

WELCOME!

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CAREER *communiqué!*

Editor's Newz:

Welcome to this edition of Career Communiqué.

It's hard to believe that May is just around the corner—where has this year gone!

Many exciting new things are happening at AEC, with new products especially for the savvy job seeker (wanting to outshine their competitors during the job search campaign) added to our product range.

Check out our website on cutting-edge Career Web Portfolios for the latest product to hit the market. This **d y n a m i c** presentation can also be used by students having to put together a portfolio to present their projects, learning objectives, etc as part of their course material.

More information can be viewed at:
www.resume-showcase.com



Are you considering approaching your boss for a pay rise? Don't do anything until you have read our article 'Asking for a Pay Rise' outlining some key strategies prior to putting forward your request.

Is your workday constantly being interrupted by fellow colleagues popping in unexpectedly during the day. Robyn's article this month provides some key initiatives to prevent continual disruptions?

Thought wearing black clothing made you look slimmer? Well, think again. Imogen's article sheds some light on which colours make you look slimmer and taller.

Please, drop me a line when you have the chance to let me know how things are progressing with your career! And don't forget—send us any burning questions you may have for our Q&A section.

I hope you enjoy the newsletter. Continued success in your career!

Till next month.

Annemarie

**Better to be noticed
than go unnoticed...
Anon.**

DO YOU HAVE A BURNING QUESTION?

Is there an area within your job search or career that has you stumped? Forward your question through to discover@aresumewriter.net and have one of our career consultants answer it for you!

Career Schedules

In the past, employers often looked for workers with a stable job history. A recent survey found that many recruiters now see job hopping as more acceptable. The survey also found that many employers view two years as an acceptable minimum to stay at one job, but they also added that staying more than ten years with the same company was too long.

Read the article from the Career Journal http://www.careerjournal.com/job_hunting_jungle/20050323-jungle.html?cjpos=home_whatsnew_major

Have a feeling that you are stuck in a rut in your current role and want to replace this lack lustre emotion with passion, motivation and enthusiasm? Contact one of our Career Consultants today at: success@career-coach.com.au



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Asking for a pay rise!

Think you deserve a wage increase? You may want to consider the following points prior to approaching your boss with an appeal for more money.

Asking straight out for an increase in salary may not be enough for your boss to even consider your request, however if during your conversations you are able to demonstrate how you have been contributing to the ongoing success of the business and the overall value you continue to deliver, can be the leverage you need for your request to be considered, and eventually approved.

Provide a detailed list of:

Special/significant projects you were either involved in or in charge of.

- ◆ What outcome did this project have for the organisation in terms of growth?
- ◆ Did it secure market or customer expansion?
- ◆ Was a new technology introduced that eliminated out-dated processes, thus increasing overall

performance and productivity?

Situations in which you were instrumental in achieving/surpassing project goals/objectives.

- ◆ Did you and/or your team outstrip corporate budget targets or complete the project before set deadlines?
- ◆ Perhaps you and/or your team accomplished the highest sales/result in comparison to other staff?
- ◆ Was your outstanding work performance ever recognised through awards, or special recommendations/thank you letters from suppliers, customers or fellow colleagues?

Additional work that you personally offered to complete, concurrent to your normal duties.

- ◆ Perhaps no-one else in the company was willing to tackle this additional work; however you stepped up to the plate and ensured the project's successful completion. This should be commended.

Continued P3

Transitioning from military to civilian employment?

Maximise your candidacy with an empowering career marketing package that showcases your military expertise within a civilian context, to distinguish you from your competitors. Visit our website at www.aresumewriter.net/military.htm

The Job and the Career

A job:
Remains in the present

A career:
Plans for the future

A job:
Supplies a pay cheque

A career:
Provides a life

A job:
Steals your time

A career:
Steals your love

A job:
Consumes your labour

A career:
Celebrates your talent

A job:
Is a single destination

A career:
Is a fascinating journey!

By: Wendy Adams
The Career Coach

[Editors Note: I received this and found it quite enlightening. What about you? Are you in a job or experiencing a fascinating journey that is celebrating your talent?]

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Asking for a pay rise-con't

Suggestions that you have made that may have impacted on enhancing the organisation's efficiency/performance.

