie writes on the Fundamental Techniques in Handling People. (attachment)

Be a good listener:

God gave us two ears and one mouth and that is the proportion you are suppose to use them.

Don't criticize:

All criticism is destructive. Form a habit of saying "Positive Things" to everyone we meet, especially our children.

Pay attention to the details:

Bruce Barton says: "Sometimes when I consider what tremendous consequences come from little things. . . I am tempted to think . . . there are no little things."

You define success for *YOU* but include this in your definition: Success is not making a certain amount of money or getting a certain type of job. Success is becoming the type of person God wants you to be. It is progressive. It is moving toward that type of person.

The only difference between a rut and a grave is their dimensions. In other words, a rut is simply a grave with both ends knocked out.

Writing a resume . . .

_____ to _____

_____ to _____

Writing a resume . . .

EDUCATION

- All resumes include a section lists your education. Include information about the school you attended, including its name, address, phone number, and dates attended.
- List subjects you taken that might help you on the job.
- If you have attended more than one high school, you should give information about all high schools.
- List any vocational training, or military experience.

Education:

2000 to Present	Stalter Jr. College 300 Mag Street Madison, Arkansas 72277 Telephone: (501) 235-1707 General Accounting/Computer classes
1996 to 2000	Madison High School 742 Remington Street Madison, Arkansas 72938 Telephone: (501) 624-1284 High School Graduate (if not a graduate list year completed: ie: 11 th grade). General courses with an emphasis on Math and the Sciences

Write your educational background below (if you need more space, use the back):

EDUCATION:

_____ to _____

Developing a work ethic (continued)

Until you make peace with who you are; you'll never be content with what you have. 80-90% of all disease is stress related.

Don't Quit – (read)

DON'T QUIT

***When things go wrong as they sometimes will;
When the road you're trudging seems all uphill;
When the funds are low, and the debt are high:
And you want to smile, but have to sigh:
Rest if you must, but don't you quit.
Success is failure turned inside out:
The silver tint of the clouds of doubt;
And you can never tell how close you are;
it may be near when it seems afar.
So, stick to the fight when you're hardest hit-
It's when things go wrong that you mustn't quit.***

Author Unknown

You will never win if you never begin.

Learn from others who have succeeded. Read other people's' stories and learn. Reading is almost a lost art. Only 3% of the people in America have a library card.

Think about your future, set goals. Where do you want to be 2 years from now, 5 years from now? ***You can be there.***

The key is: **Don't let anybody steal your dream.**

Excerpt from : How to Win Friends & Influence People, Dale Carnegie

Fundamental Techniques in Handling People

“ As much as we thirst for approval, we dread condemnation.”
Has Selye
“ I will speak ill of no man, and speak all the good I know of
everybody.”
Ben Franklin

Any fool can criticize, condemn and complain - and most fools do. But it takes character and self-control to be understanding and forgiving. Carlyle said, “ A great man will show his greatness, by the way he treats little men.” As Dr. Johnson says, “God himself does not propose to judge man until the end of his days.” Why should you and I?

- 1: Don't criticize, condemn or complain.
 - Dr. John Dewey said, “ The deepest urge in human nature is the desire to be important.”
 - William James said: “ The deepest principle in human nature is the craving to be appreciated. “
- 2: Give honest and sincere appreciation.
 - Henry Ford: “If there is any one secret of success, it lies in the ability to get the other person's point of view and see things from that person's angle as well as from your own.”
- 3: Arouse in the other person an eager want.

Writing a resume . . .

Write your work experience below in the same way as shown in the example:

_____ to _____

_____ to _____

_____ to _____

Writing a resume . . .

WORK EXPERIENCE:

- All resumes include a section that tells about your previous jobs. This includes any jobs you've had that were part of an employment-training program.
- **Always list your most recent job first, and then work back in time.** The information you give is the same format as the format to be used in the "Education" section.
- You should list the name of the company or organization for which you worked. Also include their address, phone number, and the dates you worked there.
- If possible, you should briefly describe what you did on each job.

Here's how the Work Experience section of your resume might look:

Work Experience:

6/79 to 9/79	Project "YES" MDC Skating Rink 15 Fawn Street Slick Head, AR 72938 Telephone: (501) 270-2506 Worked a children's teacher's aide I worked with young children, supervising their games and activities.
1/79 to 9/78	Burger King 257 Roberts Highway Deer Hoof, AR 72916 Telephone: (501) 243-3006 Food preparation, cashiering, and bussing tables I prepared food worked the cash register, made change, served customer, cleaned the work area and took orders for menu items.

