

Obstacle #6

I've been doing the same job for more than 20 years. I don't have any other skills. Am I too old to learn a new job or skill?

What happens when the company can no longer use you?

- It's never too late to learn a new skill or get a new job.
- If you have a good work record, and have been a dependable employee, you can use these traits to help you get another job. However, you may have to move to make the same amount of money.
- Laws protect you from not being hired because of your age.
- You can retire if you have made other decisions about your future.

*Do you identify with any of these employment obstacles? If so, **Going Places** may be the right training for you.*

For more information on group training, contact:

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This brochure is the second in a series entitled "Work Force Preparation: Finding and Securing Employment."

Alabama Cooperative Extension Systems presents *Going Places*, a workforce preparation program that previews work-related group training and educational opportunities to underemployed workers. The training series, "Work Force Preparation: Finding and Securing Employment," connects and introduces workforce programs to companies, groups, low-wage earners, and low-skill workers. Consider urging management to take advantage of the many free group-oriented Extension services such as training programs that motivate, prepare, and empower adult workers for *going places* on the job.



UNP-2

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For more information, call your county Extension office. Look in your telephone directory under your country's name to find the number.

Issued in furtherance of Cooperative Extension work in agriculture and home economics, Acts of May 8 and June 30, 1914, and other related acts, in cooperation with the U.S. Department of Agriculture. The Alabama Cooperative Extension System (Alabama A&M University and Auburn University) offers educational programs, materials, and equal opportunity employment to all people without regard to race, color, national origin, religion, sex, age, veteran status, or disability.

Revised August 2001, UNP-2

OVERCOMING OBSTACLES



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The Alabama Cooperative Extension System offers informal education and training programs to help workers discover their strengths. *Going Places*, a workforce preparation program, offers advice on finding out how to **overcome obstacles** when looking for a job.



Obstacle #1

I know I have skills, but how do I use them to get ahead?

Evaluating Strengths and Weaknesses

Through the workforce preparation program *Going Places*, county Extension agents and specialists can help you:

- Identify and remove employment obstacles.
- Evaluate your strengths by defining your weaknesses, by discovering your capabilities, and by preparing for advancement.

Obstacle #2

I could go places if I knew the different ways of looking for a job.

Job-Searching Tools

Going Places can help you understand the different ways to look for a job. Trainers can teach you to:

- Recognize and learn to use up-to-date tools to find employment such as searching the Internet, looking in specialty magazines and newspapers, and searching employment databases.

- Use networking as a tool to: 1) get organized and meet the right people; 2) strengthen your ability to communicate; and 3) present yourself as a valuable tool to a prospective employer. Present yourself as if you are the product!

Obstacle #3

I feel I have more to offer, but I don't know how to present it to my employer.

Package and Position Yourself

Going Places can help you:

- Identify who you are and what you have to offer.
- Determine your weaknesses and how you can improve them.
- Know your prospective employer.

Obstacle #4

I'm usually nervous about an interview.

Good Interview Tips

Going Places will help you:

- Understand the importance of first impressions.
- Identify through interviews, what you have in common with the position.
- Learn what you should wear for an interview.
- Answer questions successfully.
- Determine what questions you should ask during the interview.
- Role play interviews with an individual or a tape recorder.

A potential employer uses the interview to decide if you are the right person for the job. You should:

- Be sincere and use good eye contact.
- Prepare for the interview well to show your confidence.
- Know what you should do after the interview.

Obstacle #5

I don't know why other people are always getting promotions and not me. I only come in late every now and then, and I don't even gossip that much.

Staying on the Job

After you are hired, make sure that you keep your job. *Going Places* offers these suggestions for staying on the job:

- Read your handbook.
- Learn as much as you can about your job.
- Don't break any company rules, and don't be late or absent a lot.
- Impress others by doing more than is expected of you.

Your attitude affects everything about your job. It is important to:

- Develop a positive attitude to help you keep your job.
- Learn to be positive when others are being negative.
- Do not start or pass along any kind of gossip.

Only doing what you are supposed to do may help you keep your job, but it won't help you get a better one.