

Surviving the Career Jungle



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Surviving the Career Jungle brings you easy access to powerful performance and career management information in this one e-book. Choose the performance coaching sections or the career coaching pages, and your issues are certain to be addressed. This is not intended to be a coaching programme and all advice is offered "as is". To get personal coaching advice contact me with my email address at the end of the document.

Surviving the Career Jungle - Performance

Let Surviving the Career Jungle provide you with the answers to stay on top of your role, get that promotion you wanted or simply give your career a boost.

Learn how to build your leadership skills and enhance your most important competencies; also create the agility and high performance you need in today's competitive market. Surviving the Career Jungle will provide all the information you need. Your first decision is whether you want to work on your business and leadership skills or on your career management issues. Surviving the Career Jungle gives you either – or both

Surviving the Career Jungle will identify the most important competencies for role agility and high performance and will show you how you can develop them. It means you have the answers to questions that much quicker when you have your copy of Surviving the Career Jungle to hand. Print it off right away.

Surviving the Career Jungle – Careers

Surviving the Career Jungle provides the answers for high performers wishing to maximise their potential through role change; others who are experiencing major change or restructuring or are affected by redundancy will benefit from the pragmatic advice and support.

Naturally help with compiling a professional CV or resume is available from experts at [CV and Resume Writing](#) Of course role change needn't mean moving from your existing employer; an internal move may be what you are looking for.

You can also easily and quickly become visible to leading recruitment firms by using our CV Distribution service visit <http://www.cvtrumpet.co.uk> This is a trouble-free, timesaving and effective way to target your CV to potential employers.

The following sections will explain the terms you need to know.

Many difficult and different workplace issues arise almost every day; how we respond determines whether we are effective and fulfilled or nervous and depressed. Surviving the Career Jungle helps **you** to understand on the essential **core competencies** that high performers will display. By identifying the issues for you we empower you to create immediate and sustainable improvements that mean you feel more competent and your accomplishments then speak for you.

Competencies

The majority of workplace issues we have to contend with arise from within a range of everyday activities; many of us could do with improving our knowledge and skills in these areas. Are there any areas you recognise that are giving you difficulties, or cause extra work for you, or simply where you would like to see if you could improve?

To help you recognise the issues and areas you might need to focus on we describe a number of frequently arising situations. Look at each of the phrases under each group heading, what does it mean to you? Does it raise a question in your mind about your knowledge or response? Can you positively say that you know what to do, or that you really understand what's needed?

Surviving the Career Jungle provides you with immediate access to the answers and guidance that you may need *in any situation* or that may arise at any time.

Managing People

Whether you are effective at managing others is crucial to you and your business success. As you get better and develop your skill at managing others, the environment in which you work becomes more enjoyable and more successful. Your aim is to become a more productive manager and leader, who motivates and coaches people to be more productive in their own work.

These headings below will show you some of the areas where we can help you become more effective. When you glance through the list, do you feel confident or inwardly groan at the thought of doing any of these things?

Leadership

- Establishing a shared vision
- Building trust by example
- Sharing power and responsibility
- Resolving common problems of conflict
- Giving timely feedback to encourage improvement
- Clarifying roles & objectives
- Managing action oriented meetings
- Building support networks
- Being seen to lead
- Championing the team

We define Leadership as the ability to create and sustain an environment which inspires and motivates associates or colleagues individually and collectively to achieve common business goals.

To understand what that means take a look at the behaviour of the 'Leader' and what happens around them. Below are just some of the visible characteristics.

- Actively promotes participation, openness, honesty and trust.
- Has a flexible style of leadership to suit given situations?
- Assesses strengths and weaknesses within team and encourages self and team development.
- Has the courage to make and support sound business decisions however unpopular.
- Admits mistakes and gives permission for others to make mistakes, having evaluated the risk beforehand.
- Leads by example, is highly visible and lives the vision, values and positive behaviours.
- Sets challenging and developmental targets.
- Displays confidence in team and self, evidenced by an empowered team with clear accountabilities.
- Disciplined, fair and consistent in approach with self and others. Is supportive of the team, externally to the team.
- Willing to accept responsibility for team actions/ideas.
- Displays knowledge, understanding and respect for the feelings and opinions of others and treats each associate as an individual.
- Gives praise and thank-you where appropriate.
- Shares success with other members of the team.

Obviously Leadership styles vary with ability and personality, so how can you be sure to do the right things?

The well developed Leader gives full ownership, responsibility and delegated authority. He /she encourages participation and is flexible in their approach to target setting. He/she also promotes accountability in associates to do a task their own way to an agreed standard. The developed leader also confronts and deals constructively with poor performance without hesitation. Sets goals for performance improvement; praises solid

achievements. Also recognises the quality of individuals' contribution and establishes a monitoring system to ensure effectiveness. He or she has the courage to make and support sound business decisions however unpopular. Has personal charisma. Is highly visible, leads by example and has a collegiate leadership style that brings the team along with them.

If you're not there yet, the developing leader generally works hard to achieve a high level of 'buy-in' amongst the team and has systems/processes to regularly review individual and team performance. He/she displays sensitivity to situations and individuals. Generally leads by example and is regarded as a motivator of people. Assesses the strengths and weaknesses of the team and encourages focused development; is competently able to deal positively with conflict situations.

To move into a more competent level of doing things means doing what the "Developed" leader does and more at [Definition Of Leadership](#)

Effective Coaching

- Modelling excellence
- Understanding training
- Recognising effort
- Generously praising
- Criticizing constructively
- Linking to success

This is the most effective way of providing for the growth and development of people. Your skills here can have a massive impact on your business.

Effective coaching is not about delivering mini lectures based on your understanding of a situation or what *we* would do.

It is helping people find their own ways and come to their own understanding of the situation so that *they* are empowered and motivated to achieve the required objectives.

Effective coaches are able to:

- Communicate effectively with every level
- Observe accurately for clear guidance and feedback
- Deliver relevant feedback at the right time
- Adapt to differing learning styles
- Analyse situations and develop responses
- Model excellent behaviours
- Avoid being overly directive or domineering

Understanding this and becoming more effective yourself, is something you can learn and practise, once you are aware of what is involved.

Managing Your Boss

In this section I also include the effective management of key relationships. The most important of these is, in all probability, the relationship with your boss. He or she is often the major influence on how you are viewed and judged. Other people with whom you interact can also have a crucial role in evaluating your contribution. Through 'busyness', or for other reasons, it is easy to pay insufficient attention to your key relationships. And in career and performance terms, that could cost you dearly. So what you need to think about includes:

- Knowing what motivates your boss
- What does your boss expect from you?
- What do you expect from your boss?
- Where bosses can and do go wrong
- Improving the relationship
- Other key relationships

What does your boss have the right to expect from you?

- a working style consistent with the culture being developed

- results and outputs - deliverables - and timescales being met
- completion of particular tasks and assignments as requested
- support and anticipation of need at levels other than your own
- timely information (i.e. no surprises)
- Regular or ad hoc reporting (verbal or written?)
- ideally solutions not problems

What should you expect from your boss?

