

# CAREER TRANSITION SERVICES

Are you a leader in a career transition?

Are you looking for help in retooling your resume for a new opportunity?

Are you eager for guidance and support to help knock down the barriers to getting a new job?

## HOW LAUREN HELPS

- » Career design
- » Resume review
- » Salary negotiation coaching
- » LinkedIn profile review
- » Interview coaching and debrief
- » Mock interview practice sessions
- » Informational interview strategies – pre and post interview
- » How to leverage your network for job opportunities
- » Help navigating keywords through algorithms
- » How to manage candidacy for an internal application process
- » Nailing the first 90 days + your personal Implementation Plan

## SELECT THE PROGRAM THAT BEST SUITS YOUR NEEDS

### PROGRAM #1: A LA CARTE INTERVIEW SERVICES

- » Select 2 from the list of services below:
  - Interview Coaching
  - Resume review and tips for revision
  - LinkedIn profile review + Strategies to maximize your profile
  - How to launch a Job Search Campaign
  - How to activate your network
  - Salary Negotiation
  - Career Design (if chosen, this is a standalone\*)

### PROGRAM #2: INTERVIEW PREP CRASH COURSE

- » Resume review and recommendations
- » LinkedIn review and recommendations
- » Overview of the interview process and what you can expect
- » One 911-Hotline Call with Lauren when the need arises
- » Access to Lauren's Transition Toolkit, including:
  - › Prepare Like a Pro Checklist
  - › Do's and Don't's Through the Eyes of an HR Manager
  - › "What Do I Wear" Guide to Help You Look Your Best

## PROGRAM #3: INTERVIEW MENTOR PACKAGE

- » Resume review and recommendations
- » LinkedIn review and recommendations
- » Cover letter samples and templates
- » Coaching prior to interviews beginning
- » Coaching after each interview to debrief and assess
- » Open access to Lauren for Q&A
- » Salary negotiation strategies and coaching
- » Access to Lauren's Transition Toolkit, including:
  - › Prepare Like a Pro Checklist
  - › Do's and Don't's Through the Eyes of an HR Manager
  - › "What Do I Wear" Guide to Help You Look Your Best
- » Access to Lauren's professional network for open opportunities
- » The 2 1-hr strategy sessions to include two of the following topics:
  - › Creating a transition plan from your current position to your new role
  - › Job description review and coaching
  - › How to prep for and succeed in your first 90 days in your new role

### MEET YOUR COACH

For more than a decade, Lauren Moffatt has been providing executive coaching, human resources consulting and leadership development programs for individuals and organizations in Central Indiana.

Through her leadership as Vice President of Human Resources at Public Safety Medical in Indianapolis, Lauren developed diverse teams, guided strategic planning and helped cultivate a strong corporate culture. She also earned extensive HR certifications while in that role, including PHR, SHRM-CP and a PCC in Executive Coaching through the Townsend Institute. Lauren is also certified in the EQi 2.0, an Emotional Intelligence assessment.

Now, Lauren is the President of Spark HR. Her work focuses on executives in career transition and Emotional Intelligence to support growth as leaders in their fields. Lauren is a sought-after expert on topics related to retention, leadership, human resources and Emotional Intelligence development.