Platinum Plan Service Schedule

The **Platinum Plan** offers an excellent investment for those who need to complete a successful career transition. With Personal Preference/Inventory Assessment instruments, the client will have a deep understanding of himself or herself, this will enable them to transform smoothly into their new role and career. Once the transformation is complete, the career seeker will market themselves as a valuable asset to potential employers at the higher levels of the organization. The Plan provides a competitive advantage to the client through advanced marketing techniques. Learning to take full control over your career search in conjunction with your professional approach will make you "the best of the rest in your career search." **Service length 9 months in duration.**

1. **Career Assessment**
   The goal of the career assessment meeting is to learn about the client's job history, their current situation, their immediate career goals and their long-term career goals. A review of the résumé and cover letter will be part of the assessment. **Approximately one-hour in duration.**

2. **Personal Preference/Inventory Assessment**
   The goal of the **Personal Preference/Inventory Assessment** is to identify the clients likes, dislikes, where and how they fit into their careers and provide them with the information they need to assimilate into their next career position. The client assessment is completed using the DISC© type profile. **Approximately one-hour in duration.**

3. **Career Transition Strategy**
   The goal of the **Career Transition Strategy meeting** is to review all materials and discussion points of the first meeting. Implement and review a **180-degree** job search analysis based on a pre-meeting questionnaire to help the client get focus and direction. A detailed career strategy with a documented process and supporting tracking documents that will keep the client on track and focused on the career search. **Approximately one-hour in duration.**

4. **Develop New Résumé**
   The client's current version of their résumé is updated into the most appropriate format and based on the information acquired from the clients' current résumé, information from the first meeting, the results of a Job History and Achievement exercise, and the results of **DISC©** type profile completed by the client. An executive profile will be developed in conjunction with the résumé. The résumé and profile will represent the essence of the client and demonstrate that they are high-level problems solvers able to bring fresh ideas to companies. The client receives the résumé in two formats, one text format to support electronic posting, emailing, and word format used as a printed document. The résumé and executive profile will be posted to a private internet site. The client will provide access to their résumé and executive profile through their assigned web address. **Approximately one-hour in duration and can be combined with the cover-letter meeting.**

5. **Customized Cover Letters**
   The client's cover letter are written and formatted to present the client's value to potential employers. The client will receive three cover letters that will provide maximum flexibility in communicating their value to many different markets. The letters will be in a template format that will permit the client to customize the letter for specific positions. The cover letter is delivered in two formats, one text format to support electronic posting, mailing, and word format to be used as a printed document. **Cover letters are reviewed before the client sends them out. Approximately one-hour in duration and can be combined with the résumé meeting**.

6. **Interview Preparation**
   The client is prepared for referral interviews and job interviews and coached on answering difficult questions. The client will complete an exercise that identifies difficult questions, why they are difficult, and how to answer them through mock interview practice. The client is coached on proper interviewing etiquette, including post interview follow up, and the appropriate use of the thank you note. The session is videotaped to allow the client to review their interview skills and brush up before going out on a job interview. **Approximately one-hour in duration.**

All fees are predicated on stated service offerings. Additional costs for additional services are billed on a per hour basis and will be assessed only through written notification and client approval before any additional services are performed. Fees are to be paid before services are delivered.

7. **Pre/Post Interview Preparation and Debrief**
   The client has access to their career coach for the purposes of interview preparation and debriefing the interview results. Meeting time total of **one-hour** for this service, email and communications are unlimited for the duration of the service.

8. **Salary Negotiations**
   The goal of the **Salary Negotiations** meeting is to prepare the client to negotiate the appropriate salary and benefits for the offered position. **Approximately one-hour in duration.**

9. **Advanced Networking Skills and Techniques**
   The goal of this service is to teach proper networking skills and techniques that will give the client a competitive edge in making executive-level contacts and others who can assist the client in their search. The integration of the referral interview strategy is brought to the next level. The client will have access to the tools needed to run an effective networking campaign, including the research skills to locate the appropriate networking venues. **Approximately one-hour in duration.**

10. **Advanced Research Techniques**
    The client is coached on how to use the internet as a job search tool, how to perform in-depth research on hiring companies, including how to access the list of key contacts in the companies and . Note: Research techniques are discussed as needed during subsequent sessions to demonstrate the proper use of these tools at the appropriate time. **Approximately one hour in duration.**