- opportunities to discuss and agree targets, standards, methods and relationship
- sufficient resources to carry out your role
- guidance, support and interest - receptive to fresh ideas and ways of contributing
- room to be effective and produce own results: lack of interference
- constructive feedback on progress and how you are viewed - recognition and praise
- to be treated with respect like any other mature adult
- information about the company and the future to feel involved
- support when in difficulties

Bosses can (and do) go wrong through:

- lack of availability or access, working behind closed doors
- poor communication of information or changes (you seem to be the last to know)
- change of mind: inconsistent then blames for not knowing
- interference: second guessing
- takes credit for your ideas and results
- doesn't give feedback on performance which you need
- doesn't support you upwards or to colleagues
- style out of line with the overall culture

Understanding your boss:

Before you assume that the boss is ill intentioned or incompetent consider his or her position and the pressures that you may not see or understand.

Ask yourself what might be the main pressures on your boss - try to see the world from his or her perspective. If you decide that the situation needs altering your aim is to develop a more effective working relationship.

Remember your boss is human and is not a mind-reader: therefore, don't hide problems - or successes -and keep the boss informed on what you're up to. Understand what motivates and pleases, and what irritates and worries.

Improving the relationship:

If you feel that improvement is needed consider the following suggestions:

- ensure you keep boss in picture and supplied with relevant information
- Show that you understand his or her concerns and needs (including 'politics') - if you don't know what they are - ASK!
- seek support in advance of big tasks or changes
- clarify role and expectations - you may need to get agreement in writing
- use notes to record meetings and follow-up in writing may be necessary
- do not cause irritation by missing deadlines, being late, or being poor on detail and such like
- help your colleagues: help to build the team
- use your time with boss well:
 - have an 'agenda'
 - keep focussed
 - have relevant data to hand
 - go with options for solutions as well as problems
- do deliver what you say you are going to deliver and if not, explain why

Relationships with Other Key People

many of the above points can be re-read with other key people in mind. Analyse each relationship in terms of

- What is the relationship - either formal or informal?
- What expectations does each have of the other (deliverables and yield)?
- How do your key relationships link to each other, and to your boss?

If a relationship is not going well you need to:

- review expectations/deliverables
- review structural/organisational factors
- review behavioural style of your meetings and other communications
- "renegotiate" relationship and agree improvements
- involve others (as a last resort)

Remember, the only behaviour **you** can change directly, is **your own**.

Communicating

Communicating less than effectively is one of the most common failings of managers today. Whether one-to-one with a team member; in small discussion groups or in large scale company meetings poor communication is the root causes of stress, inefficiency and failure, and can even lead to disaster.

Great communication skills can be developed through understanding the active components of being assertive, speaking effectively, understanding the 'customer' and learning to listen. So communicating is one of your most crucial skill elements.

Assertiveness

- Assertive not passive is communicating the positive way
- Assertive not aggressive is the most acceptable way
- Saying what you want avoids misunderstanding
- Saying what you mean doesn't need to cause upset
- Saying 'no' without fear liberates you

The most self-assured and confident of us have experienced awkward business or social encounters at some time or another. These awkward moments can easily colour our encounters with other people, leaving us and them with a residual feeling of discomfort, resentment or "unfinished business" after we have parted.

We are left with a "red face" because we believe we have said the "wrong" thing; or we may feel resentful at having been "ripped off" because we did not get our point across clearly in a business deal.

Other common problem areas include those few moments before answering a summons to see the boss in his office or standing up to say a few words in public. Dealing with unwelcome demands from others, handling just or unjust critical attack and claiming our rights when others seem bent on thwarting them are, for the most of us, at the most stressful end of the "awkwardness" continuum.

In extreme cases, we may show signs of stress and anxiety - such as breaking into a cold sweat, feeling our vocal cords seize up or our hands and legs beginning to shake uncontrollably.

"He who hesitates is not lost"

Almost all difficulties we experience when encountering other people are due to "automatic responding" where, we have begun talking without first properly engaging our brain and are in the process of saying something which we already regret.

On the other hand, if we wish to deal with any awkward encounter effectively, there is simply no substitute for pausing briefly while we assess what is happening around us and how we are going to behave once we join in.

This "freeze-frame" need only be activated for a few brief seconds when we become aware of the danger of automatic responses. However, it can be a timesaver and often a face-saver, giving us a buffer period in which to decide how to handle a given situation.

Your Rights

1. The right to change your mind
2. The right to make mistakes
3. The right to make decisions or statements without having to justify them.
4. The right not to know or understand about something
5. The right to feel and express emotions, both positive and negative, without feeling that it is weak or undesirable to do so
6. The right not to get involved with someone else's problems if you do not want to
7. The right to refuse demands on you
8. The right to be judge of yourself and your own actions and to cope with their consequences
9. The right simply to be yourself without having to act for other people's benefit
10. The right to do all of these things without giving any reasons at all for your actions

Speaking Effectively

- Use of influencing skills to get your message across
- Open and closed questions and when to use each
- Building rapport by communicating helps understanding
- Using the correct tone avoids unnecessary conflict
- Avoiding snap judgments

Speaking effectively is one half of communicating well. Good communication requires understanding by the listener of the speaker's intended message. So the onus is on the speaker to ensure that the message they deliver is both heard and understood.

How can this be achieved?

Create an environment where it is physically possible for the listener or audience to actually hear what is being said, and ensure that conditions are as comfortable as possible.

Build rapport with the listeners through the careful use of vocabulary avoiding too much jargon or over-use of long or complex forms of words. People are known to operate in

three modes - visual, auditory or kinaesthetic and generally favour one. In fact most people - about 80% - are visual, so choosing words which reflect this mode will help to build rapport.

Try to **see** what visual people are saying; **hear** what auditory people are getting at, and **feel** what kinaesthetic people mean. It's usually clear from the words that people choose when speaking or responding which mode they favour.

Also consider the way in which you speak: careful matching of the tone, delivery speed and volume to that of your listener will help their comfort factor. Take care not to overdo or copy their accent or you may sound like you are a caricature of them.

Use your body language - generally open and relaxed - to signal your ease and comfort with them; they in turn will feel easier and more comfortable with you.

Customer Service

We talk about Customer Service as the ability to meet the expectations of both Internal and External customers and suppliers through a sound understanding of requirements and a commitment to continuous improvement. Things we have to consider are:

- Putting customers needs first
- Dealing with difficult customers
- Handling complaints through good communication
- Maintaining contact and communicating with clients
- Being customer focused

Behavioural Indicators we expect to find in someone who displays high levels of customer service:

- Aware of the need to develop customer/supplier relationships
- Has a process to ensure that Internal and External customer and supplier requirements are clearly and unambiguously understood and met

- Displays a knowledge and application of quality techniques Has appropriate indicators in place to measure levels of customer satisfaction
- Seeks opportunities to continuously review all processes Shares feedback from customers with associates
- Benchmarks internally and externally
- Has a plan in place to continuously improve quality, cost and delivery performance for each customer
- Sets an example in seeking continuous improvement as a customer and supplier

Being well developed in Customer Service involves:

You are constantly seeking to improve customer service standards; spending time talking to the customer and providing opportunities to develop relationships. You are never complacent with the relationship. You view other departments as internal customers and give them good service. You always base decisions on the long term interests of your customer whilst always delivering the short and medium term targets. You understand the value of establishing processes to obtain customer views and feedback on your performance. You actively solicit feedback and act on it. You are known to consistently delight customers by exceeding their expectations.

