

<<12 Steps to a New Ca>>

图书基本信息

书名：<<12 Steps to a New Career What to Do When You Want to Make a Change Now 12步开始新职业>>

13位ISBN编号：9781601630629

10位ISBN编号：160163062X

出版时间：2009-4

作者：Carl Wellenstein

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## <<12 Steps to a New Ca>>

### 内容概要

"Wellenstein has created the most comprehensive collection of practical advice and wisdom for any job seeker at the professional, management, or executive level. As someone who has had 14 years' experience coaching and advising executives in job transition, the best advice I can now give them for a 'one stop' resource is to use 12 Steps to a New Career. By following Carl's advice, they will have a smooth journey to their next position." --Dick Ferrington, executive coach, DBM Career Services

Changing jobs in your 30's or at an executive or manager level requires you to think more strategically about your career. As your coach, author Carl Wellenstein guides you through the process of making job and career changes in a step-by-step fashion that is specific to your level and situation. You will learn what you need to do, when you need to do it, and why (from multiple perspectives--yours, recruiters, and employers).

作者简介： Carl Wellenstein started his career as a CPA and partner with Arthur Young & Co (now Ernst & Young). Leaving public accounting, he moved to the UK and launched an executive search firm. Returning to the United States, he now coaches executives who need to expedite job changes or find satisfying new careers. Wellenstein obtained his BS in business, has a certificate in coaching, and completed the JCTC (Job and Career Transition Coach) program. He lives in Southern California and is president of ExecGlobalNet.com, an Internet job transition matching business.

<<12 Steps to a New Ca>>

书籍目录

Preface Introduction: How to Get the Most From Using This Book Section Finding Who You Are and What You Bring to the Table Chapter 1 Take Stock Chapter 2 Achievements Chapter 3 Skills Section Identifying and Evaluating Your Employment Options Chapter 4 Career Options Chapter 5 Self-Employment Options Section Marketing Yourself Effectively: What, Why, and How Chapter 6 Resumes Chapter 7 The Job Market Section Mastering the Different Ways You Communicate With Others Chapter 8 Networking Chapter 9 Communicating Chapter 10 Interviewing Chapter 11 Negotiating Your Salary Section Keeping Yourself Focused and on Track Chapter 12 Creating Your Strategic Plan Conclusion: Where to Turn for Additional Help Index About the Author

<<12 Steps to a New Ca>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>