



WELCOME!

**Thank You For Joining Our
How To's for Job Success &
Career Advancement Webinar!**

**Please remember to put your computer
in Full-Screen mode**

TO HEAR AUDIO PORTION:

CALL IN # DIAL: 857-232-0476

ENTER CODE: 254109



TICKET
to **Work**

Our Company

Employment Options Inc. is an authorized Employment Network in the Social Security **Ticket To Work** Program.

We Provide Free Work At Home and Onsite job placement services

- To qualified persons ages 18-64
- Who are receiving non-retirement SSDI or SSI benefits
- Across the 47 states we serve

www.myemploymentoptions.com

Ticket to Work - Why Choose Us!

- ★ **Over 20 years of Expertise**
- ★ **Long Standing Employer Partnerships**
- ★ **Personal Employment Counselor Assistance**
- ★ **Benefits Specialist On Staff**
- ★ **Many Staff are TTW Participants**
- ★ **We Practice the Personal Touch**



Presenters

Sarah Lind



Sarah is a Senior Community Employment Counselor with Employment Options and assists our clients in finding jobs in their communities. Sarah has been with the company over 9 years.

Ann Settle



Ann is a Work from Home Employment Counselor who specializes in helping our clients find suitable remote positions. Ann has been with Employment Options for over 3 years.

How To's for Job Success & Career Advancement

Topics to be covered today:

- How to be Successful in Your Job
- How to Advance in Your Career
- How to Ask for a Raise
- How to Leave with Grace



How to be Successful in Your Job

- 1. Be Ready To Start**
- 2. Be Healthy - Manage Stress**
- 3. Be Competent**
- 4. Be A Team Person**

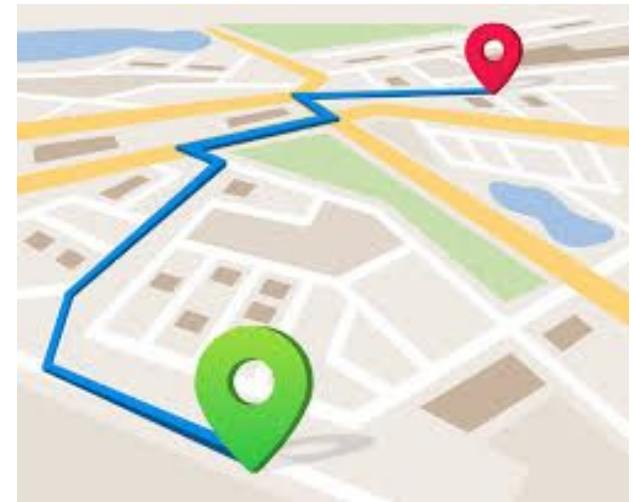




How to be Successful in Your Job

Be Ready To Start - Community

- Map your route
- Plan your work attire
- Line up child care
- Preplan your meals



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How to be Successful in Your Job

Be Ready To Start - Work From Home

- Set up dedicated work area
- Test equipment
- Make arrangements
 - Health care
 - Child care
 - Pet care
 - Home repairs