Listening skills

- Active listening is the key to communicating
- Avoid leading the speaker; let them use their own words
- Understanding feelings; communicating empathy
- Evaluate the facts
- Reflect feelings and meanings

Really effective communication skills rely to an enormous extent on Listening Skills so a major part of communication is lost if the listener doesn't know how to listen.

"Because it was said doesn't mean it was heard; and even if it was heard, it doesn't mean it was understood."

So what do you consider to be good communication?

It is:

- The passing of Information from one person to another
- A two way circuit with at least two people involved
- Words alone are not communication
- Understanding "sensed" from tone, gesture and facial expression
- The listener "infers" their own understanding
- The speaker must check understanding is what was meant
- Main barriers to good communication are: emotion, language and environment

Rules for Good Communication:

- Clarify ideas and how they are to be communicated
- Identify the purpose of the message and break down if necessary
- Consult other people, their support comes from contributing
- Consider the whole situation; what form and where?
- Be aware of the affect of expression, gestures, tone of voice
- Help the listener, acknowledge their point of view
- Follow up with questions to ascertain understanding
- Allow enough time and repeat if needing future action, also remind
- Support your communication by your own actions
- Aim to understand as well as being understood.

Effective Listening

Listening is an **active** not passive process. What alone counts is what the audience hears, thinks was said, understands and thinks is meant. Listening effectively avoids misunderstandings and is the first step to good communication.

It depends on:

- hearing the words
- Identifying the language and the words used
- Making sense of the sequence of words
- Understanding the meaning of the sentences
- Evaluating what was said
- Distinguishing fact from opinion

Can you claim to listen, hear and understand as well as you might?

Managing Yourself

You must start by accepting that **you** are the most important contributor to your own success. Whatever you can do to improve your performance will be critical for your long term career success. You need to identify self-development opportunities and enhance your skills to outperform the field. This is also an excellent investment in your own future employability.

The more you understand how you approach situations, the better you will be able to work to your full potential, and make decisions that result in greater satisfaction.

Are You

- A qualified risk taker
- Holding a positive vision
- Being a self-starter
- Generating new ideas
- Overcoming Objections
- Planning and moving ahead

As **you** are the most important contributor to your own success, you must learn to take the initiative and not sit back and expect others to do it for you. Employers put more

confidence in people who know where they're going and are seen to be taking steps - personally and organizationally - to move things forward. Whatever you can do to improve your performance will be critical for your long term career and business success. If you set out to identify self-development opportunities and enhance your skills you will be in a position to outperform the field.

This is also an excellent investment in your own future employability; so 'Taking the Initiative' involves:

- Calculating benefits and becoming a qualified risk taker
- Looking beyond today's issues and holding on to a positive vision
- Being a self-starter and not waiting for others to show you the way
- Generating new ideas for personal and business improvement
- Overcoming objections by acting assertively and with justified confidence
- Planning and moving ahead

Getting Motivated

- Developing Positive Mental Attitude
- What's important to you?
- Setting new challenges
- Dealing with your self-limiting behaviour
- Focusing on your goals
- Determination to succeed
- Overcoming fear of failure

The way we behave is inseparable from the way we learn things and we react according to what we understand those things mean. Yet too often motivation is considered something that people either have or do not have.

As a manager or leader of people, can you really afford to leave this to chance? If we are to be successful at motivating people we must recognise what is happening and ***create the right environment.***

Motivation is derived from emotion, and the emotion that people want to experience is happiness - or in work terms - job satisfaction. A person's job satisfaction will be highest when they can see they are making progress towards goals they relate to and understand.

Therefore the first part of motivating people is about helping them move steadily towards those goals. If we can talk through with our colleagues and team members to find out where their personal goals lie; and then align these with business goals, then everyone benefits.

The second part of motivation is in the reward that you give the employee when she achieves a certain point along the path of achievement. Many managers think that a general "Well done" or "you're doing ok" is sufficient praise or reward; it isn't!

What people need to hear is exactly what they have done well - in other words they need specific detailed feedback so they know exactly where they are, and that you have recognised exactly what they have done. This is the most effective way to motivate with lasting positive results.

It can be summarised as:

Agree the Goals and then give Specific Feedback.

Of course the title on the page said "Motivating Yourself" so isn't this how you would want to be treated? You can motivate yourself similarly by determining what it is you need to achieve; agree this with whomever you need, establish the 'progress markers' and then give yourself positive feedback when you get there.

For more detailed help with motivating yourself and others, join the Surviving the Career Jungle Performance Coaching programme now.

Getting Your Career Organised

1. Do you know where you're going?

2. Do you know how you'll get there?
3. Are you making the most of your options?
4. Does anyone know about you?
5. What do others think about you?
6. How do you measure your impact?

1. Do you know where you're going?

- I know what position I want next
- I have a five-year plan for my career based on my own informal picture of the market
- I have long-range goals for my career
- I have long-range goals for my personal life
- I know what skills or new knowledge will be required to progress in my job and my company

2. Do you know how you'll get there?

- I have the right education and experience for the job I may want next
- I seek out individuals who have information and skills that I need to understand
- I have a role model, mentor or champion whom I can learn from
- I regularly read journals, newspapers and books on management and business in general
- I take care of myself physically and am described as a person with a lot of energy
- I maintain balance between my work and my life outside work.

3. Are you making the most of your options?

- I actively seek information about what is happening within the areas I work
- I understand where and why work opportunities are increasing or declining
- I am familiar with company policies and practices on career development
- I use all available support (both formal and informal) to open up new options for me.

4. Does anyone know about you?

- My boss's boss and other senior managers know who I am
- I develop contacts in areas that do not have regular dealings with me
- I am energetic and enthusiastic about my company and job
- I get involved in cross-departmental activities or problem solving groups
- I am visibly involved in a professional organisation, preferably in a leadership role
- I keep in regular contact with colleagues I have met at events, conferences and on courses
- I network with people I have previously worked with

5. What do others think about you?

- I feel I have a good relationship with my superiors
- I feel I have a good relationship with people who work for me
- I speak and listen to my customers regularly, and check that I understand their needs
- I am seen as a problem solver and committed to action
- I take actions to enhance the quality of my company's products and services.

6. How do you measure your impact?

- I seek feedback regarding my performance
- I embrace the feedback and aim to improve my performance
- I maintain contact with professionals in my field to know the value of my skills
- My CV is kept up-to-date, well-organised and reflects the accomplishments of my career
- I have recent experience of how others might see me (via my network or job application)
- I am ready and prepared to negotiate a job move should I want to.

One of the best ways to make sure you are aware of how others might see you is to circulate your CV to appropriate recruitment consultants. How do you do this easily and quickly? Click on this link www.cvtrumpet.co.uk/ to find out how CV Trumpet can help.

