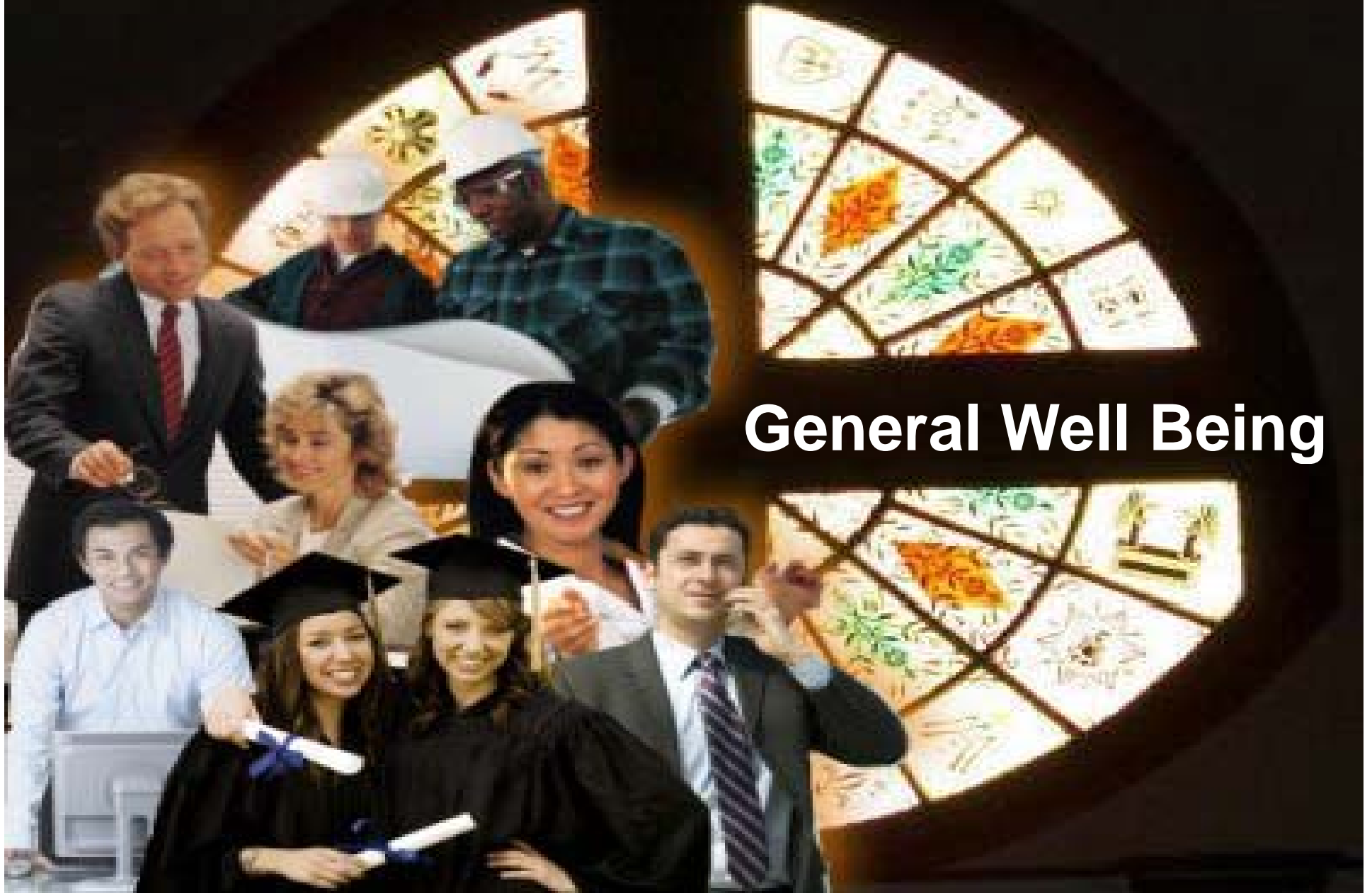


Notre Dame Parish Career Enrichment Ministry



General Well Being

Notre Dame Career Enrichment Ministry

The Notre Dame Career Enrichment Ministry committee is comprised of members of the Notre Dame community who have experienced the challenges of career transition.

The suggestions and guidelines offered in these workshops are based on the research and experiences of the committee members. These views do not necessarily represent the views of Notre Dame Parish.