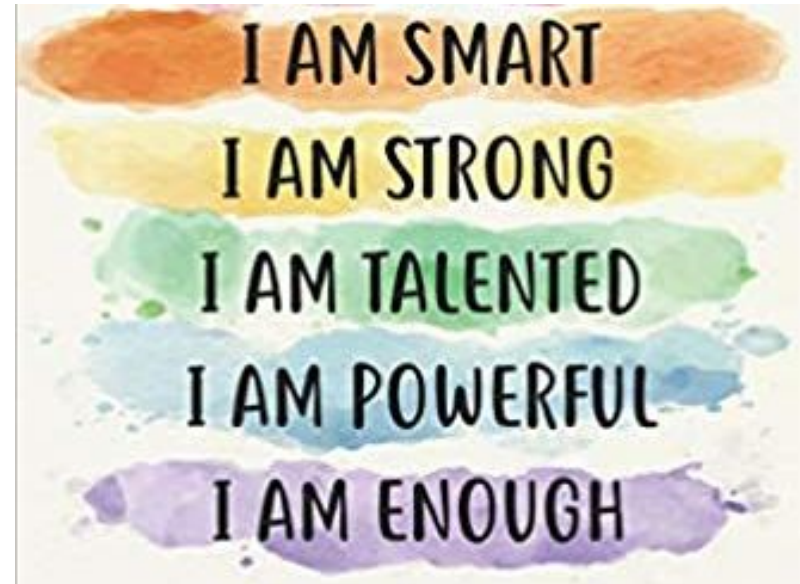




How to be Successful in Your Job

Be Healthy - Manage Stress

- Keep a positive attitude and give yourself positive messages
- Develop supportive relationships





How to be Successful in Your Job

Be Healthy - Manage Stress

- Limit exposure to negative influences
- Resist being a perfectionist
- Mistakes happen ~ remember you're human!





How to be Successful in Your Job

Be Healthy - Time Management

- Organize and prioritize
- Delegate if possible
- Take breaks to refresh and revitalize

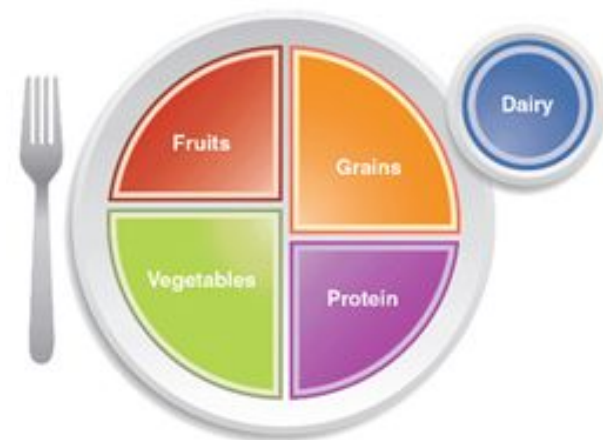




How to be Successful in Your Job

Be Healthy - Eat Healthy

- Eat healthy well-balanced meals
- Prepare meals ahead to save time
- Reduce sugar to prevent energy crashes
- Avoid too much caffeine in coffee, tea, and sodas





How to be Successful in Your Job

Be Healthy - Sleep Well

- Most people need 7-8 hours each night
- Turn off devices 1 hour before bed
- Stop caffeine at least 6 hours before bedtime





How to be Successful in Your Job

Be Healthy - Sleep Well

- Minimize noise and light
- Keep bedroom temperatures moderate, not too hot or cold





How to be Successful in Your Job

Be Healthy - Exercise

- Research shows that exercise reduces effects of stress, increases energy, lifts mood, and increases focus
- Aim for 30 minutes of activity most days





How to be Successful in Your Job

Be Healthy - Take Breaks

- Breaks refresh and revitalize you
- Stand up and stretch or take a walk
- Practice relaxation techniques like yoga, meditation, or deep breathing





How to be Successful in Your Job

Be Healthy - Work/Life Balance

- Set work hours and stick to them
- Transition to personal life
 - Leave work at work
 - Change your outfit
 - Take a walk or drive
 - Explore a free virtual tour:

[Six Virtual Tours](#)



How to be Successful in Your Job

Be Healthy - Work/Life Balance

- Plan time to do what you enjoy
 - Gardening
 - Reading
 - Painting
 - Crafts
 - Music





How to be Successful in Your Job

Be Healthy - Work/Life Balance

- Schedule family time on the calendar
 - Pizza night
 - Ice cream parlor
 - Game night
 - Movie night
 - Date night





How to be Successful in Your Job

Be Competent

- Be informed about your job ~ do it well!
- Be knowledgeable about your company's policies and procedures
- Be courageous and ask for help
- Be mindful and learn from mistakes

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How to be Successful in Your Job

Be Competent

- Be professional in all your interactions
- Be productive and efficient
- Be dedicated and take pride in your job

**BE SO GOOD
THEY CAN'T
IGNORE YOU**

~STEVE MARTIN



How to be Successful in Your Job

Be Competent - Accommodations

- Be aware that accommodations may be needed to be competent in your job if you have a disability
- Be educated about what the ADA ~ Americans with Disabilities Act covers:

[Accommodations - U.S. Department of Labor](#)



How to be Successful in Your Job

Be Competent - Accommodations

- Be open to asking for help with accommodations
- The Job Accommodation Network (JAN) can help:

[Ask JAN](#)





How to be Successful in Your Job

Be Competent





How to be Successful in Your Job

Be a Team Person

- Be friendly and outgoing
- Be positive and smile
- Be a good communicator when listening and speaking
- Be courteous ~ please and thank you go a long way





How to be Successful in Your Job

Be a Team Person





How to Advance Your Career

- 1. Be Motivated**
- 2. Be Creative**
- 3. Be a Mentee**
- 4. Be a Learner**
- 5. Be a Networker**
- 6. Be a Salesperson**
- 7. Be a SMART Goal Setter**





How to Advance Your Career

Be Motivated

- Talk to your manager
 - Take initiative
 - Ask for new projects
 - Volunteer to help others
 - Expand your job





How to Advance Your Career

Be Creative

- Find ways to improve operations
- Look for creative solutions
- Think outside the box





How to Advance Your Career

Be a Mentee

- Find a mentor ~ someone successful in your company or in a similar field
- Mentors can be great sources of information and career guidance
- Studies show 4 out of 5 promotions are influenced by mentors



How to Advance Your Career

Be a Learner

- Continually acquire new knowledge
- Stay on top of trends and developments in your field
- Search for career mapping tools online, like a GPS in your car, they provide direction





How to Advance Your Career

Be a Learner

- Set a timeline with steps to achieve your learning goals
- Make sure your resume reflects your new skills





How to Advance Your Career

Be a Networker

- Expand your network by joining professional organizations, attending industry conferences, or volunteering
 - LinkedIn
 - Toastmasters
 - Chambers of Commerce
 - Workforce Job Groups



How to Advance Your Career

Be a Networker

- The more people who are aware of your strengths and abilities, the better your chances of hearing about opportunities





How to Advance Your Career

Be a SMART Goal Setter





How to Advance Your Career

Be a SMART Goal Setter

- Assess your skills, knowledge, experience, and strengths
- Seek out a mentor to help you set goals
- Research continuing education, training, and the job market

[Career Exploration & Job Market Tool](#)



How to Advance Your Career

Be a SMART Goal Setter





How to be Advance Your Career

Be a Salesperson

- Learn the art of self-promotion
- Make sure people know about your accomplishments, especially those who can help you advance professionally





How to Advance Your Career

Be a Salesperson

- Keep your resume up to date since it is one of the best tools to “sell” yourself
- You never know when opportunity will knock!





How to Ask for a Raise

- **Be Knowledgeable**
- **Be Prepared - Build Your Case**
- **Be Professional**





How to Ask for a Raise

Be Knowledgeable

- Do your homework to find out:
 - What is the company policy?
 - Are there pay grades?
 - How is the job market in your area?
 - What are the average pay rates for your position in your location?
 - Is the timing good?





How to Ask for a Raise

Be Prepared - Build Your Case

- Keep a log of your accomplishments
- Set calendar reminders to update your log periodically
- Assemble a portfolio to demonstrate what you have done: copies of reports, things you designed, etc.



How to Ask for a Raise

Be Prepared - Build Your Case

- Show that you are an asset ~ you are the “go to” person who gets things done
- Document your job responsibilities
- Be sure to include any special projects above and beyond your typical tasks



How to Ask for a Raise

Be Prepared - Build Your Case

- Show that you have consistent performance ~ that you're not just a "one-hit wonder"
- Speak in business terms





How to Ask for a Raise

Be Prepared - Build Your Case

- Demonstrate your value added to the company ~ how your work has helped the company achieve its goals

Bottom Line

=

Made \$, Saved \$, Saved





How to Ask for a Raise

Be Professional

- Set a date 2 to 4 weeks out to allow time to prepare
- Ask your manager for a meeting to discuss your raise
- To prevent interruptions, clear your calendar and, if possible, your manager's calendar as well