Managing Pressure

Undue pressure and stress can result in a decline in productivity and a dive in performance. You can develop attitudes, strategies and skills to help yourself and others increase productivity, motivation and performance in the face of stress.

Coping with Stress

With the pace of life increasing constantly, protecting yourself and those around you is essential. Things you can do every day:

- Look for the positive in each situation
- Evaluate and change your reactions
- Stop setting unnecessary deadlines
- Look after yourself and stay healthy
- Overcome feelings of guilt – not everything is your fault
- Stop 'catastrophising'
- Change your 'head chatter'
- Let go of unhelpful beliefs
- Communicate effectively and build your network

Pressure or stress is the natural end product of today's lifestyles. Coping with pressure is something that can be developed with knowledge. How we cope with pressure affects our emotional and physical health. Therefore we need to understand this difference; that stress is not as a result of the events themselves, but as a result of your **reaction** to the events.

Action Checklist:

- Learn to live with your personality
- Avoid too many changes occurring closely together

- Manage your time effectively
- Aim to minimise the number of conflicts at work
- Try to resolve problems at home
- Be assertive
- Have leisure activities
- Adopt a healthier lifestyle
- Exercise regularly
- Enjoy yourself
- Visit [Managing Stress](#)

Work/life Balance

- How do you spend your time?
- Who and what are important
- Dealing with expectations

Family responsibility

- Having a recognisable set of family traditions
- Family customs
- Training in decision making
- Encouraging children to think

Emotional Intelligence

Emotional intelligence is a complex mix of being in possession of and developing a range of range of skills that enable you to react and deal appropriately with new and different situations. It is an essential component of being able to build fruitful and productive relationships with other people, whether as leader or colleague.

Negotiation skills

- Win / Win situations are better than Win / Lose

- Discovering others' needs and how to meet them
- Striving for agreement without losing the objective
- Selling your ideas to people who "know better"
- Recognising personal power and how to use it.

Creating the environment

- Saying thank-you and acting as a real person
- Giving and earning respect
- Giving relevant feedback
- Valuing differences without them being obstacles
- Developing others skills for their careers sake.

Decision-making

- Embodying confidence and authority
- Being seen to act with a clear purpose
- Self-coaching and power of visualisation
- Being authentic and true to your values.

We would define decision-making as a keyability in which sound decisions are made based on the information available and having fully understood the organisational context and impact of that decision.

We can identify whether the ability is present in a manager or leader through their approach and impact on outcomes. The Behavioural Indicators we seek include:

- A process for decision making.
- Applies learning from previous decisions, monitors outcomes
- Displays a level of skill with decision making techniques (e.g., fishbone, cause and effect, brainstorming, Pareto etc).
- Has a structured process to measure success of decisions. Weights the issues based on the information available.

- Makes balanced decisions based on the facts available for the benefit of the business.
- Evaluates risk in decision making.
- Knows when to make the decision.
- Is prepared to make the decision and action it.
- Communicates the rationale for the decision.

A well developed decision maker displays a consistent level of skill in all decision making. He or she thinks through the implications of the decision and has at hand a process to enable the right outcome to be achieved. They are willing to take advice and consult to achieve collegiate buy in and are keen to apply the lessons learnt from previous decisions or situations. Always evaluates the risk and then makes the right decision for the business. Is known to act on and monitor the impact of the decision.

Too many managers leave decision-making to "gut-instinct" or fail to decide altogether, leaving the outcome to chance. (This means they can't be blamed for making the **wrong** decision.) Sometimes this can be a dangerous strategy. You can improve and remove the fear of making a decision.

Teamwork

- The sum of the parts...
- Giving your experience freely for greater returns
- Team competencies and building for strength
- Valuing team members styles
- Getting others to contribute openly.

Teamwork and teamworking involves a challenge to many of your management skills and is often considered to be something that "just happens". However if you can get your teams working effectively then you make your own job easier and more productive.

But it won't work unless people see the benefit of team building and teamwork.

It is not enough to get your group together off site and have a few icebreaker games. If you want your team building efforts to work, you have to show the members of the team that it benefits each of them personally.

There is very little "team" in teamwork without a lot of motivation. In many situations today, individual accomplishment has become more highly valued than team efforts. That is the environment you have to overcome in order to build your group at work into a team.

How to Get Started Team Building

Do you think of your people as a team? They won't think of themselves as a team if you don't. Are you able to reward team performance, or only individual achievements? If you are to succeed at team building you must be able to reward team performance. That isn't to say it's only about money.

Let your group know that they are a team, that you expect them to perform as a team, and that you will reward their successes as a team. That's the first step toward team building.

Remember that team building must be something you do every day. It is not something you can just do twice a year at some off-site location.

Motivate Team Building

If you want team building to work, it's not enough just to tell them that they are a team and must perform as one. You also have to show the members of the team that it benefits them personally.

Most of us are selfish individuals. We look out for ourselves and do what benefits us most. We have to be motivated to include anyone else. Fortunately, in lots of situations it is pretty easy for us to see the benefits of including others, so we do that readily. Parents, for instance, watch out for their children. Money is a strong motivator and its one you can use as a manager. However, by far the strongest motivator available to a manager is self

esteem. The more the individual sees a benefit to his or her self esteem from supporting the team, the more successful your team building efforts will be.

First of all, your people have to acknowledge that they are part of a team. You can reinforce this by holding team meetings, posting team news on the notice board or your intranet, and tracking team performance against team goals.

Secondly, they have to believe that the team is capable of producing more than the sum of its members. You may have a great customer service representative on your team, but without the cooperation of the other members of the team he or she would not be able to handle as many calls. You have to make this readily apparent to them and clearly define the increased rewards they can achieve through teamwork.

Reinforce Team Building Efforts

Challenge your team with higher and higher goals. Acknowledge and celebrate their successes in meeting and exceeding those team goals, but celebrate them as individuals within the team. Make sure they have fun at work. They will enjoy beating the goals you set for the team because they get a significant boost in self esteem from belonging to a winning team.

You should know your team well enough to know whether or not something like team badges or tee-shirts would be a positive reinforcement for them.

If you go for something like that, involve the team in selecting either the motto or the object on which it is printed.

Top Issues you need to influence and develop within your team

Purpose & Direction

A clear mission/purpose known to all team members

A vision and success criteria which are challenging, meaningful and exciting

An understanding of how their work fits into the bigger picture

Team Leadership

Appropriate direction with support and openness

Discussion of key issues with the team

Delegated responsibility to individuals in their area of expertise

Members understand their roles and how these overlap with others

Members are clear about what the rest of the team expect of them

Members understand the individual strengths of each other member

Processes

Team meetings are effective

The team has agreed and implemented better ways of working

The team has problems-solving and decision-making processes

The team has the correct resources (people, money, time) to do its work

Communication

Ideas and input from every member are listened to by the others

Ideas and inputs have equal value regardless of seniority of member

Differences and conflicts are resolved openly and constructively.

Members' interaction is open and honest

Relationships

The team's different experiences, skills and abilities are utilized.