- ◆ Perhaps you have the reputation around the office as the 'person to call' when there is a problem. If you are a trouble shooter and problem solver provide a qualified list of issues you have resolved and the overall benefit it had for the company.

Monies you have saved the organisation including:

- ◆ How you steered the cost saving (s); the area; and the value.

Undertook further professional development and therefore have a greater knowledge base/expertise to offer the organisation.

What other areas can you think of where you have benefited the organisation? To ensure you do not forget these achievements, document them in your journal, as not only could they be used as a crucial bargaining tool during salary discussions, but should be included in your resume as well.

Negotiating Etiquette:

- ◆ Provide details and your reasoning for why you're requesting a pay increase. Back

up your request with the list of achievements as per the previous suggestions.

- ◆ Take on a positive approach and try to avoid confrontations at all costs.
- ◆ Never interrupt the person to whom you are speaking, even if what they are saying is false; allow them to speak their piece. Acknowledge what they are saying and why they are taking that position, even though you are disagreeing with it.
- ◆ Don't let the negotiating/ disagreements get personal; try to separate the person with whom you are speaking from the issues.
- ◆ Try to state your facts in support of your position on the arising issues.
- ◆ Don't attack the company or the person if your request is being looked upon negatively, but rather state your position professionally and firmly. Attacking the company will only force the negotiator into a defensive stance.

Good luck!

If you feel you could benefit from some salary negotiation coaching, call us at 1300 137 576 to schedule your appointment.



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Do you ever feel that you either have to come in early or stay late to get the 'real' work done? Does it seem that every minute of the day is gobbled up by phone calls, meetings and people saying 'Have you got a minute'?

As I talk to business people in all industries and at all levels it seems that interruptions are the single biggest issue. We've come out of the dark ages where managers never communicated anything to their underlings, through the development of open communication and empowerment, to the point where many people feel they have to 'be available' all day.

Open plan layouts compound the problem. They appear to be a good idea. It's easy to communicate with your team, problems can be shared rapidly, expensive floor space is saved, and internal partitioning is relatively inexpensive. BUT - they create another whole raft of problems, headed by interruptions.

'Have you got a minute?' - Interruptions, the Bane of Our Life

by Robyn Pearce

As with any fashion, the pendulum swings from one extreme to the other. I believe this one has gone too far. Open and free communication is great - but not THAT great! However, there are ways, thank goodness, to minimise the down side.

How much more work would you get done if you had one uninterrupted hour a day? Does this sound good? It's easy to achieve. Create a company culture of 'Red Time/Green Time'. Translated, this means that everyone gets an hour a day when no one is allowed to interrupt. Colleagues take your calls, no interruptions are allowed from either internal or external sources, and you can concentrate on the 'real' work, or the 'thinking' work, which is impossible to do when fifty thousand people keep interrupting you. Basically, you're in a meeting - with yourself.

Find a signal that everyone in the company recognises. Our company has created little '[Green Time/Red Time](#)' flags to go on the desk. If you're lucky enough to have a door your signal will be the closed door, but you may at first have to enforce its meaning. Several managers in one of my client companies use a sheet of red paper hung over the venetian blinds between them and

the rest of the office. It could be red paper blue-tacked on the door. In an open plan environment it might be a card of red paper in a stand of the type used on hotel tables. It could be something over the back of your chair - perhaps a red cloth. You might wear headsets, tuned in to your favourite music, when you don't want to be distracted. Secretaries and PAs find a dictaphone headset helps. If your company has quiet rooms you may be able to book one. As more and more people in a company adopt the idea it becomes easier to implement, for others start to experience the benefits.

A basic rule for 'Red Time/Green Time' - you must be meticulous about quickly returning calls and attending to people's problems when you're done.

If you have a lot of concentration work, try two blocks - one in the morning and one in the afternoon. Look for a time that impacts as little as possible on other people.

Continued P5



Continued from P4

For instance, an accountant identified that his clients tend to ring on their way to work, and it was far more efficient to be available at that time. If first thing in the morning is the time you get your team organised your 'red time' may need to be, like the accountant, later in the morning.

