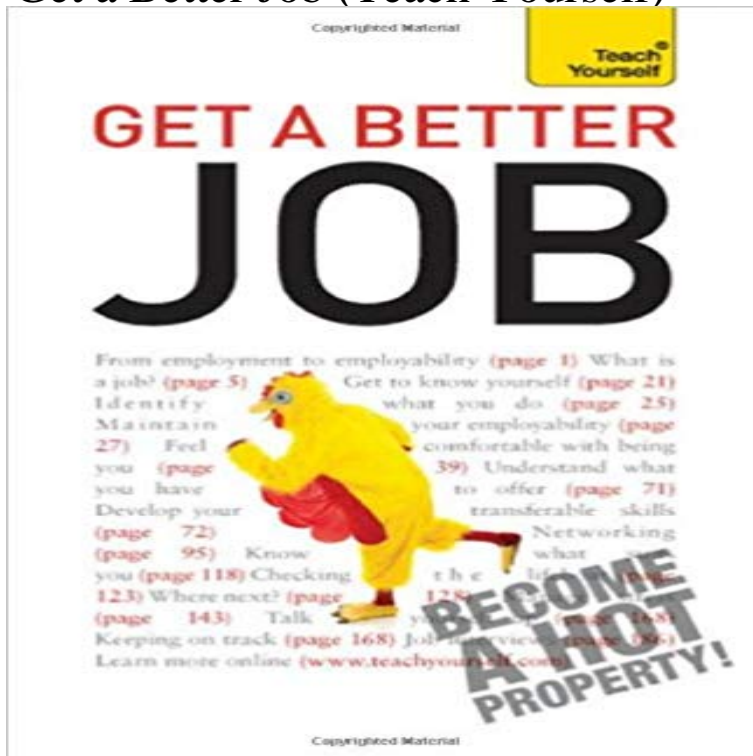


# Get a Better Job (Teach Yourself)



Is this the right book for me? The current world of work is tough whether you are looking for work or just looking to make better life choices. Things are changing fast and the job for life is a long forgotten myth. This book, perceptively written and full of practical advice, tells you exactly how to become a hot property in the competitive job market. Filled with self-check questions, exercises and case studies it will help you to understand yourself and improve your chance of a fulfilling career. Written to appeal to the broadest spectrum of readers, it will prove invaluable whether you are starting out on your career, returning to work, looking to change direction or coping with redundancy or early retirement. Learn to understand your motivations, grow confident in what you have to offer and go get that job! Get a Better Job includes: Chapter 1: Moving from employment to employability Understanding how these changes are affecting you Understanding the future work What is a job? The decline and fall of the job What has happened to make job certainty disappear? Restructuring the workplace in the twenty-first century Facing up to the issues Self-check questions Case studies Chapter 2: Getting to know yourself - what you are Charting progress Identifying those who have influenced you Identifying what you do Maintaining your employability Being a rounded person Rating your confidence in your employability Case studies Chapter 3: Getting to know yourself - who you are Starting to feel comfortable with being you Life-mapping Identifying your needs and desires How will you be remembered? My epitaph Case studies Chapter 4: Motivation at work What motivates me? Elton Mayo - acknowledging the human element Abraham Maslow - satisfying inbuilt needs Clayton Alderfer - levels of need Douglas McGregor - alternative ways of managing people Frederick Herzberg - identifying the

sources of motivation and demotivation  
How motivating employees can rescue the industry Case studies Chapter 5:  
Understanding what you have to offer  
Understanding what employers seek  
Developing your transferable skills  
Identifying your transferable skills  
Becoming a SWOT Devising your own SWOT Describing yourself Case studies  
Chapter 6: Developing your skills Offering more than qualifications and experience  
Communicating effectively Networking  
How good are you at team-working?  
Team-working with colleagues Seizing opportunities to enhance your skills  
Mentoring Case studies Chapter 7:  
Assessing your attitude to life Recognizing yourself Identifying your personal values  
What is your attitude to life Are you an optimist or pessimist Personality Knowing what suits you Multiple intelligences  
Emotional intelligence Checking the lifeboat Case studies Chapter 8: Where are you going next? Making the most of choices  
Accepting support networks  
Managing time Managing stress Marketing yourself Maintaining your employability  
Seize the day Applying for jobs Case studies Chapter 9: Action planning  
Devising an action plan Keeping yourself in mind Prioritizing activities Talking yourself up Keeping on track  
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