There is trust and openness between team members.

New members feel valued.

The team takes responsibility for its actions and avoids blame.

If you would like to know you could develop your emotional intelligence then join our Performance Coaching programme and make sure you build up your effectiveness. Sign up for the Surviving the Career Jungle Performance Coaching Programme and learn how your Emotional Intelligence can be developed.

Managing Change

Managing Change is all about finding ways of dealing effectively with the constant change that is around us. Managing this change well is a recipe for success and peace of mind. Failure to deal with it, or thinking you can avoid it, leaves us and possibly the business in turmoil.

If '*change*' is on your agenda, are you managing it, or is it overwhelming you?

Managing change

- Developing competence and skills
- Identifying options
- Setting goals & objectives
- Dealing with resistance
- Overcoming barriers to change
- Acknowledge your own feelings
- Clarifying expectations
- Becoming resilient
- Building a network

Flexibility

- Knowing what you can control
- Dealing with changing circumstances
- Handling ambiguity
- Adaptable to new situations

Strategic Thinking

- Explores new business opportunities
- Comfortable working with concepts
- Supports the long term demands of the business
- Conveys a passion for 'vision'.

- Displays lateral thinking approaches
- Is aware of current developments and best practice

Is defined as the ability to develop and apply conceptual thinking that contributes to the vision and future strategic direction of the business. Many managers' career objectives are hampered by their apparent inability to think strategically. You can develop and express these skills which in turn can have a strategic effect on your career progress.

To model this ability for yourself, look for the person displaying these behaviours:

- Can conceptualise and develop their thinking to explore new business opportunities.
- Is not constrained by current organisational boundaries.
- Comfortable working with concepts
- Actively supports the medium and long term demands of the business despite 'here and now' pressures.
- Conveys a passion and enthusiasm in selling the/their 'vision'.
- A visionary, prepared to look beyond the demands and priorities of their own business.
- Avoids getting drawn into inappropriate levels of detail.
- Displays lateral thinking approaches to business.
- Keeps up to date on latest theories on strategic thinking.
- Is aware of current developments and best practice in strategic thinking.
- Applies strategic thinking to benefit the whole Company.
- Is aware of the global business environment and its impact

So what level of Strategic Thinking ability do you possess? Look at the descriptions below.

Well Developed

Your thinking is future orientated; you view events from multiple perspectives. You are able to create novel ideas which go beyond organisational and conventional thinking. You

communicate a clear vision of how the business will develop in the future, taking account of developments that are both internal and external to the Company. You have a clear idea of where you want to go and how to get there. Known to think in a strategic way, make sound business judgements and set broad objectives for the future of the business and the Company as a whole.

If you are still developing

You can think in a strategic way on all organisational issues; and can absorb new data and concepts and use new information to modify own thinking as a basis for innovation. You try to keep long term aims in mind whilst meeting short term and medium term objectives.

Time Management

Time Management is the key to working smarter not harder. However the fact remains that the one true obstacle we have is time. Given enough time we can do anything; yet despite the fact that we all have exactly the same amount, some people seem able to get so much more done. Is time getting away from you or can you do something to improve your time management.

Right First Time?

- Putting first things first makes starting easier
- Whyhaven't got time to do it right first time?
- Where are you going to find time to mend your mistakes?
- Multi-tasking on multiple projects
- Using time management tools

Make More of Your Time

- Do it now! Get it out of your mind

- Getting rid of unwanted tasks
- Determine your role priorities
- Determine your bosses priorities
- Make best use of waiting time
- Make time to rest and recharge.

Sort out Your Priorities

- Focus on what's important
- The important - v - urgent dilemma
- Make a detailed plan for everyday
- Staying with your plan.

Delegating

- What and when to delegate
- How to delegate for results
- What and when to avoid delegating
- Allow room for mistakes and their lessons.

Without the ability to delegate effectively you are limited in being able to meet your objectives through the constraints of what you can achieve alone. Good delegators know they can multiply their efforts through this one powerful technique.

Why Delegate?

- To help you reach your objectives.
- To inspire and motivate others.
- To foster key relationships.

What Questions Should You Ask?

- Does this need to be done?
- Is there anyone else who can or should do this?
- When does it need to be done by?

If the job needs to be done, and getting it done means that someone else needs to take the responsibility and the authority to do it - then delegating to the right person is the next step.

Getting Started on Delegating

- Be sure you know your colleagues; their goals, their skills and their knowledge.
- Develop clear communication skills to hand over the task to the right person.
- Ensure all relevant information and the resources needed are available.
- Let GO! Show confidence by allowing them their own decisions.
- Ask for regular progress reports, but don't interfere.
- Be fair but firm with deadlines.

Successful delegation may include delegating to subordinates; delegating to peers and even upwards if necessary! So what exactly is it?

- Is not just telling someone what to do.
- Is about effectively engaging someone else.
- Is much more than simply assigning tasks.
- Is about creating and offering opportunities for personal and professional development.
- Is not merely an abdication of responsibility.
- Is a highly productive and responsible management technique.
- Is not dumping unwanted duties.
- Is about creating new focus, engaging team members, and building productivity.
- Is not prescriptive.
- It is empowering.

Is time getting away from you or will you do something to improve your time management. Getting to grips with Time Management is not something you should put off.

Management Skills

High on the list of essential management skills are the four key business skills of Planning & Organizing, Problem Solving, Presentation and Writing. These skills will be utilized on a regular basis. Get them right and you're seen as a more effective manager, yet a large proportion of managers struggle with at least one of these basic management skills.

Your job as a manager is to use these key skills to plan, organize, control and direct. Don't waste valuable time by falling back on what you did before you became a manager. It's easy to be distracted because you were good at what you did and you enjoyed it. That's probably why you were promoted. But now you must concentrate your efforts on managing, not on "doing".

Are you confident in all these areas or could you do better?

Planning

- Group Planning
- Strategic planning
- Project planning

Problem Solving

- Defining the scale and nature of problems
- Brainstorming and selecting the best solution
- Getting buy in from stakeholders
- Implementing the solution and action.

If problems arise you should aim to fix the problem, not sort out who's to blame. You will find it far more productive and cost effective, and therefore less

expensive and disruptive; to solve a problem that has come up than to waste time trying to decide whose fault it was.

Presentation Skills

- Understanding what you need to achieve the objective
- Overcoming your fears
- Preparation as always is everything
- Communication of the concepts
- Understanding your audience and their needs
- Using visual aids to aid, not hinder, your presentation.

"Every Presentation should have a beginning, middle and an end. Put it another way - there needs to be an opening or introduction, the main body of your talk, and a conclusion."

Effective Presentations are all about **making an impact**, but perhaps you are:

- Worried you'll make a mess of it?
- Nervous of conquering your fears?
- Afraid you'll make a fool of yourself?
- Scared of the audience?
- Concerned that your content is not good enough?

Well here's how you deal with it.

Choosing your topic

- Why am I talking
- Who am I talking to?
- What do I need to achieve?
- What challenges are they facing?
- What arguments will be well received?

Visit [Tips for Public Speaking](#) for more help.