Six ways to make people like you . . .

1. You can make more friends in two months by becoming interested in other people, than you can in two years by trying to get other people interested in you. A hundred years before Christ was born, a famous old Roman poet, Publilius Syrus, remarked: "We are interested in others when they are interested in us."
2. Become genuinely interested in other people. Happiness doesn't depend on outward conditions. It depends on inner conditions. It isn't what you have or who you are or where you are or what you are doing that makes you happy or unhappy. It is what you think about it.
3. Smile. The ancient Chinese proverb says, "a man without a smiling face must not open a shop."
4. Be a good listener. Encourage others to talk about themselves.
 - Remember that a person's name is to that person the sweetest and most important sound in any language.
 - There is no secret about successful business: exclusive attention to the person who is speaking to you.
 - Many people fail to make a favorable impression because they don't listen attentively.
 - To be interesting, be interested. Ask questions that other persons will enjoy answering. Encourage them to talk about themselves and their accomplishments.
 - The people you are talking to are a hundred times more interested in themselves and their wants and problems than they are in you and your problems.

Six ways to make people like you (continued)

5. Talk in terms of the other person's interests.
 - Philosophers have been speculating on the rules of human relationships for thousands of years, and out of all that speculation, there has evolved only one important precept. It is not new. It is as old as history.
 - Zoroaster taught it to his followers in Persia 2500 years ago.
 - Confucius preached it in China 24 centuries ago. Lao-tes, the founder to Taoism, taught it to his disciples in the Valley of Han. Buddha preached it on the bank of the Holy Ganges 500 years before Christ. The sacred books of Hinduism taught it a thousand years before that. Jesus taught it among the stony hills of Judea 19 centuries ago.
 - Jesus summed it up in one thought - probably the most important rule in the world: "Do unto others as you would have others do unto you." Obey the Golden Rule How? When? Where? All the time, everywhere.

6. Make the other person feel important - and do it sincerely.

Writing a resume . . .

JOB OBJECTIVE

Resumes begin with a brief paragraph that tells the kind of job you are looking for and why it sounds interesting to you.

People want a job that will help them obtain experience in work area of their career interests. A job might look good because it uses skills that you learned in school or in which you have a work history.

Examples of Job Objectives:

- I would like a job as a nurse's aide, because I have a desire to be a registered nurse.
- I am looking for a part-time job as a cashier so that I can earn extra money for college.
- I am good in math so a cashier job sounds interesting to me.
- I would like to be a chef because I would like job working in a kitchen.
- My goal is to someday be an engineer. A job that requires math would help me to further my skills.

Think about the kind of job you want and why you want it!

Write your own objective on the lines below

Job Objective: _____

What is a resume (continued)

- Personal data such as your age, marital status, height, weight, race, national origin, sex and religion.
- (Employers don't want this information because it opens them to charges of discrimination.)
- The date the resume was written.

RESUMES SHOULD:

- Have a cover letter of introduction, if the resume is sent by mail or faxed.
- Have your name and phone number, including your area code. If you give a message phone number, be sure the party can contact you promptly and let them know you've given their phone number.
- Be on white or light cream 8 1/2 by 11 inch paper so they can be copied, scanned into a computer or filed easily.
- Have your name and a page number on each page of any faxed resumes.
- Have specific identification of skills, especially if your resume might be read (scanned) into a computer.

How to win people to your way of thinking . . .

1. The only way to get the best of an argument is to avoid it.
 - Galileo: "You cannot teach a man anything; you can only help him to find it within himself." Lord Chesterfield, "Be wiser than other people if you can; but do not tell them so." Socrates, "one thing only I know, and that is that I know nothing."
 - There's magic, positive magic, in such phrase as: "I may be wrong. I frequently am."
 - I am convinced now that nothing good is accomplished and a lot of damage can be done if you tell a person straight out that he or she is wrong. You only succeed in stripping that person of self-dignity and making yourself an unwelcome part of any discussion.
 - Don't argue with your customer or your spouse or your adversary, don't tell them they are wrong, don't get them stirred up. Use a little diplomacy.
2. Show respect for the other person's opinions. Never say, "You're wrong."
 - There is a certain degree of satisfaction in having the courage to admit one's errors. When we are right, let's try to win people gently and tactfully to our way of thinking, and when we are wrong - and that will be surprisingly often, if we are honest with ourselves - let's admit our mistakes quickly and with enthusiasm.
3. If you are wrong, admit it quickly and emphatically.
 - Lincoln, "A drop of honey catches more flies than a gallon of gall."
4. Begin in a friendly way.
 - In talking with people, don't begin by discussing the things on which you differ. Begin by emphasizing - and keep on emphasizing - the things on which you agree. Keep emphasizing, if possible, that you are both striving

How to win people to your way of thinking (continued)

for the same end and that your only difference is one of method and not of purpose. Get the other person saying, "Yes, yes" at the outset. Keep your opponent, if possible, from saying "No."

