

What's News

July 2003

Susan Van Vleet Consultants, Inc.

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Some Tips For Job Searches

We know some of you are looking for a job or you know people who are. We wanted to make sure you had some these tips.

You may not know that Susan Van Vleet Consultants, Inc. educational services were used during the 1980's by several state employment agencies. Our two day course: *Getting The Satisfying Job You Want* actually had the best job survey results when studied against other programs.

Here are 7 tips to securing not just any job, but one that will be satisfying:

1. Complete you emotions from the last employer. Your anger, upset, feelings of betrayal and victimization will all seep through in an interview or on your resume. So do what you can to complete those feelings so they don't show up. New employers are always looking at weeding out folks who are still upset from their last experience.
2. Use all of your network and everyone else's network. Don't let your feelings of embarrassment and shame stop you from calling and meeting with everyone you know. Most people, the statistics reveal, get jobs through referrals from real live human beings.
3. Resumes are for job interviews and actual applications **only!** Sending them out will not even get you the first contact in a company. Some people are "at hope" that if they send out enough resumes they will get someone calling them back. Our experience is that "resume job hunting" is the lowest form of job hunting and produces the smallest result.
4. The "Net" will not do what personal contact can. Most people have gotten their jobs through personal contact. I can't emphasize this enough. I know the Net and sending out resumes are easier for some of

you then good old personal contact, but if you want to be successful at job hunting, personal contact is where it's at statistically.

5. Treat finding a job as your job. Allocate your job search time the same way you would allocate your time "on the job". For example, spend your time according to the percentage of success of each type of activity; 5 – 0% on resume and web search, 80 – 90% on calling and meeting with contacts.
1. Don't look for jobs in your regular daily newspaper – look in a professional newsletter, Employment Weekly, etc. Specialize your job search activities.
2. Take care of yourself. If you don't, it will show up in your personal contact. Use this opportunity to re-define you and your work life. It will make you a better person in the long run.

2003/2004 Schedule of Public Courses Announced

We're excited about our 2003/2004 schedule. Many of our successful classes that haven't been scheduled for a while are in the 2004 line up.

Women Moving Forward is scheduled four times between November 4-6, 2003 and September 2004. The November 2003 workshop is half full. If you plan to register call and let us know.

Productive Relationships is scheduled five times from August 12-14, 2003 to August 17-19, 2004.

Managing Corporate Change is scheduled September 23-25, 2003 and again on March 9-11, 2004.

Achieving Commitment is scheduled three times December 10-12, 2003, April 13-15, 2004 and October 12-13, 2004.

Women's Leadership Retreat is scheduled only once in 2004, May 3-5 at the Lodge and Spa at Cordillera. The workshop is for 10 women who are graduates of Women Moving Forward and can have conversations about Purpose, Creating Results Out of Nothing and Creating Reality in Language. If you know you want to attend, please contact Susan as soon as possible.

Commitment and Delegation is scheduled once on July 13-15, 2004.

Organization Man Meets Organization Woman. This is our Gender Diversity Course. We strongly recommend a male/female pair attendance from each company and it is only scheduled once on November 9-11, 2004. John and Susan lead this workshop together.

Training for Change Agents and Change Agent Trainers December 1-4, 2003. John and Susan lead this 4 day

interactive training for Change Agents and trainers. If you are a Change Agent for your company or a HR Training person for your company this workshop is for you. You are video taped 4 times and are coached in your presentation skills, design skills and Change Agent skills. This is the workshop prospective Distributors must attend. If you plan to be a V² Distributor, we would recommend you attend this workshop.

To register for any of our courses contact our office by email, fax or phone. For more information check our course descriptions and flyers on our website, www.svanvleetconsult.com.

NOTICE:

**Our address has changed, please make the change for you and your company:
9285 Teddy Lane, Suite 235
Lonetree, Colorado 80124**

Congratulations are In Order.....

- To **Melanie Michi and Matthew Carl** who were married on April 12th in Hawaii. Melanie is an employee of the Hilton Waikoloa, Conceirge Staff at the Ocean Towers, Big Island, Hawaii.
- To **Valerie Hodgson** on her promotion to Solutions Executive at Novation (the distribution company for VHA), this is a director level position. Valerie was formerly an employee, with JJMI.
- To **Stephanie Murray** who has been promoted to the position of Training Manager for all of Dell Operations. Stephanie is the former Stephanie Donald, she married Pete Murray in 2003. Congratulations to Pete as well.
- To **Susan Telesca** and her husband on the birth of their twins, Nicholas and Ashley on May 19th. Susan is the Director of Supply Chair Systems for Pepsi Bottling Group.
- To **Christina Kearns** on her marriage to John Kearns, September 2002. Christina is the former Christina Mantis and a former P & G employee. She is now employed with Pepsi Bottling Group as Quality manager in Tulsa, Oklahoma.
- To **Ed and Jean Vlacich** and the Vlacich family on the birth of Noah Robert on March 7, 2003. Ed is with Rosetta Marketing Strategies and Jean is with J & J.

PUBLIC WORKSHOP SCHEDULE

<u>2003 Courses</u>			
<u>PRODUCTIVE RELATIONSHIPS</u>	August 12-14	Lonetree, CO	\$3,000
<u>LEADERSHIP IN AN EMPOWERED ORGANIZATION</u>	August 26-28	Lonetree, CO	\$3,000
<u>MANAGING CORPORATE CHANGE</u>	September 23-25	Lonetree, CO	\$3,000
<u>WOMEN MOVING FORWARD</u>	November 4-6	Lonetree, CO	\$3,000
<u>PRODUCTIVE RELATIONSHIP</u>	November 11-13	Lonetree, CO	\$3,000
TRAINING FOR CHANGE AGENTS and CHANGE AGENT TRAINERS	December 2-5	Lonetree, CO	\$4,500
<u>ACHIEVING COMMITMENT</u>	December 10-12	Lonetree, CO	\$3,000
<u>2004 Courses</u>			
PRODUCTIVE RELATIONSHIPS	January 13-15	Lonetree, CO	\$3,000
WOMEN MOVING FORWARD	February 3-5	Lonetree, CO	\$3,000
MANAGING CORPORATE CHANGE	March 9-11	Lonetree, CO	\$3,000
ACHIEVING COMMITMENT	April 13-15	Lonetree, CO	\$3,000
PRODUCTIVE RELATIONSHIPS	April 27-29	Lonetree, CO	\$3,000
WOMEN'S LEADERSHIP RETREAT	May 3-5	Edwards, CO	\$4,200
WOMEN MOVING FORWARD	June 8-10	Lonetree, CO	\$3,000
COMMITMENT & DELEGATION	July 13-15	Lonetree, CO	\$3,000
PRODUCTIVE RELATIONSHIPS	August 17-19	Lonetree, CO	\$3,000
WOMEN MOVING FORWARD	September 28-30	Lonetree, CO	\$3,000
ACHIEVING COMMITMENT	October 12-14	Lonetree, CO	\$3,000
ORGANIZATION MAN MEETS ORGANIZATION WOMAN	November 9-11	Lonetree, CO	\$3,000

To register for any course, retreat, or conference contact our office.

We also accept MasterCard & Visa

There is a \$500 discount when two or more people attend the same \$3,000+ workshop from the same company and location. You must register together and attend together

All prices are subject to change. No refunds are given.