Another simple technique to reduce interruptions is the layout of your office. How is your desk situated? An Information Technology manager in a large retail franchise realised that his desk faced swinging doors through which, in any day, at least 100 people walked.



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'Have you got a minute?' - Interruptions, the Bane of Our Life

by Robyn Pearce

He swung his desk around to face away from the door, positioned some bookshelves to block the view, and was delighted at the extra hours he gained and the dramatic reduction of interruptions. His work requires lots of concentration, but being the nice man he is, every time someone came through the door the temptation was to lift his head and make eye contact. Once eye contact is established you give unspoken permission to interrupt, and at very least it breaks the concentration of the worker at the desk.

Last tip for this article - if competent people keep interrupting you with questions they should be able to handle, ask them to come with two solutions every time they come with a question. Pretty soon you'll reduce the questions. If they've had to work out the answers before they come, they'll soon realise they don't need to interrupt you for what amounts to a 'rubber-stamp job'. If you're too quick to supply the answer you encourage laziness and dependency. It's human nature to take the easy road, so why not ask - saves thinking.

[Click here](#) if you'd like a set of '[Green Time/Red Time](#)' flags and really useful letter of explanation for your colleagues. The flags are available either in single sets, in packs, or as part of a 'Goodies' pack.



Article by Robyn Pearce. Robyn Pearce has helped 1000's of folks in 'Getting a grip on their time' - Visit:

<http://www.gettingagripontime.com> for **FREE** registration on their monthly e-zine, "how-to" practical time management assistance, books, tapes, products, and more.

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Using colour to look slimmer and taller. by Imogen Lamport

Colour reflects or absorbs light – and how each colour appears on you is dependent on your personal colour direction. There are ways to use colour to enhance your appearance, and ways to fool people into thinking that you're taller and slimmer than you really are.

1. The most effective slimming trick is to wear your designated colours (if you don't know what they are, have a colour analysis done to find out). These colours flatter your complexion, make your eyes brighter and more vibrant, and improve the quality of your skin tone. Dark circles under your eyes will all but disappear and you will look healthier and more energetic and younger.

Imogen Lamport is a Melbourne based Image Consultant and member of the Association of Image Consultants International who runs her own Image Consultancy Bespoke Image which provides tailored image solutions.

www.bespokeimage.com.au



2. Contrary to popular belief, black is only slimming if it's one of your colours. Black makes your body look larger as it is a heavy colour and silhouettes your body against any background.

3. Medium value colours make a figure recede into the background producing a slimming silhouette.

4. Dress monochromatically from head to toe and this will visually elongate the body as there are no horizontal lines created by changes in blocks of colour from your shirt to your trousers/skirt. The eye then sees a long vertical line which makes you look taller and slimmer.

5. Divert attention from a figure flaw by using a brighter or lighter colour well away from the part you don't want people to notice – for example, if you think your bottom is too big, wear decoration (jewellery, scarf, tie) that either has a pattern or some contrasting colour near your face, whilst keeping your bottom in a medium to dark shade of clothing.

6. Wear your eye colour in your shirt or top – this will make your eyes appear brighter and even bluer/greener – or whatever colour your eyes are. People will be so entranced looking into your eyes that they won't notice your protruding belly.

7. Select patterns with an odd number of colours – these are more slimming than those with even numbers.

8. Colours that are too bright for you will make people want to look at your body, not your face, and will draw attention to

all those parts of you that you'd prefer people don't notice. To find out if the colour you're wearing is too bright, stand in front of a mirror, close your eyes for a few seconds, then open them and look at your face, if you feel the colour you're wearing insists on you looking at it, rather than your face, then the colour is most likely not the right colour for you.

9. Match your shoes to your pants/skirt – wearing a lighter colour than the clothing on your lower half will draw attention down to your feet and away from your face and will make you look shorter and bulkier. If you don't have shoes in the same shade, wear slightly darker shoes rather than lighter ones.

10. Avoid too many colour details – horizontal stripes, changes in colour from one garment to the next and large patterns as this will make you appear bigger than you are.

There are a myriad of ways to use colour to enhance your looks, these are just a few. Colour can really make a big difference to how you look and feel – have you had one of those days where people keep telling you you look great and you don't know why, and then those other days when people ask if you're feeling OK and in fact you feel great? This is directly related to the colours you're wearing. Colours that compliment your skintone, hair and eye colour will bring out the compliments in others.



