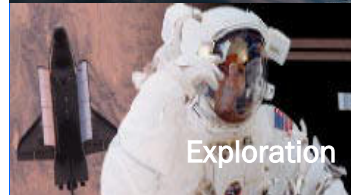


Job Loss Recovery & Career Transitions

A FLIGHT MANUAL FOR CAREER CHANGE



PUBLISHED BY
 **Parachute**





INTRODUCTION

A successful career is a series of flights taking you from one job or project to another. These flights are full of take-offs and landings. Fresh starts, wobbly first steps, soaring moments of glory and sometimes hard landings.

Losing a job by firing or lay-off is a bit like a crash landing. Even as you walk away the trauma lingers leaving you feeling injured, vulnerable, powerless.

This program is designed to get you back in the air again, in command of your own aircraft. To that end we have modeled it on a pilot's flight manual. It is a guide to lead you through a self-discovery adventure. It employs reading, reflection, planning and action activities utilizing all five senses and both hemispheres of the brain.

The manual is aimed at two kinds of people:

People who have just lost their jobs and are looking for new jobs or new ideas about work and careers,

People interested in starting their own business or becoming independent contractors and consultants.

Recover from a hard landing

- Get over job loss quickly
- Navigate through career changes
- Understand your emotional state and fear or acceptance of change
- Open yourself up to new possibilities

Assess your position

- Identify your natural talents and strengths
- Create your mission and vision

Set your direction

- Create Your business plan
- Set up your board of advisors
- Identify your support resources
- Create your ongoing development plan

Take off

- Establish and enlarge your network
- Market and sell your service or business

Flight Preparation: Trip itinerary, scheduler, departure and arrival points, number of flight crew & passengers, aircraft registration, owner, landing permits, pre-flight inspection /briefing guide, navigation aids, routes, airport layout of airports, weather for the route, destination and alternate airport, fuel requirements, consumption rates and conservation procedures

Aircraft Preparation: maintenance status, approach procedures, delayed takeoff, weather restrictions, aircraft limitations determination, pilot incapacitation, fuel conservation, en route maintenance, trip archive radio tuning and communication, warning lights, communication, altitude awareness, altimeter setting, autopilot

SOP by Flight segment: Preflight checks/inspection), Starting Engines, Taxi/Before Takeoff: (check the brakes and the runway) Takeoff Briefing, Lineup check (flaps, airspeeds, speed brake, trims), Takeoff:

Fly the plane and monitor the flight plan: climb to 18,000 feet (do the 18,000 ft checklist, Cruise: at top of climb, check fuel quantity and fuel burn, be aware of position at all times

Landing: follow descent checklist, review landing data, aircraft weight, performance, runway conditions, approach in range, gear down and locked, ground spoilers armed, flaps full, cleared to land, runway

Post Landing: Aircraft shutdown, post-landing inspection, post flight reports, manifest, hard landings

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CHAPTER ONE

LANDING RECOVERY—GETTING BACK ON YOUR FEET

In this Chapter

- ✓ Introduction to Job-Loss Recovery
- ✓ Power Tools of Manifestation
- ✓ MIT Session #1
- ✓ Steps to Emotional Mastery
- ✓ Values That Guide You, Foundations of Power
- ✓ Introduction to AmBusi for Life, the New World of Work

Insert Introduction



“What separates dreams
from reality?”

Desire,

Expectation,

Imagination”



MODULE 2

Power Tools of Manifestation



Countless books have documented the ability to "create your reality," whether your goal is to become a millionaire or a golf pro, or to quit an addictive habit. Experts have found what separates dreams from reality are three key elements. We all use them to some degree, whether we know it consciously or not.

They are:

Desire

Expectation

Imagination

Desire

- Great achievements begin with it
- Desire turns on your engine
- All thoughts create—thoughts in motion (emotion) vibrate faster and will manifest faster

Expectation

- If you expect to fail, you WILL fail.
- If you expect to succeed, your chances of success are greatly improved.
- Expectation fuels empowerment. The only way you can change the energy you attract later is to change the energy you create right now. The greatest power you have over your future is the choice to empower yourself now.

