

How To's For Job Success & Career Advancement!

All attendees will automatically be in "Listen Only" mode when joining the Zoom event

www.MyEmploymentOptions.com





Our Company



My Employment Options (MEO) is an authorized Employment Network in the free Social Security Ticket To Work Program.

We Provide Free Work At Home and Onsite Employment and Career Services:

- To qualified job seekers on SSDI or SSI
- Ages 18-64
- Across 48 states and Washington, D.C.

www.MyEmploymentOptions.com

Ticket to Work - Why Choose Us!

- ★ Over 20 years of Expertise**
- ★ Long Standing Employer Partnerships**
- ★ Personal Job Counselor Assistance**
- ★ Certified Benefits Specialist On Staff**
- ★ Many Staff are Ticket To Work Participants**
- ★ We Practice the Personal Touch**

Our Presenters



Sarah Lind

Sarah has been a Community Employment Counselor since 2011. She assists clients in finding jobs in their communities aligned with their career and financial goals so they can achieve self-sufficiency.



Tina Gagne

Tina has been a Community Employment Counselor since 2022. She assists clients to secure employment within their communities and achieve greater independence through self-sufficiency.



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

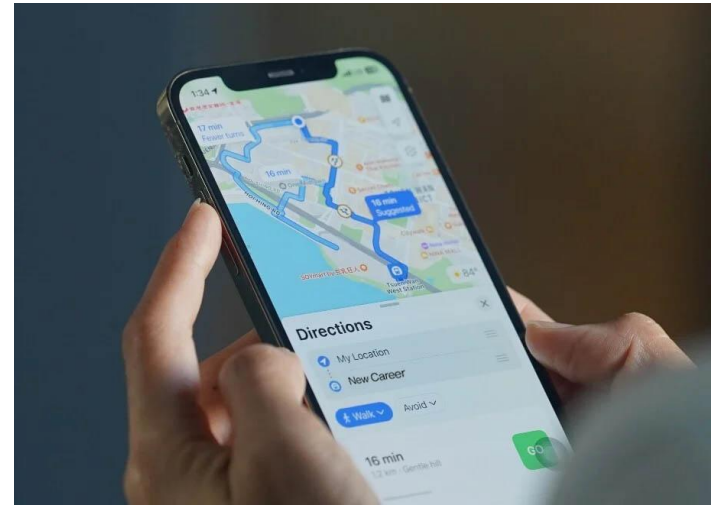
1. Be Ready To Start
2. Be Healthy - Manage Stress
3. Be Competent
4. Be A Team Person



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



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
 - Pet care
 - Child care
 - Home repairs



How to be Successful in Your Job

Be Healthy - Manage Stress

- Keep a positive attitude
- Give yourself positive messages
- Develop supportive relationships

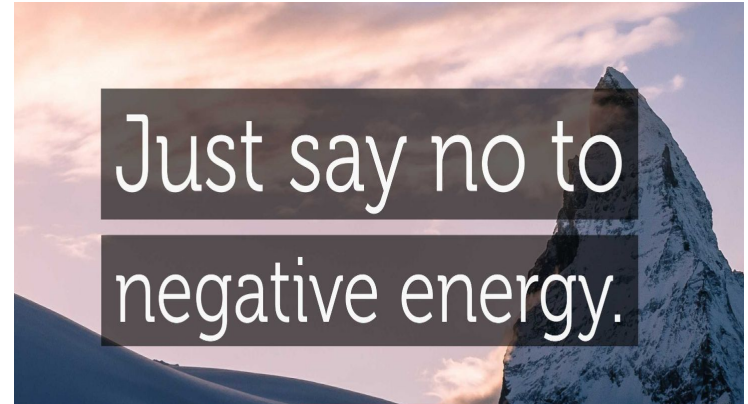


I AM SMART
I AM STRONG
I AM TALENTED
I AM POWERFUL
I AM UNSTOPPABLE

How to be Successful in Your Job

Be Healthy - Manage Stress

- Limit negativity
- Resist perfectionism
- Mistakes happen
- Remember you're human!



How to be Successful in Your Job

Be Healthy - Time Management

- Organize workspace
- Prioritize tasks
- Delegate if possible
- Schedule breaks



How to be Successful in Your Job

Be Healthy - Eat Healthy

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



How to be Successful in Your Job

Be Healthy - Sleep Well

- Most people need 7-8 hours sleep
- 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