More Workers Choosing Part-time Careers

Working at several part-time positions can help workers add some flexibility to their career paths. A growing number of workers who have experienced a job loss say working at a number of part-time ventures is giving them the chance to add flexibility to their workdays and take more control over how they earn a living.

Read more from the Career Journal
http://www.careerjournal.com/jobhunting/change/20050314-gunn.html?cjpos=home_whatsnew_major

Editor's Note: See our article on Portfolio Careers in our Jan 05 Edition for further information on this topic.



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Q & A

Q: What is the best single page format for a consultant's resume? What elements should it contain?

R

Dear R.,

I am assuming that this consultancy is your own business and that you offer consulting services to other businesses in your line of expertise. Here are a few strategies you should consider in the development of your resume.

A resume in this particular situation can also be referred to as a corporate resume, profile or even bio, and can be utilised as an effective marketing tool for prospective clients.

Corporate resumes/bios can be written in narrative form (third person) with information formatted within succinct paragraphs. However you can certainly infuse some creativity with bulleted quantitative achievements/contributions, project lists, or relevant information to the industry.

Alternatively you can structure your information in paragraphs under headings, which can include:

- ◆ Overview of Experience/Expertise
- ◆ Projects (including dollar values if impressive)

- ◆ Contributions/Results
- ◆ Industry Experience
- ◆ Client List
- ◆ Awards or other accolades
- ◆ Education/Professional development

Remember, your main objective is to demonstrate your proficiencies, what you are offering to your potential client, and the benefits to the company should they decide to utilise your consultancy expertise.

All the best with your career!

Annemarie Cross

Wishing you continued success in your career!



CAREER *communiqué!* con't

5 common mistakes to be wary of before starting your new business!

By Annemarie Cross—Career Coaching Expert, Propulsion Business Network

There are many reasons that can lead to eventual business failure particularly if business start-up was made without much consideration, forethought and planning. So if you are considering launching your own business ensure you have thought through the following 5 most common areas that small business owners can fall victim to, due to not having considered the possibilities or ramifications prior to business commencement.

Failing to undergo self-exploration:

Running your own business and surviving the challenges and obstacles along the way can take copious amounts of energy, determination and drive. Many of us would prefer to avoid challenges wherever possible, which is understandable, but those who tend to crumble at the first sign of difficulty may want to weigh up whether or not running their own business is the right choice for them. Operating a small business can be fraught with challenges so it is important to be able to tackle these obstacles head on, learn from these situations, and move forward.



If you are the sort of person who is not able to do this easily, then you need to consider whether starting your own business is the right thing for you to do at this time.

Lack of market research:

While doing something that you are truly passionate about is motivational, this does not guarantee a successful business in terms of customer, market and ultimately revenue growth. Prior to your business launch, you need to perform some crucial market research to verify the potential (or lack of) demand for your product and/or your service. Competitor research is also critical to enable you to gain a better understanding of their products and services, thus allowing you to differentiate your business from what is already offered on the market.

Inefficient planning:

Leaping head first without any consideration or strategic planning can unfortunately lead you down people can spend why would you not the direction of your your goal and revisit allow you to maintain and ensure consistent tives.



the pathway to failure. If weeks planning a holiday, spend some time planning business? Set up a map to this regularly as this will your focus, keep on track, achievement of your objec-

Limited finances:

Even if you are totally passionate about your business, excitement is not going to pay the bills so it is important to identify your start-up and ongoing operational expenses. Even though your overheads may be low, you will still need to have some money to support your new business, so it is crucial to understand just how much money you require to ensure ongoing viability of your business.

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Failing to get support:

If you look around, you will realise that many successful business people have reached their goals not by struggling alone, but through recognising when they have needed support, and asking for it. Having to ask for guidance or assistance is not a sign of weakness, and other successful entrepreneurs and business owners will be more than happy to share their knowledge and experiences on their road to business success – as well as sharing not so successful situations. Approach them, talk to them, and learn as much as you can from them, to assist you in planning your way to success in your business.

All the best!

[Read more of our articles on the [Propulsion Business Network site](#)]