Preparing what to say

Decide on your objective and build your discussion around three main points; structure these points and use notes to help you.

Consider the beginning and the end and decide what illustrations would be helpful. If you plan on using some visual aids, don't just put the words up on screen, create images and work on your timing.

Language

Choose active words and always frame it positively. Avoid 'intensifiers' like "very" and "superb". Keep your language simple and avoid jargon. Remove 'kind of' and 'sort of' as this identifies imprecise thinking.

Your Opening

Grab the audience's attention. "Hello" is quite a good start. Don't repeat the title and don't start with an apology. Tell your audience the objective and how long you'll be. Give the important facts early.

The Main Event

Decide the main points you need to cover, and the amount of detail appropriate to the audience. Make certain that it is logical and sequential, but also that it sounds interesting.

Your Conclusion

Summarise your main ideas and be forward looking. Ask a question. Refer to your opening remarks. Offer a quotation. If you have taken questions at the end summarise again after the last question or you could leave an impression of someone struggling with a difficult question.

Preparing for questions

Anticipate questions and be ready. It doesn't mean they're being hostile or critical if they ask questions; it usually means they are interested enough to bother. Make sure you can substantiate your facts and avoid generalizations. If you don't know the answer- say so, but be sure to find out, and let them know when they can expect the answer from you. Can you back up your claims?

Points to remember

Visual aids; are they a help or a hindrance? Are they visible to everybody in the room? Will they add to and aid audience understanding?

Talk to the audience not the screen. Use memory joggers on cards or paper. Practice use of the equipment. Does it flow? Memorise key points. Rehearse on your feet and always **out loud**. Creating the right impact demands a careful combination of Visual, Vocal and Verbal messages.

...and finally the impression you make is entirely **up to YOU**

Visit [Tips for Public Speaking](#)

Writing Reports & Correspondence

- Use your writing time well
- Edit to make the point clearer
- Business letters are not personal letters
- When to write it down and when not.

The only purpose of business writing is to convey information to someone else or to request information from them. To be effective writing for business, you must be

complete, concise, and accurate. Your text should be written in such a way that the reader will be able to easily understand what you are telling or asking them.

A lot of writing for business is sloppy, poorly written, disorganized, littered with jargon, and incomplete. Often it is either too long or too short. All these attributes contribute to ineffective business writing.

Whether you are writing a sales proposal, an email to your department, or an instruction manual for a new product, there are certain steps you need to follow for effective business communication in writing. You need to:

- ❖ organize your material;
- ❖ consider your audience;
- ❖ write it down;
- ❖ proofread carefully or get someone else to;
- ❖ Then edit your text.

The emphasis on each step may vary, depending on what you are writing, but the steps will be the same.

Organize Your Material

When writing an email announcing a staff meeting, this may be as simple as collecting your thoughts. On the other hand, you may need to write out a multi-level outline of the material when writing up the results of a performance trial. Without an appropriate level of organization, you can't be sure you will include everything or that you will give prominence to the most important topics. Omissions or incorrect focus can make your business writing almost worthless.

Consider your Audience

Before you start to write, think about who is going to read or see it. For example, a report about your company's new capital investment programme may have the same shape when given to your Finance Director or to all employees, but the level of detail in various

areas will differ. A quick note to your team, reminding them of the company's security procedures, won't have the same tone as your department's section of the company's annual report.

Also remember that you will be more effective writing to your audience if you focus on what you want them to hear rather than on what you are going to say.

Write it Down

Obviously there are many different styles of writing. Some people prefer to write everything out and then go back and edit. Others say they prefer to edit as they work on the piece they are writing.

As you write, or when you edit, be aware of length. Use enough words to make your meaning clear, but don't use unnecessary words just to make it flowery. Business writing needs to be clear and concise so don't use overlong words or complex language unnecessarily. No one in business has time to read any more than necessary. Equally don't try to shorten a piece by using jargon or abbreviations. These often mean different things to different readers.

Regardless of the style you use when writing, you need to proofread and edit what you have written.

Edit and Proofread

After you write anything, you need to proofread it. You may then need to edit it. Proofreading is re-reading what you wrote to make sure all the words are what you intended. Proofreading catches these errors so you can fix them. And don't just rely on your spellchecker (look at the differences between UK and US English).

Obviously, proofreading a one-line email is pretty easy. Just glancing over it as you type may be enough. However, if you are writing an instruction manual, your proofreading will be more complicated and take longer.

After you have proofread your material, you need to edit it. Sometimes these can be done together, but it is usually more effective if done sequentially.

Manage This Issue

You are writing for business, not the book you know you have inside! Remember the rules for effective business writing to:

1. organize your material;
2. consider your audience;
3. write;
4. proofread;
5. And edit your text.

Sales & Marketing

Have you noticed how some people seem to be natural business developers because they practice cultivating relationships easily and regularly? Others need motivation, prodding and guidance. Yet you don't have to be a salesman for Sales and Marketing skills to add real value to your personal portfolio. These skills can be applied to internal customers and relationships as well as external clients. We'll help you to develop your sales & marketing skills and make a real difference.

Marketing Know-how

- Focusing on outcomes and results
- Your effort = your reward
- Giving away some of what you want builds trust
- Knowledge transfer for satisfied customers
- Pull together and we're stronger
- Listen first; offer solutions later
- Exemplify how you want to be seen
- Rise to the occasion

- How you turn objections into orders
- Move out of your comfort zone

Finding referral sources

- "Suspects" & "Prospects"
- Gaining more business from current clients
- Determination to succeed
- How to cultivate referrers and champions
- Breaking through the perceived barriers
- Understanding and calculating lifetime value
- Identifying what works best for all involved
- Differentiating yourself from the herd
- Overcoming call reluctance
- Crusading for yourself and your business

If your role involves sales & marketing and you want more success; you want to develop these skills to help in your personal relationships at work so let Surviving the Career Jungle help.

Career Coaching

Surviving the Career Jungle advises you in all the areas that make a difference to your career.

You will get the best advice and real know-how from highly experienced Surviving the Career Jungle consultants. We'll show you exactly how to go about doing all the things you need to do.

How it works

Surviving the Career Jungle identifies issues that you need to consider. Do you recognise areas where you know you could use some relevant help? If your issue is not covered here, more information is in our Performance Coaching section.

Surviving the Career Jungle is on-hand at all times to guide you through the career maze and enable you to get the most out of your career or planned move.

How can Surviving the Career Jungle help?

By providing accessible career management advice. From our experience we find that this is highly valued by individuals who are:

- High performers wishing to maximise their potential.
- Wishing to change due to lifestyle or sector issues.
- Experiencing major change or restructuring.
- Affected by redundancy.
- Expatriates returning to the UK job market.
- Partners of relocating employees.

Getting Started: What Are You Best At?

Knowing what you're best at gives you a real advantage over others in the career race. Here we help you to understand your **key strengths, abilities and attributes**. We will show you clearly how to identify the most important aspects of what you have to offer, and how to market these in person and on paper.

What are your achievements? These demonstrate the ability to **actually** do something rather than simply claiming the ability to do it.

