

It's time to go to work...



Human Transitions is a Michigan company, was created in 2009 to address the needs of Michigan workers who need help finding work.

Curt MacRae, owner of Human Transitions, closed his own small, equipment-leasing company in 2008, after 15 years of running that business. Prior to that, Curt worked at IBM, and with two IBM value added resellers, managing sales, administrative, and support staffs, and setting policies and hiring practices..

As ex-hiring managers, Human Transitions presenters have an average of more than 25 years of management and hiring-firing responsibilities in other job assignments; they know what it takes to get noticed, to get interviewed, and to get hired.

In an informal, give-and-take style, our GET TO WORKshops provide participants the tools they need to conduct an effective job-search, while allowing for interaction, to make sure all questions are answered and all issues are covered.

A supporting blog, www.mccrabby.blogspot.com, offers additional job-search support in an often-humorous and always supportive, style.



After the workshops, our instructors remain available, by email or phone, or sometimes for additional meetings, to address ongoing questions or to assist with job-search strategies.

We enjoy helping people succeed, and we show it.

Our GET TO WORKshop sessions help people, who want to work, actually get back to work.



**HUMAN
TRANSITIONS**
19947 Edgewood
Livonia, MI 48152-1181
248.238.7214
www.humantransitions.com

Human Transitions



A Michigan company...

...helping Michigan people.



**Helping workers get
BACK TO WORK...**

**HUMAN
TRANSITIONS**
248.238.7214



One machine can do the work of 50 ordinary men. No machine can do the work of one extraordinary man
– Anonymous

Our Goal is...

... to provide the skills necessary for motivated job-searchers to conduct an effective employment search, to guide them through the application process, and to prepare them for success in their next career choice.

Our Program will...

... enhance existing skills of experienced workers, assist newer workers in obtaining the skills they need to find work, and address concerns, attitudes, morale, and other issues associated with most job-searches.

GET TO WORKshop

Summary AGENDA

- Unemployment Orientation
- Planning the job attack
 - Targeting companies
 - Networking the right people
- Composing Resumes & Cover Letters
 - Multiple versions
 - How to catch the manager's attention
- On-line Sessions (networking, job boards, social media sites)
 - Review job boards
 - LinkedIn, Twitter, Facebook, others
- Interviews
 - Prepping for
 - Phone interviews
 - Preliminary interviews
 - On-line questionnaires & interviews
 - On-site interviews
- Closing the search, opening your future & pulling it all together

Sessions will address specific areas:

- ✓ Morale & attitudes
- ✓ Ethics & work habits
- ✓ Economics of the job-search
- ✓ Teamwork & team-building
- ✓ 2011 job-searches vs. 5, 10, 25 years ago
- ✓ Job-search inhibitors & difference-makers
- ✓ Aggressive tendencies to find work
- ✓ Industry trends
- ✓ Michigan assistance available
- ✓ Specialized working sessions on:
 - Resume writing
 - Interviewing role-plays
 - Phone interviews
 - Miscellaneous – attendee-directed

In order to find a new job, a new career, it's important to be able to compete in a 2011 job-search environment, where competition is keen, where good jobs are difficult to find, and where pitfalls can be many.

The Human Transitions staff commits to help applicants throughout the job-search, teaching workshops, conducting additional sessions, when needed, and following up out GET TO WORKshops with job postings and ongoing support.

Our phone number is

248.238.7214

and we want to help. Call us for advice...

...Even after the workshop is over.

We'll help!!



There's no labor a man can do that's undignified, if he does it right.
– Bill Cosby