



Helping Leaders, Individuals and Teams

**Learn,
Communicate &
Connect**

KCS

Kacik Consulting Services, LLC

*Choosing the **RIGHT** job*



Are you job hunting or considering a new position within your current organization? Let's talk about making job choices that are right for you.

As I work with coaching clients who are striving forward in their careers, I realize that many times, for many individuals, job hunting is more about being chosen than about choosing. Sometimes, I'm coaching folks because they have made the wrong choice and are now regrouping.

Be the chooser as well as the chosen!

Being chosen - To get to the hiring point, there are



KCS

Speaking Topics

Is your organization looking for a professional development speaker or trainer, a webinar or a workshop?

I design team and leadership development training workshops, talks and webinars.

Here are a few of my most popular topics:

Handle Difficult Conversations with Confidence

Don't stay up all night trying to figure out what to say. Learn a scripting technique for difficult conversations which allows you to clearly communicate the issue, why

usually a series of interviews. With each one, it's easy to become more and more enthusiastic, because it means you've been chosen to go to the next level, and the ultimate prize is the job offer.

Be a chooser - To be the chooser starts with a mindset of which organization or which job will make it to YOUR next level? With each new level, you also get to choose whether you want them to make your next level or if you will say, "Sorry Charlie – you're not a fit for me!"

I realize that for many, finding a job is a necessity for financial security at the moment and choosing the perfect job is a luxury that is not currently an option. That's ok. Circumstances change though and once you have a job, you can always be thinking about, preparing for and keeping your eyes, ears and networking skills open to the next opportunity that WILL be YOUR choice.

Let's get more specific. When you apply for a job, it's usually from a job description and a list of qualifications. Those are their lists. **What criteria are on your lists?** The hiring organization doesn't have to be the only one with a job description and a list of hiring qualifications. **You should have your own list of what kind of job description you are looking for that fits your skills, your desires and what kinds of work will keep you interested, engaged and enjoying your job every day!**

Create your Job Description against which you can assess organizations. Below is a list of the types of things you can include. Add to it whatever is important to you:

- What are the skills you want to be using?
- What do you most enjoy?
- What level of responsibility do you want?

it is of concern, propose a solution and inspire positive outcomes for a joint resolution.

Quick-Start Your New Leadership Role: Position Yourself for Success

Use your first few weeks in a new leadership position to start off on the right foot. Identify quickly where to put your energy, gain the support and confidence of direct-reports, and impress those above you by demonstrating your ability to produce results.

Managing People Through a Change Process

Once you understand the three phases of change and what to expect in each, you can focus on what you as a leader can do during differently during each phase to facilitate an easier, more productive transition.

Be a Strategic Thinker

Identify techniques to look at your work, your processes and your organization in ways that further the organization's vision. Execute strategies to increase efficiency, profitability and customer satisfaction. Doing this also serves to highlight your talents and skills and make you more visible and promotable.

Stress is an Inside Job!

Understanding your stress is the first step toward reducing it. Take the opportunity to identify your stress-provoking thought

- What growth opportunities do you want to have?
- What are you good at that you want the opportunity to be doing?
- How do you want to spend your days – in an office, on the road, with a team, working alone?
- Part-time, full-time?
- Travel or not? If so, how much?
- On site or remote?

You may have a variety of things you could be happy doing. That's fine, put them all on the list and don't limit yourself. Creating your ideal job description is not about making it so narrow that you have few options. It's about making the options as broad as possible, but still all things that would enable you to truly love what you do.

Create the Qualifications you want the employer to have:

- What criteria do you have for the type of business, i.e. what organizations or industries fit into your values and who would you be proud to say you work for?
- What is important to you as far as the organization's culture?
 - Structured and more top down or less structured and what does that look like for you?
 - Team oriented vs. more individual contributors
 - Collaborative vs. individual decision-making vs. top-down
 - Do you want a diverse work force and what does that mean for you?
 - Are you in a minority category of any kind and if so, does the organization welcome diversity and move minorities into leadership roles?

patterns. Begin to invest in your thinking and get the return of your life!

Coaching & Mentoring Skills

Be the kind of mentor or coach whose supports colleagues and direct-reports to help them capitalize on their strengths and move forward toward their goals.

Everything is Negotiable - Do It Skillfully!

Come learn rules, skills and tips from a seasoned negotiator to boost your confidence and bring you results. Learn to ask for what you want and successfully counter reactions. Learn important skills in negotiations that apply at any level – from beginner to advanced.

Results Leadership Part I

As a leader, you are no longer an individual contributor and your recognition comes from the results produced by your team. The key to success is in how you write your goals. You will learn how to write goals to drastically increase your rate of success as well as your ability to hold people accountable. We will also explore another important aspect of leading for results, which is creating a vision that others want to follow.

Results Leadership Part II

Two important aspects of accomplishing goals are: first, measuring and tracking and second, giving and

- What level of creativity does the organization need to embrace?
- What are your core values and do the organization's core values match up with yours? What core values are critical for you?
- What do you want/need in terms of compensation?
 - What salary are you looking for? What is your bottom line?
 - When can you first be reviewed for a raise?
 - Do you expect a bonus structure or a commission structure?
 - What health benefits do you want/need? (Medical, vision, dental, life insurance)
 - Do you want a flexible spending account or a health savings account or both?
 - What type of retirement savings are you seeking? (pension, 401K with or without matching contributions)
 - What do you want in terms of work hours and flexibility?
 - How much vacation time do you want?
 - Do you desire a home office? (laptop, phone, camera equipment, reimbursement for WIFI, printer, payment for computer software needed for work, software for computer protection... ?
 - Are tuition reimbursement, reimbursement for obtaining certifications, maintaining professional memberships, attending conferences or other professional development expenses important to you?
 - What types of project assignments will you expect?
 - Will you need a company car?