- An old Chinese proverb says, "He who treads softly, goes far."
 -
5. Get the other person saying "yes, yes" immediately.
 6. **Let the other person do a great deal of the talking.**
 - Twenty five centuries ago, Lao-tes, a Chinese sage, said, "The reason why rivers and seas receive the homage of a hundred mountain streams is that they keep below them."
 7. **Let the other person feel that the idea is his or hers.**
 8. Try honestly to see things from the other person's point of view.
 - Wouldn't you like to have magic phrase that would stop arguments, eliminate ill feeling, create good will, and make the other person listen attentively? Yes? All right. Here it is: "I don't blame you one iota for feeling as you do. If I were you I would undoubtedly feel just as you do."
 9. Be sympathetic with the other person's ideas and desires.
 - J. P. Morgan observed that a person usually has two reasons for doing a thing: one that sounds good and a real one.
 10. Appeal to the nobler motives.
 11. Dramatize your ideas.
 12. Throw down a challenge.

FACILITATOR'S NOTE:

At this point you want to hand out the sample resume and describe the various sections of it.

The objective of a resume is to tell the kind of job you are interested in and why. The education section gives your educational background, beginning with your most recent experiences. The experience section also begins with your most recent job and moves backward in time for all jobs that may be relevant for the job you want. You should also add a section on your interest or hobbies. You should always put on your resume that you have references available upon request.

THERE IS NO SINGLE PRESCRIBED WAY TO PREPARE A STRONG RESUME.

Here is a sample resume. Check several samples to choose the best format for your needs. Most students and recent graduates should limit the resume to one page. Type your resume on standard 8 1/2" x 11" paper; make several copies for distribution. The information should not be crowded; space it neatly on the page so that the reader can pick up the important points in a few moments.

THERE IS NO NEED TO INCLUDE THE FOLLOWING INFORMATION ON A RESUME:

- Name and addresses of references. Simply state that references are available upon request. Be sure to keep handy the names and addresses of individuals who have agreed to give you a favorable reference. Most employers ask for this information on the job application or during the interview.
NOTE: Be sure to ask before you use a person as a reference.
- Salary information or salary desired.

What is a resume . . .

A resume is a short description of your job history and your education or training. It should tell an employer who you are, where and when you went to school, where and when you have worked, what your responsibilities were in your jobs, what your career objective is, and where and how you can be reached for an interview. Your resume should reflect your knowledge, skills, and abilities but also your interests in such a way that it persuades a potential employer to meet and interview you. Think of your resume as getting a peek into a circus tent. The "peek" makes you want to see the show. In developing a resume, you want to interest the potential employer to take a good look at your qualifications.

Be a leader . . .

Be a Leader: How to Change People Without Giving Offense or Arousing Resentment

1. Begin with praise and honest appreciation.
 - An effective way to correct others' mistakes is...
2. Call attention to people's mistakes indirectly.
3. Talk about your own mistakes before criticizing the other person.
4. Ask questions instead of giving direct orders.
5. Let the other person save face.
 - Abilities wither under criticism; they blossom under encouragement. To become a more effective leader of people, apply...
6. Praise the slightest improvement and praise every improvement.
 - Be "hearty in your appreciation and lavish in your praise."
 - Give the other person a fine reputation to live up to.
7. Use encouragement. Make the fault seem easy to correct.
8. Make the other person happy about doing the thing you suggest.

The way to develop self-confidence is to do the thing you fear to do and get a record of successful experience behind you.

Be a leader (continued)

Be a Leader: How to Change People Without Giving Offense or Arousing Resentment

Principle 1: Begin with praise and honest appreciation.

- An effective way to correct others' mistakes is...

Principle 2: Call attention to people's mistakes indirectly.

Principle 3: Talk about your own mistakes before criticizing the other person.

Principle 4: Ask questions instead of giving direct orders.

Principle 5: Let the other person save face.

- Abilities wither under criticism; they blossom under encouragement. To become a more effective leader of people, apply...

Principle 6: Praise the slightest improvement and praise every improvement.

- Be "hearty in your appreciation and lavish in your praise."
- Give the other person a fine reputation to live up to.

Principle 8: Use encouragement. Make the fault seem easy to correct.