How can you analyse your skills? We look at what skills are **active** when you accomplish something relevant.

Know how transferable your skills are - it's not sufficient to have skills, they must be **usable**.

What sort of person are you - can you describe how you relate to others or react to deadlines. **Compatibility** is the big issue and actually more important than raw ability.

What **values** are most important to you? It will be invaluable for you to look at your career values and to identify those that are present or missing in your current career. Go to [What Job](#) to help you understand your work values. A new role needs to fit you and your personality so understanding your values is the most certain way to achieve the fit. This is possibly the **most important** element of Surviving the Career Jungle - get these things right and the rest will follow.

Deciding Your Options

When it comes to deciding your options or working out what choices are available to you, it's important to take account of all the factors that can affect your decision. If **you** want to make the decision, you must consider these things; if you don't then you'll have little say in the matter and someone else will make the decision for you.

So what should you be thinking about? Surviving the Career Jungle will help you to answer these questions- all of which have an impact on your deciding your options.

- What jobs or tasks do you enjoy doing?
- What roles or responsibilities do you dislike?
- What do you want to do more of?
- What would you like to do less of?
- What job roles have you performed well?
- What different jobs have you ever considered in the past?
- Who else will be affected by your decisions?
- Where are you prepared to work or travel for work?

Each of these issues must be fully considered if you are to have any control over your career direction. Surviving the Career Jungle can help you be sure to stay in control and that you are the one who is deciding your options.

However, if you feel that you would like to keep your options open, and give it some more thought try this site to help you <http://www.connexions-direct.com/jobs4u/index>.

Then deciding your options suddenly becomes easier. Read this article before you make your mind up too firmly.

Before You Change Jobs, Change Yourself

by [Flora Brown](#)

Don't feel appreciated on your job? You're not alone. Even worse than not receiving praise for good work, is being degraded, belittled or ridiculed by your supervisor, coworkers or both.

No matter what job you have, there are some aspects of it you don't like. Many people work in an atmosphere so toxic that they dread going to work, and often experience sick spells from the anticipation and actual abuse, etc. What can you do if you're in a negative work environment?

Most people would quickly retort, "Quit! Get another job." But is that really the solution? Of course you want to seek a job where you can feel appreciated and gratified, but changing jobs may not bring the happy results you're seeking if you're going to be the same YOU in each new situation. Before you quit your job, there are a few things you may need to do.

1. Assess specifically what you don't like and determine what it would take to fix it. If you hate your corner cubicle perhaps trading with someone may work. If your trouble is with unfair conditions or behavior investigate what resources are available to resolve your problem through your Human Resources Department or Employee Assistance Program. Even taking your lunch out of doors instead of in the company cafeteria may help relieve some stress. One clerical worker brings an apple and water so she can take a vigorous walk during her one hour lunch.

2. Pick your battles. Give your situation some deep thought and determine how important your complaint or discomfort is in the general scheme of things. Sometimes just changing your work schedule, lunch hour or location will resolve some problems. Listening to soothing music through a headset while doing desk work helped one employee shut out all the personal exchanges that were going on in cubicles around her.

3. Develop a thicker skin. Most of us have to find love and acceptance in deeper relationships than you can achieve with coworkers. Try to guard against letting little inconsequential things get to you. Seek humor in the situations that are just plain stupid so you don't unwittingly get swept into becoming a Don Quixote.

4. Draw the line. Make it clear to your coworkers and boss where your personal boundaries are. Some coworkers love to blurt out every detail of their personal lives at work. Maybe you don't.

5. Personalize your workspace. Perhaps having photos of your family and pets on your desk, wall or cubicle cheers you up throughout the day. Many employees bring a lamp, desktop waterfall, plants and soft music to warm up a sterile workspace.

6. Find allies. Align yourself with coworkers who feel the way you do about the job situation. But rather than malign your boss and gossip about coworkers, use your time together to cheer each other up, exchange positive ideas and share new job listings.

7. Learn to play the game better. Happiness in the workplace depends on not just doing your job well, but getting along with your boss and coworkers also. Learn who you can trust and who can be counted on to stab you in the back. While you can be friendly, you must also guard against overstepping your bounds. Unless you're the boss, refrain from giving your opinion on how the whole company needs to be restructured. When you have suggestions, present them to the decision maker, not to the crowd around the water cooler. Read *Survival of the Savvy* by Brandon and Seldman to help you safely navigate office politics. Visit a website like <http://www.officepolitics.com> that offers strategies and resources.

8. Find your passion. Many of us are miserable on our jobs because we're just collecting a paycheck, not following our passion. Learn how to find your passion from books, tapes and newsletters such as those offered by Barbara Sher, www.barbarasher.com, *The Path* by Laurie Beth Jones, *The Purpose-Driven Life* by Rick Warren, *The Seven Habits of Highly Effective People* by Stephen R. Covey, *What Color is Your Parachute* by Bolles and Bolles, and *Repacking Your Bags* by Leider and Shapiro.

Finally, consider this: discomfort and stress on your job may be a big red flag that you are in the wrong place. This just may not be the job, career or company that suits your style and taste and fulfills your life mission. To find your rightful life's work, you may need to throw out parental "shoulds", or get off the fast track with the "let's-become-a-millionaire-before-30" crowd. Before you change jobs, do your "heart-work." Get busy finding out what you love to do, then get busy doing it.

Marketing Yourself

Marketing yourself demands a keen understanding and the ability to position yourself to achieve your medium- and long-term objectives. When we consider what we need to do, it's helpful to think along the lines of:

➤ **Where have I come from?**

➤ **Where am I going?** And

➤ **How will I get there?**

But these three questions are just the beginning; so many other considerations come into play when thinking about careers. So start to answer to the following questions.

Do you know where you're going? *How clearly and specifically can you define it?*

- Do you know how you'll get there? *Will it be entirely by your own efforts?*
- Are you making the most of your options? *Is your market view wide enough?*
- Does anyone know about you? *What difference can other people make to your progress?*
- What do others think about you? *Their opinions matter and must be factual.*
- How do you measure your impact? *Market research is a must.*

With Surviving the Career Jungle you can be sure to stay in control of your career.

Creating Your CV

Creating the best CV for you means using a combination of factors to make sure it builds interest and makes the reader want to meet you. These factors include:

- Presentation, layout and content
- Level of experience

- Sector expertise
- Too much - v - too little detail
- Facts & figures
- Focus on outcomes
- Stick to the objective

Naturally, you'll get the best help available to produce your CV at [Your Career Change](#) so make sure and go there today to be sure you get the best CV for you.

Of course if you've already created a really powerful CV you need to make sure it reaches the best recruiters who have the jobs you're interested in.

To find out how you can do this quickly and easily all you do is visit this page www.cvtrumpet.co.uk/

Perhaps you're not quite happy or unsure whether your CV is the best it could be; for more tips and ideas on creating your best CV or Resume, go to [CV writing help](#). Whichever way you choose to do it, don't cut corners with your CV; it's your second most important marketing tool.

What's the first?

You are of course!