This presentation will be available on the Notre Dame website: www.notredamenhp.org

Please place all cell phones and pagers on silent mode

Agenda: General Well Being

- Financial
- Physical
- Emotional/Stress
- Your Family
- Take Action
- Be Organized and Know Your Options

Financial

- Review expenses, assets, and income
 - do a current and future budget
- Stop Unnecessary spends- family effort
 - Lawn, housecleaner, dining out, alcohol, tobacco, cable (reduce – try to keep internet)
- Avoid using savings
- Buy with cash – not credit

Financial

- Keep records of job searches
 - Possible Tax writeoff
- Get unemployment process started and followup as required - DON'T MISS
- Determine your salary desires vs. requirements (to pay the bills)
- Debt management
 - may need to seek outside help

Financial

- Understand health coverage and COBRA
 - identify other coverage available
 - spouse or Child Health Plus, etc.
 - there may be alternatives
 - If you know you are being laid off, get the maximum coverage you may need (will not be able to adjust up after you are laid off)
- Check out the changes to COBRA
 - www.dol.gov/ebsa/faqs/faq-cobra-premiumreductionEE.html
- NY State offers subsidized health care for children
 - www.health.state.ny.us/nysdoh/chplus/what_is_chp.htm

Physical

- Eat regular healthy meals
- Exercise
 - Develop daily routine
 - Fresh air will do you good
 - use beaches and parks if possible
 - Check with you doctor
- Keep Regular hours – get enough sleep
- Get family's medical appointments done while you still have coverage
 - Let your doctors know you will be unemployed
 - they may work with you
 - Don't forget the dentist!

Transition Stress

(Job Loss)

(New Career Choices)

ENDING

NEW BEGINNINGS

Denial

Anger

Shock

Fear

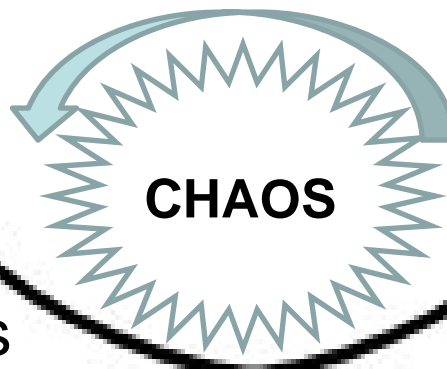
Frustration

Confusion

Stress

Change Avoidance

EXPLORING



Creativity

Skepticism

Acceptance

Impatience

Hope

Energy

Enthusiasm

Anxiety

Emotions/Stress

- "You did nothing wrong"
 - get that clear in your head- BE POSITIVE
- Causes
 - Uncertainty, anger, lack of confidence, financial, new time/interaction demands
- Talk/listen to someone- spouse, sibling, friend, mentor, etc.
 - Review your employment strategy
 - Use as a support network
 - Discuss strategy
 - Review daily actions
 - Brainstorm
 - YOU need to take charge - don't be afraid to seek help

Emotions/Stress

- Work out
 - It will help reduce your stress
- Be careful not to take it out on your family
 - at the same time they should be cognizant of your internal and external pressures
- You are not alone
- Spirituality/Faith/Relaxation
 - Mass, Prayer, Meditation, Song, Deep breathing

Your Family

- Assemble and ask the family team “Who can help? And how?”
 - Depending on age, explain the situation
 - Everyone can pitch in and contribute in some way
- Foster open communication
 - Share successes and problems
 - Schedule family time
- Everyone will need to “tighten his/her belt”

Take Action

- New job is to get a job
 - An opportunity, Not a vacation
 - Plan every day, Set many small goals, Keep a schedule
- Set up a notebook or spreadsheet to track activities
 - Prioritize and Review periodically to make sure you are staying “on task” - Follow-up
- Network ... Network ... Network
 - Make calls every day
- Take a consulting /temp job
 - Stops the heavy financial bleeding
 - Lots of employers like to "ride the bike before they buy it"

Take Action

- Use the Internet
 - LinkedIn.com, indeed.com, Monster.com, Careerbuilder.com, etc.
 - Go directly to potential employers' websites
 - www.notredamenhp.org for listing of some pertinent websites
- Make sure you can fax, email, scan from home (if possible)
 - keep a log of your communications(call, faxes, etc)
- Extend yourself
 - Help others: volunteer

Be Organized - Know Your Options

- Keep good records
- Think about your new job
 - What are you really good at?
 - What do you really want to do?
 - What do you enjoy?
 - Can it pay the bills?
 - How far do you want to commute?

Be Organized - Know Your Options

- Training / going back to school
 - Certification programs
 - Boces, Nassau Community
 - Contact Unions
 - Plumbers, electrical
 - Investigate process to join
 - Entrepreneurship
 - Start your own business
 - Plumber, electrician, handyman, etc.
- Would you be willing to move?
 - Upside of a move
 - Downside of a move

Stay On Track

Distractions and Detours

- TV
- Excessive Phone to Friends or relatives
 - Brief networking is good
- Excessive Internet – not related to job search
- Naysayers – surround yourself with positive people

Develop a Winning Attitude

- One Day at a Time
 - Let go of the past
 - Focus on your current effort
- Take Responsibility for yourself
 - Don't blame others
- Stay Positive
 - It may take as many as 50 tries
- Remain Enthusiastic
 - Increases likelihood of getting hired

Rules for Success

Successful People

- Expect success
- Think they can
- Try whole-heartedly
- Make a commitment of effort
- Keep trying
- Believe their problems are temporary challenges
- Believe they have control of their lives

Unsuccessful People

- Expect failure
- Think they can't
- Try half-heartedly
- Don't make a commitment
- Give up
- Believe problems are permanent
- Believe they are powerless