Victim mentality is disempowering; it works on the assumption that others are more capable of directing your life than you are.

Have you heard of the "placebo effect"? It refers to the results in scientific research that study participants get based solely on their beliefs and expectations.

Imagination

- Imagery is the language of the subconscious
- Positive imagery jumpstarts positive emotions, which stimulate positive thought

*Whether you think
you can, or you think
you can't,
you're absolutely
right. -- Abraham
Lincoln*



MODULE 2

Power Tools of Manifestation



Getting Off the Ground With Mental Image Technology (MIT)

Mental imagery – also called creative visualization and guided imagery – is a *process that directs and focuses the imagination to create an experience.*

Mental imagery is NOT, as often believed, simply a process involving visualizing or seeing. Mental imagery stimulates your:

Body, Mind, Emotions, Five senses: sight, sound, smell, taste, touch

Using all these dimensions ensures that your subconscious will be fully engaged – the same as if you were actually performing the action in your outer life.

MIT is easy, effortless, and requires no particular belief or value system.

Who uses these techniques?

Jack Nicklaus – PGA champion

Arnold Schwarzenegger – World-class bodybuilder, actor, and governor of California

Michael Jordan – Record-breaking basketball player and successful business entrepreneur

Tony Robbins – Authority on the psychology of peak performance and personal, professional, and organizational turnaround

Mark Victor-Hansen – Co-author of the successful *Chicken Soup for the Soul*, motivational speaker

The majority of Olympic medal winners and athletes

Dr. Bernie Siegel – surgeon and author; documented research and efficacy of visualization techniques in medicine and healing

If you have never used these before, try the following Lemon Imagery Exercise. If you have used these techniques, continue to the first MIT session.

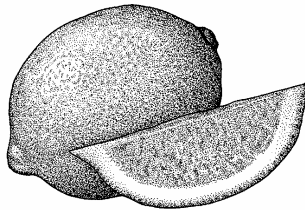
How have you used mental imagery techniques in your life?



REFLECT

Lemon Imagery Exercise

Active participation in the MIT exercises is critical to your success. Even if your dominant sense is not visual, it can still have a powerful effect, engaging all five senses. Try the facilitator-guided exercise to experience this for yourself:



First, get comfortable in your chair and take a deep breath . . . Imagine yourself in your kitchen, standing over a cutting board, holding a sharp knife . . . In your mind's eye, see a juicy lemon sitting on the cutting board . . . Notice the yellow color and the shape . . . Take the lemon in your mental hand. Feel the temperature, the weight, and smell the fragrance. . . . Place it back on the board and pick up the knife . . . Cut the lemon in half and notice the section of lemon and rind . . . Cut it in half again, hearing the knife thump the cutting board. . . Notice the seeds, the juice, and the scent . . . Bring a lemon slice to your mouth and bite down. Suck the sour lemon juice and swallow it. Now, open your eyes.

Salivation is ruled by the autonomic nervous system and is normally out of conscious control. If you salivated when you mentally swallowed the lemon juice, then your own body system was tricked, in a sense, into believing you were sucking an actual lemon.



PLAN

Management Plan Worksheet in Mod. 18

Who Do You Need	Why Do you Need Them?	Name of Person
ADVISORY BOARD		
		
CONSULTANTS-COACHES-MENTORS		
		
MANAGEMENT TEAM		
		



ACT

Interview Worksheet

In preparation for your interview, have your resume and cover letter handy. Also, answer the following questions:

Who is interviewing me?

What position am I interviewing for?

How will I effectively introduce myself?

What five questions do I want to be asked in the mock interview?

1.

2.

3.

4.

5.

What two questions will I ask at the interview?

1.

2.

How will I ask for next steps?



JOB LOSS RECOVERY & CAREER TRANSITIONS

Address
PHONE
FAX
EMAIL

