

Knock Knock Newsletter

Volume 5 : Issue 01

Better Opportunities Through Better Knowledge

January 2017

Keep in Contact!
Once you have finished the workshops we can continue to assist you!

You are still a client of the OK Program for 6 months after you find work.

Come to us with any questions or concerns.

Give us a call or send an email to keep us posted on your progress or challenges.

We would love to celebrate your success with you!

10 Habits to Help Advance Your Career

How can I possibly focus on my career advancement when I'm suffering from so much workplace stress?

With this in mind, here are 10 Habits to Help Advance Your Career, which if followed will help you take your mind off everyday stress and focus on Career Advancement:

Know your career mission and pursue it with vigor:

On a pragmatic level, your career mission is represented by your job description. The happiest professionals are those who understand their work, and what it takes to do a good job. This comes from a combination of technical competence and knowing exactly what management or clients expect from them. As quality experts would say, they do the job right the *first* time.

Competence alone will not get you what you want:

You must make sure that management notices when you do good work, and understands that you expect to be rewarded for going above and beyond. Too often employees just assume that their bosses know what's best when it comes to

helping with career advancement, and that doing a really good job will automatically be acknowledged. Unfortunately, the truth is that many workers only generate attention when they're a problem. If you really want to advance your career, you have to ask for what you want. Your manager isn't a mind reader, and waiting quietly to be recognized is a surefire way to get passed over for a promotion.

Become an "intreprenuer" – view your job as a long term consulting assignment, not a permanent gig:

In a Fast Company magazine a story was covered on which revolutionized its readers' thinking about their careers. The article said that because organizations no longer guarantee lifetime employment, it's important think of yourself as a contractor with a portfolio instead of a loyal employee. As a contractor, your focus should be doing excellent work, learning as much as possible from each position, and being ready to hop to a new job should the desire or need arise.



Take some career development risks:

Seize the responsibility for your own career advancement. Don't waste valuable time hoping for the best, or waiting for your company to notice that you're doing high-quality work and shower you with riches and promotions. Chart a [career path](#), and make your management your partners in working to advance your career.

Trust your gut:

If a situation does or doesn't feel right, don't let logic override intuition. Have you ever taken a job your gut warned you against, only to find weeks later that your first instinct had been correct?

Continued on page 2...

Success Stories!

Over the Holidays, there continued to be plenty of interviewing activity as well as job offers. Join us in celebrating some of the OK successes leading into 2016!

Office Administrator
Sales Agent
Territory Sales Representative
Accounting
Drafter Engineer
Corporate Account Manager



**NEVER GIVE UP ON
A DREAM JUST
BECAUSE OF THE
TIME IT WILL TAKE
TO ACCOMPLISH IT.
THE TIME WILL
PASS ANYWAY.**

- EARL NIGHTINGALE

Are Cool Workplace Perks Always Worth It?

Impressive perks such as on-demand cars or unlimited vacation time would be hard for most any professional to dismiss. But when weighing whether to accept a position at a company that offers cool perks, the real questions you must ask yourself are: Is this compensation package really worth it? And how will it affect my work-life balance over the long term? The following tips can help you determine the answers:

Assess the corporate culture

While it's convenient to have a state-of-the-art fitness center on-site, someone who will pick up and deliver your dry cleaning every week, or round-the-clock access to a fully stocked game room, perks like these can make it easy for employees to spend a lot more time at the office than they might otherwise. On the surface, these benefits seem like they're meant to improve work-life balance, but in many cases, they simply tip the scale in favor of work.

Look beyond bright and shiny things

Your heart may skip a beat when a potential employer says you'll never have to pay for breakfast, lunch or dinner in the employee

cafeteria. But as the hiring manager runs through the list of all the nifty perks the company provides, are you also hearing mention of things such as "professional development opportunities," "tuition reimbursement" or "performance-based bonuses"? In the long term, these rewards can have a far greater impact, not only on your overall job satisfaction, but on your career as well.

Don't be dismissive of offerings such as medical and life insurance plans, family leave policies, disability coverage and sick time. When the need arises, these types of benefits likely will mean far more to you than a free car cleaning or made-to-order sushi.



Evaluate the rewards of the job itself

It's easy to be persuaded by the promise of generous perks and pay when you're evaluating a job offer. It's critical to also consider whether you'd thrive in the company's workplace culture and whether the

position would be rewarding to you professionally. Would the role challenge or inspire you? Would it provide a platform for growth and allow you to learn new skills or deepen your expertise? Trust your gut instincts if you sense the job will leave you wanting, and remember that no incentive can truly compensate for an unfulfilling employment situation.

If you're satisfied with the perks, pay and position offered, be sure any benefits specific to your work arrangement are put in writing. An example, perhaps you've been promised a certain amount of vacation or the opportunity to telecommute two days a week. Any incentives tied to your performance — such as a bonus — should be clearly outlined in the offer, along with the goals you must meet and timeline for achievement.

None of this is to say you should necessarily be turned off by a company offering creative perks. Go in with your eyes open and concentrate on fairly evaluating what an employer puts on the table.

Article published by CareerBuilder: Sept 29, 2015

... continued from Page 1

Logic has its place in the decision making process, but whole-brained thinking will give you a balanced perspective on your career advancement that pure analysis cannot.

Network, network, network – even when you don't want a new job:

A well-developed professional network can be a source of friendships, mentors, and referrals for everything from pediatricians to plumbers. Your network can also provide objective insights for evaluating opportunities and problems. Remember: job security comes and goes, but a solid network of valuable contacts is valuable no matter the circumstances.

Negotiate for a win-win solution:

While it may appeal to our most primitive instincts to leave opponents bleeding in the dust, we will probably have to work with them again. Suggest a solution that benefits both of

you. You may not get the short-term victory, but you won't be stuck with a long-term enemy, either.

Fake it until you make it:

Don't lie on your resume or present yourself as someone you're not. "Faking it" refers instead to those occasional lapses of self confidence we experience when faced with a challenging project. Self doubt can grow in you like a cancer: "Can I really pull this off?" "Am I good enough to do this job?"

If you find yourself suffering from a crisis of confidence, remember that positive behavior can easily overtake negativity and pull you out of your rut. And your *behavior* is what others see, not what you're feeling on the inside. Use your nerves as an extra source of energy so you seem even more engaging.

Fear and stress can be your allies if you channel them effectively.

Only pursue goals that you can actually want To achieve:

When you begin to set goals to help advance your career, try testing their viability using the RUMBA method: Each goal should be Reasonable, Understandable, Measurable, Behavioral and Agreed upon. Meeting only the first four conditions isn't enough. You and everyone involved with your goal must genuinely agree it's a *great* idea, or a lack of enthusiasm will cause it to die sooner or later.

Fill your life with a combination of work, education and fun:

Unfortunately, people who buy into certain pattern for living lead a pretty stale existence and often die early because they feel useless without their jobs. They've forgotten how to learn and enjoy themselves. For them life without work is meaningless

Article by : By Taunee Besson, CMF, CareerCast.com



www.OpportunitiesKnock.ca

Suite 120, 734 - 7th Ave SW
Calgary, AB, T2P 3P8

T: 403-303-4438

F: 403-265-4063



Opportunities Knock



Opportunities Knock—
Connections Calgary



@YYC_OK

Do you know other people that could benefit from our program?

We would love to hear from them!

Call **403-303-4438** to find out more.