How to Ask for a Raise

Be Professional

- If the answer is no, don't take it personally, and **don't quit!**
- Ask your manager to:
 - Set specific performance goals
 - Schedule a date to revisit



How to Leave with Grace

- **Be Sure**
- **Be Informed**
- **Be Professional**





How to Leave with Grace

Be Sure

- Be sure everything is absolutely a “go” if you are leaving for a new job
- It’s best to get the job offer in writing **before** you give notice





How to Leave with Grace

Be Informed

- Check company policy for giving notice
- If your company doesn't have a policy, two weeks is still standard
- If your company has a policy manual, check it for payment of any unused vacation or PTO





How to Leave with Grace

Be Professional

- Give notice to your manager before telling anyone else with the company
- Make an appointment to meet with your manager
- Plan in advance what you are going to say and how you are going to say it



How to Leave with Grace

Be Professional

- Offer to train your replacement
- Follow up your in-person meeting with a letter of resignation including the effective date
- If possible say something positive about the job, company, or team members



How to Leave with Grace

Be Professional

- Be prepared to be escorted out the same day you give notice
- This is actually required policy at some companies
- Don't take it personally!





How to Leave with Grace

Be Professional

- If you work through your notice:
 - Get your work up to date
 - Organize things in a way others can understand
 - Don't leave messy, half-finished projects for others to clean up after you're gone



How to Leave with Grace

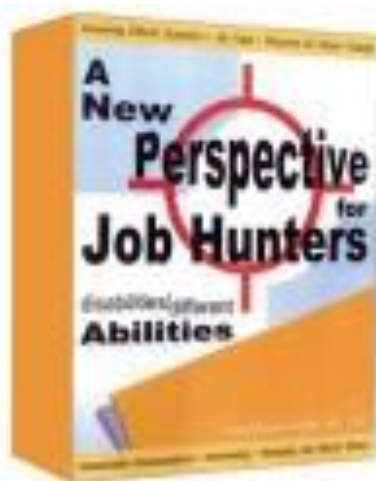
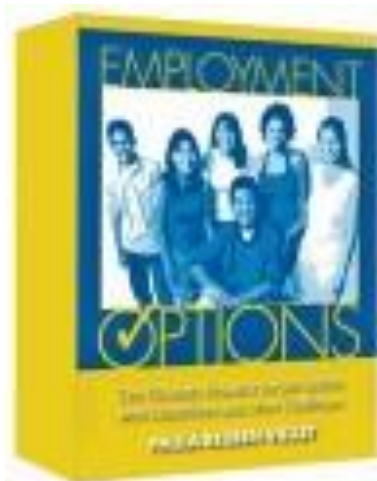
Be Professional

- Delete or remove any personal stuff on the company computer
- Clear the browser history
- Return keys, badges, and company equipment





Resources for Resume Tips



EMPLOYMENT OPTIONS: The Ultimate Resource for Job Seekers with Disabilities and other Challenges

by Paula Reuben Vieillet, MA, CVE

<https://www.myemploymentoptions.com/resources/referral-resources/>

Inquire at your local library

Need Resources?

Job Resources Email: (auto reply)
help@myemploymentoptions.com

Receiving SSDI/SSI? Apply @
MyEmploymentOptions.com
Click **Apply Now** at top of site

Additional Questions?

ladler@myemploymentoptions.com

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Questions & Answers

We will now address some of the questions we received that were not already answered in our presentation



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Questions & Answers

Q: Shaunte asks: How to build a successful career?

A: Identify your goals, and strengths, build a professional resume and most important Network.



Questions & Answers

Q:Nicole asks: How do you balance everything?

A: Work life / Balance: Remember to set time aside for family and friends. Don't forget to take care of number one ~ YOU!



Questions & Answers

Q: Analis wants to know: How to become a leader?

A: Leadership skills can be developed.

Some important aspects include:

- Communication
- Team building
- Seeing the big picture



Questions & Answers

Q: Memray asked: How to move from a temporary position to permanent?

A: Here are some tips to do that:

- Be punctual and dependable
- Be responsible
- Be competent
- Be a team person
- Be committed

Thank You for Attending!

Best wishes for success
in your job and career!

