



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Plan B, Revised Edition

Course Number: AXO84-070SG | **Days:** Self Study

Description: In this age of mergers, acquisitions, downsizing, and golden handshakes, you need a "Plan B" for keeping your job skills sharp and yourself marketable. Exercises, case studies, and checklists will help you be prepared to proactively approach a career change.

Topic-Level Outline

Part 1: Life Goals Come First

Tie Your Hopes to a Bigger Star
Your Life Goals , Life Goal Profiles
Life Goals and a Plan B

Part 2: Plan B and the Winds of Change

What Is a Plan B? , The Winds of Change
Winds That Could Blow Your Job Away
Reduction of Full-Time Positions
Plan B Begins with a Philosophy
Having a Plan A, B, C and D

Part 3: The Seven-Step Strategy

Step 1: Commit Yourself
Step 2: Do Better at Your Present Job
Step 3: Learn More from Where You Are
Step 4: Improve Your Present Skills
Step 5: Back to School? Self-Instruction?
Both?

Appendix 1: Rate Your Current Job-Getting Skills

Appendix 2: Using the Plan B Approach to Win the Right Part-Time Retirement Job

Step 6: Creative Networking: Get Started Today

Step 7: Have Plan--Will Travel

Part 4: Misconceptions About Having a Plan B

Myths About an Alternative Growth Program
Why So Many Individuals Never Develop a Plan B
The Intrigue of Secrecy

Part 5: Launching Your Plan

A Model to Guide You
Plan B Worksheets
Maintenance Ideas! Common Mistakes
Self-Quiz Author's Suggested Answers to Cases

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
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