Now you should ask yourself:

Is my CV really up to scratch? Take another look at your existing document and try to see what others are doing.

How old is it? Have I updated it recently Does it look fresh and attractive and make you want to read it.

Has anyone else given you an objective opinion recently?

However, if you're not sure and you'd prefer to get some more advice about effective CV preparation, we'll still offer helpful guidelines about good CV style, content and presentation - free of charge.

CV Writing Tips

Do start with a summary profile of yourself but avoid generic waffle.

Do emphasize your level of seniority and specific sector experience. Detail specific functional experience and what you have to offer.

Do focus on your successful outcomes. Keep it relevant to the particular job you want and include facts and figures on budgets, staff numbers, your achievements and responsibilities.

➤ Keep it simple and easy to read.

➤ No colour text or background.

➤ Absolutely no photos!

➤ Are your contact details clear?

Bear in mind that, even if you are confident that your CV is the best one ever, it is always worth getting a second opinion.

Before sending out your CV, make sure it is right for you, for the position you are applying for, and for the target audience. Think about the following points before licking the envelope or clicking the send button.

"There's never a second chance to make a first impression."

"Once it's gone, it's gone."

Make sure you're not misrepresenting yourself. Don't oversell or sell the wrong skills. Does it reflect an overall image of you? Just because you think your product is wonderful, it's never going to sell unless you make a really determined attempt to get it to market. You realise that in some hands your CV will have just 10 seconds to make an impact and first impressions will determine your fate.

Remember that a CV is only there **to get you the interview**; it is not aimed at winning you the job in the first instance. If you'd like some help to be certain your CV is up to the highest standard, join our Surviving the Career Jungle programme and be sure.

If you would like some additional help, why not take advantage of this [CV writing help](#).

Covering Letters

You should also make sure that your Cover Letter is up to scratch – do that with these [cover letter samples](#).

Interview Skills

Everybody has some interview nerves, but with some careful thought and preparation, the interview is nothing to be feared. Remember there are two parts to every interview; yours and the interviewers. With the right preparation you can meet everything the interviewer may put to you and come out smiling.

Look at the following headings and if you have any doubts then Surviving the Career Jungle can help you now.

- Preparation is everything - have you worked out **exactly** what you have to offer?
- Do you have a stock of stories that are colourful and full of interest so that they hold the attention and stay in the memory?
- Body language and demeanour will **make or break** your interview success. But what can you do about it?

- Top 70 interview questions (and answers) - have you worked them out, and considered the many variations? Find out at [interview answers](#)
- Do you understand the different types of interviews and interviewers? Panel interviews or structured interviews? Competent or incompetent interviewers?
- How do you feel about giving a presentation at your next interview?
- Personal appearance - consider how to dress appropriately and show confidence and respect to the potential employer.
- Do you know what questions should you ask? Or ***definitely shouldn't?***

The interview is the one time to make sure that everything works together for you. Let *Surviving the Career Jungle* help you make sure.

Networking for Results

All the statistics point to the fact that more than half of all job changes will occur because of an informal contact. This means that more than half of your time spent looking for career opportunities should be spent on this technique.

Too many people think that networking is just about swapping business cards at conferences - **WRONG**. What it really involves is the ability and commitment to talking regularly with your contacts to keep abreast of news in "their" world.

If you don't already do this, you must put in some effort now and get back into the swim. **Surviving the Career Jungle** will guide you through what you must do to turn this skill to your immediate advantage.

We will coach you thoroughly in:

- How to network
- What to say and do
- Who to approach
- How to build your network
- Setting the agenda

- Asking for a meeting

Don't miss out on the benefits of networking because you're not sure what to do or say - we will help you all the way visit [how to find hidden jobs](#)

Making It All Happen

Pulling it all together and making it happen depends on your ability to:

- Know your market worth and discuss precisely what you have to offer in very specific terms. Do you know how to do this? The most common failure amongst interview candidates is to believe that their track record "speaks for itself".
- Understand your contribution to previous and future employers based on your achievements. Are you clearly able to quantify exactly what difference you made in terms of added value, cost savings or extra revenue? It's too easy to think because you were part of a successful business your contribution was automatically good.
- Maintain your motivation and persistence which will pay off eventually. Even though you consider yourself to be absolutely the right person for the job which has "your name written all over it" you may still be turned down.
- Do what's needed even if it doesn't work first time. Can you pick yourself up and carry on, learning from your mistakes?
- Support others so that you build your network of contacts. If you give something of yourself to others while they are pushing ahead with their careers you can be sure the compliment will be returned.

Negotiating Well

Negotiating when there seems to be a lot at stake can be daunting for the most experienced people; when it comes to negotiating the salary and package for the job you really want, it can seem impossible.

Surviving the Career Jungle has coached many people through this particular barrier, which relies upon:

- Confidence in yourself and what you "bring to the party"
- Knowing what you want and need so you can focus on the job
- Recognising the benefits of negotiating well
- A win / win for both parties which brings lasting commitment
- Getting what you both want and not feeling in any way "cheated"

Get all this right and you will be satisfied with the outcome. Get it wrong and you may feel as if you have been taken advantage of; this is not the best way to start any new job.

Find lots of negotiation tips and strategies at [Negotiation Tips](#)

How to Get That Promotion (Article)

If you're looking for that promotion or pay rise then you'll need to be noticed by your employer, so here's a few tips to help you stand out from the crowd:

- Have a Friendly & Positive attitude towards Everyone you come into contact
- Provide Service and treat Everyone as your customer
- Be Professional at all times
- Always look for extra work, especially when others are ducking for cover to avoid it
- Watch what your colleagues are doing, copy from the ones who are receiving praise for their efforts but learn to do it better than them, while avoiding doing what your "lazier or negative" colleagues are doing
- Be a Thinker and offer suggestion on how to do things better and more efficiently
- Plan and follow your plan
- Don't Procrastinate, do what needs to be done NOW!!
- Think ahead, when ask to do A & B, do C as well.
- Anticipate the next question and provide the answer before you're asked
- Dress and Act as if you were already in the position you want to reach
- Go to lunch with successful people and learn from them

- Don't be afraid to ask questions and ask for help
- Avoid Office Politics
- Be an Individual while being a team player.
- Learn everything about your company and products

Follow these tips and you won't need to ask for a promotion or extra money, it will happen automatically!

About the Author: Garry Munro is a successful consultant, speaker & coach in the area of self-development. Based in Sydney Australia he runs his own business "Minds Alike" and works with small business owners and individuals assisting them to set & achieve their goals. Visit his site at www.mindsalike.blogspot.com for more articles on success, business and self motivation.

Follow the above guidance carefully...

Surviving the Career Jungle is created by Peter Fisher who has a broad range of previous experience within business leadership, recruitment and personnel management, enabling him to operate at the highest standards. He has significant practical coaching experience, both in his former career and as a result of working with, established and highly respected coaching and consulting organizations.

In support of this he has a working lifetime of management and leadership experience in a variety of sectors, industries, disciplines and functions.

What is my objective?

To help people like you to get the jobs you want, and to manage your career and performance at the highest level. Please contact me for help with any of this.

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