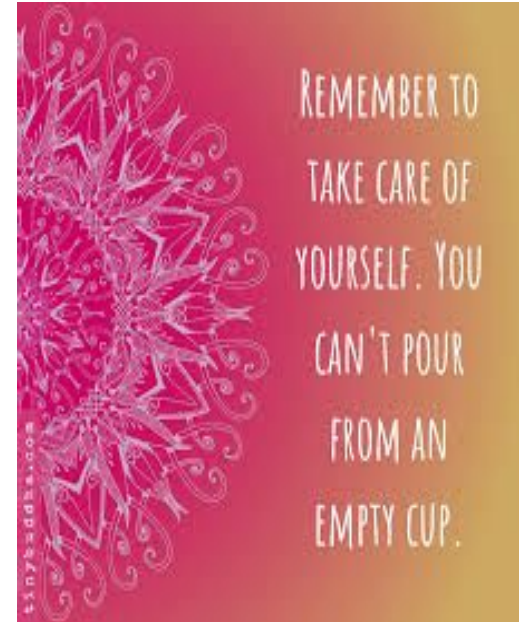
- Reduce light
- Minimize noise
- Keep bedroom temperatures moderate, not too hot or cold



How to be Successful in Your Job

Be Healthy - Take Breaks

- Breaks refresh and revitalize
- 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
 - Watch or listen to relaxing videos



How to be Successful in Your Job

Be Healthy - Work/Life Balance

- Schedule leisure time on the calendar
 - Pizza night
 - Game night
 - Movie night
 - Date night
 - Self-care



How to be Successful in Your Job

Be Competent

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

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 you may need accommodations to be competent in your job if you have a disability
- Be educated about what the Americans with Disabilities Act (ADA) 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:

[Job Accommodation Network](#)



How to be Successful in Your Job

Be a Team Person

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



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

- Look for innovative solutions
- Find ways to improve operations
- 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 mentors influence 4 out of 5 promotions

How to Advance Your Career

Be a Learner

- Acquire new knowledge
- Stay on top of trends and developments
- Search for career mapping tools online



How to Advance Your Career

Be a Learner

- Set a timeline with steps to achieve your learning goals
- Update your resume with your new skills



How to Advance Your Career

Be a Networker

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

How to Advance Your Career

Be a Networker

- The more people 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

	S	Specific: The goal must be very specific and grounded in something that's significant to you.
	M	Measurable: The goal must have some sort of measurement (days, pounds, miles, etc.).
	A	Achievable: The goal must be realistic and reasonable.
	R	Relevant: The goal must relate to what you're hoping to accomplish.
	T	Time-bound: The goal must have a timeframe and that timeframe must be reasonable.

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

How to Advance Your Career

Be a Salesperson

- Learn the art of representing yourself
- Make sure the right people know about your achievements, so they can help you advance



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

- What is the company policy?
- How is the local job market?
- What are the average pay rates for your position?
- Is the timing good?



How to Ask for a Raise

Be Prepared - Build Your Case

- Keep a log of your achievements
- Set reminders for updates
- Assemble your portfolio: copies of reports and presentations, things you designed, awards, etc.



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

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Made \$, Saved \$, Saved



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 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 you company's policy about giving notice
- Two weeks notice is still standard
- Check the policy for payment of any unused vacation or PTO



How to Leave with Grace

Be Professional

- Give your manager notice before telling anyone else with the company
- Schedule a time to meet with your manager
- Plan what you are going to say

How to Leave with Grace

Be Professional

- Offer to train your replacement
- Follow up with a resignation letter including the effective date
- Include something positive about the job, the 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 the 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

How to Leave with Grace

Be Professional

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



How We Can Help

If you receive **SSDI/SSI disability**, you are not a current client, and want to find out if My Employment Options can help you:

It's Easy! Apply Online 24/7 @

www.MyEmploymentOptions.com

Click **"APPLY NOW"** at the top

Direct Link:

www.myemployemntoptions.com/apply-now/

Ticket To Work Website:

<https://choosework.ssa.gov/>



TICKET
to **Work**



Other Resources: Our Other Divisions For Those Not Receiving SSDI/SSI:



Ask MEO is our free referral resource division. If you are experiencing employment challenges, you can schedule a call to receive free resources. www.AskMEO.com



MEO Staffing is our general staffing agency that helps both job seekers and employers. www.MEOStaffing.com

Job Success & Career Advancement Resources

[Communication Skills for Workplace Success](#)

[CareerOneStop](#)

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Questions & Answers



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



Questions & Answers

Q: Cameron asked: How to confidently ask for training for a possible promotion?

A: Research courses that align with your goals and company goals, outline the added value; for example, new skills and increased productivity, and prepare your proposal



Questions & Answers

Q: Cheryl asked: How do I move from a temporary position to permanent?

A: Here are some tips to do that:

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



Questions & Answers

Q: Zoe wants to know: How to pursue career advancement in a remote setting.

A: Advancing your career remotely is all about being visible, valuable, and proactive. Share your wins, take on projects that challenge you, and keep your manager in the loop.

Thank you for attending our webinar!

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Free Services For Job Seekers Not on SSDI or SSI

www.AskMEO.com

www.MEOStaffing.com

Questions? Email

ladler@myemploymentoptions.com

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