Principle 9: Make the other person happy about doing the thing you suggest.

The way to develop self-confidence is to do the thing you fear to do and get a record of successful experience behind you.

In the beginning . . .

¹ *In the beginning God created the heavens and the earth...^{2 3} And God said, "Let there be light," and there was light...⁴ God saw that the light was good, and he separated the light from the darkness.⁵ And God said, "Let there be an expanse between the waters to separate water from water."¹¹ Then God said, "Let the land produce vegetation." And God said, "Let there be lights in the expanse of the sky to separate the day from the night... And God said, "Let the water teem with living creatures, and let birds fly above the earth across the expanse of the sky." And God said, "Let the land produce living creatures according to their kinds... Then God said, "Let us make man in our image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the earth, and over all the creatures that move along the ground." " And it was so.³¹ God saw all that he had made, and it was very good.*

This is God's resume as taken from Genesis 1 & 2.

**THE TELEPHONE TALK - AN INTERACTIVE
WAY TO LEARN HOW TO:**

1. Answer phones correctly,
2. Use proper phone language and etiquette,
3. Transfer calls appropriately,
4. Use the Hold Button properly,
5. Make sure messages are taken correctly,
6. Return calls promptly and follow-up,
7. Interact with you caller without interrupting or inter-jecting,
8. Appease the angry caller,
9. Listen,
10. Make sure there is a happy ending.

The right attitude . . .

The Right Attitude in the Working World

Regardless of what they are called: jobs; occupations; positions; they all mean the same thing - you're working for someone. When working for someone else, there are certain rules we are required to follow. Many organization have written rules and others may be implied. To understand some of those rules and give you a chance to look at your own beliefs these specific rules can help you succeed in the working world.

When you are given a set of rules, policies, procedures, regulations, etc. by your employer:

READ it thoroughly! If you have questions about a rule or policy.

ASK someone. Don't rely on '*I didn't know*' as a substitute for following the rules.

Even though there are specific rules for specific jobs, there are general rules that apply to all jobs that we are going to explore:

Attendance: You are hired because you are needed to fulfill a need of the company. You will be needed today and you will be needed tomorrow. You are expected to be at work every day! Make every effort to be at work even when sick, your kids are sick, the car won't start. Even though these things may occur on any given day, you must *make every effort* to be at work. Communicate with your supervisor if a situation arises that you are required to attend. Keep them aware of any major illness or situations that may require you to leave at a moments notice.

Tardiness: Don't be late. People depend on you to do your work so that they can do their work.

Tidiness: Maintain a clean and tidy workspace. Personal hygiene is essential no matter what position you have. It say allot about how you much care about yourself and the job you are doing.

Interest: Show an interest in your job. Strive to learn as much as you can about the work you are doing and how it fits into the purpose of the company. Take every opportunity

The right attitude (continued)

offered you for training and education. Be willing to 'Learn as You Earn' in every situation.

Talent: God has given everyone at least one talent. We can use those talents to make ourselves more employable.

Usefulness: Make yourself a useful member of the work team by always doing your part and then some. Be the person who will go the extra mile----take on work to become more useful and valuable to your employer.

Dress: Dress appropriately for the job. Ask if there is some dress code. Dress professionally for your position.

Enthusiasm: Be enthusiastic about your job. Let the employer know you are grateful to be working for their company. Appreciate your job even when you're not perfectly happy. Enthusiasm in your position can lead to better opportunities.

You can see that the first letter of each of the "rules" spell the most important rule for job success....

A T T I T U D E

The attitude we take to work, the attitude toward the people we work with, and our attitude about life in general will have a great impact on our success.

If you tell yourself you hate work---you will hate it! If you tell yourself you don't fit in at work---you won't fit in at work! And so it goes, around and around! Our attitudes are reflections of who we are inside,

The Bible tells us to have in us the attitude of Christ Jesus *Your attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death- even death on a cross! Therefore God exalted him to the highest place and gave him the name that is above every name, that at the name of Jesus every knee should bow,*(Phil 2:5-10) NIV)

Make every effort at work to have...an attitude of love and compassion.

The right attitude (continued)

Your attitude can be your worst enemy in changing your life. Periodically we all need an attitude adjustment! Determine which help you succeed and which hold you back! There may be some hold that you don't like and want to change. Turn them over to Jesus right now. Our goal is to help you find and keep a good job. Finding the job is not difficult; keeping the job requires dedication and work on your part. Our hope is that you overcome the obstacles that prevent your continued success at work and in life. Not many of us have reached the attitude of Christ; but we are all called to continue to try.