This is not an all-inclusive list, but these are some things to consider and have goals around before you

receiving feedback. As a leader, you need to be checking in, coaching and providing feedback along the way to assure the goal is met by the deadline with all its elements intact.

Leadership Skills

(Best used as a follow-up to Results Leadership Part I and II)

What are your leadership styles? Yes, styles plural. Research shows that effective leaders use multiple styles for different circumstances. Good leaders constantly assess the needs of their team and seek ways to provide development through proper training, coaching and feedback. In this session, we'll focus on good techniques for supervisory oversight and keeping your team on the cutting edge of best practices. Whether you are a first-level supervisor or a CEO, the skills apply!

Public Speaking & Presentation Skills

Whether you are a good speaker or someone who gets tongue-tied when having to speak to a large group, this session will include techniques for speaking with ease in front of one or a hundred as well as simple things you can do to make the difference between being a good speaker and a great one.

Effective Time Management Skills

Learn some critical basics that will help you get more out of each day without going into overdrive to do it. You'll learn tips to create a

begin the process of job hunting. It can be difficult to make decisions about these things when you are facing a job offer. It's not too late to ask questions at that point, but it's also more challenging emotionally.

Compensation issues are usually pretty easy to assess, at least in the job offer/, negotiations phase, but finding out about their culture takes a little effort and sometimes finesse during the interviewing phase.

So how do you figure out what you want to know about, like culture for example? First, it helps if you have established the criteria you're looking for. What's on your list? When you're present with them, listen and watch. Pick up what clues you can. Be prepared with good open-ended questions. For example, rather than asking if they have a collaborative culture, you might ask to describe their culture. You might also ask how decisions are made in the organization. If they look a little clueless, that might be a clue in itself. They may ask you to clarify, so are you talking about decisions about the strategic goals and direction of the organization or are you asking about decision making on the team you might be joining? You might ask how they approach professional development. If they haven't already shared them, ask to see their core values. Do they have their core values in writing or do they scramble when you ask for them? These are just examples. What are other good questions you might ask?

Just as employers prepare interview questions to get at what they are looking for in a candidate, you too can prepare good questions ahead to assess whether they meet your criteria and whether this is an organization YOU want to choose.

Be a chooser as well as a chosen!

realistic schedule, time-saving methods and ways to develop consistency to increase your productivity even further.

Running Effective, Time-Saving Meetings

Make meetings far more productive so you get more done in less time and without redundancy. There are things to do before, during and after the meeting so you have time to address the issues the meeting was designed for, it uses everyone's time efficiently and you leave on the same page with a plan for what follows.

Working Effectively With Your Manager

Everybody has a boss, even if you're the CEO who reports to a board. It can be challenging at times, but there are ways to develop a good relationship that is productive for both of you. Setting up communications is the first step. Rather than letting communications just happen, which often ends up not going so smoothly, it's best to be deliberate about how you will communicate, when and for what types of issues. While you need to support your boss's goals and objectives, you need support from him or her as well. There are ways to set that up for mutual benefit and so that you grow in the process and are prepared for future opportunities. Learn how to handle questions, mistakes and more in ways that elevate your image to the boss and help you get the support you need.

KNOW WHO YOU ARE.
KNOW WHAT YOU
WANT. KNOW WHAT
YOU DESERVE. AND
DON'T SETTLE FOR
LESS.

SLICKWORDS.COM

Would you like some help? This is at the core of what I bring as a coach. If you want **MORE**, I will help you find a path to get there. What is more for you? It could be more money, more flexibility, more responsibility, more growth opportunities, more of the type of work you want, more personal growth and success, or improving your skills around leadership and developing your direct reports and your teams. If you are interested in exploring how coaching might help you get where you want to go, reach out to me for a complimentary call to find out more.

Also, having been a professional negotiator for 30 years, I can help you negotiate your job offer package. Just be sure to set up a call with me before they begin asking you questions about what you want.

I wish you all the best in achieving your career goals and finding the job that is the right fit if you don't already have it!

Warm regards,



Click below to schedule time with me.

Networking - Opportunities for You Personally and for Your Organization

Networking is an essential skill in the business world. You'll learn how to be prepared for a networking opportunity, whether it's planned or spontaneous and how to start conversations and leave a good impression that allows the conversation to continue. I'll also share with you the value of "Informational Interviews" and how to use them for your own career growth and opportunities within or outside your current organization.

Transitioning Into Retirement

Transitioning into retirement can evoke all kinds of thoughts and emotions. Become familiar with the three phases you will experience as you navigate this important change in your life. Approach this time with creativity and explore four different transition models for retirement. Examine ways to take care of yourself through the process. Receive a workbook with tools to help you through the transition and create a future that will truly satisfy you.

KCS Services

KCS Coaching Services:

- **Personal Career Coaching**
- **Job Offer and Salary**



Negotiations

- Executive Coaching

KCS Consulting Services:

- Leadership Development
- Team Development
- Customized Training and Facilitation
- Strategic Planning



LinkedIn



Email



Website

Copyright © 2016 Kacik Consulting Services, LLC, All rights reserved.

Our mailing address is:

2408 West Street
Brookfield, VT 05036

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)

This email was sent to <<Email Address>>

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Kacik Consulting Services LLC · 2408 West Street · Brookfield, VT 05036 · USA

