



Learn the ropes from the master.
Order a collection of JoAnn Hines's articles
on topics that impact your success!

Each CD contains 12 articles specific to the subject.

1. _____ Managing Your Career - Manage your career before it manages you. Our insider's tips will help you get a grip on the issues that really impact your career and professional development.

- 10 Action Items to Keep a Grip on Your Career
- Fired, Laid Off, Unemployed or about to Lose Your Job
- Friend or Foe in Your Business Relationships
- How to Ask for a Raise
- How To Become an Expert in Your Field
- How to Find a Job in a Nontraditional Field
- How to Plan a Business Meeting
- Business Meeting Basics
- Managing Your Career Like A Business
- Negotiating What You Deserve
- Networking for Business, Where and How
- Spring Cleaning Career Quiz

2. _____ Marketing Yourself or Your Business - It's not who you know but who knows you. What are you doing to increase your personal visibility? This CD complete with these articles will give you the "how to" plan that will position you for a much higher profile.

- Attending Trade Shows is Just Good Business
- Do You Have a Big Head Bio?
- How to Create a Business Card
- How to Get Started in Public Speaking
- How to Say What You Really Do in 60 Seconds or Less
- How to Write a Biography
- How to Write an Elevator Pitch
- Is this E-mail Trash or Treasure?
- Networking for Business, Where and How
- What Does Your Brand Say about You?
- What Your Business Card Says About You
- Who Knows You? More Critical-Who do you want to know you?

3. _____ Packaging Yourself - No one can promote you better that you can do yourself. What's your game plan to improve your persona? These tools will show you the way to showcase your talent.

- 5 Deadly Sins of Personal Packaging.
- Attending Trade Shows is Just Good Business
- Bartering Your Brand for Business
- How to Say What You Really Do in 60 Seconds or Less
- How to Become an Expert in Your Field

How to Create a Business Card
Managing Your Career Like a Business
Networking for Business, Where and How
Packaging Yourself
There's No I in Team
Me Factor
What Does Your Brand Say about You?

4. _____ Students Entering the Workforce - Are you ready to be in the job market? The key is advance planning. These job tools will place you in a prime position to start your career out on the right path.

10 Career Fair Tips
Find Jobs in Unusual Places
Harvesting Jobs from the Internet
How to Be Wooed by a Recruiter
How to Create a Business Card
How to Find a Recruiter Fast
How to Get Started in Public Speaking
How to Write an Elevator Pitch
If Your Resume were Attached, Would I Read It?
Spring Cleaning Career Quiz
Ultimate Interview Planner & Checklist
With 100 Qualified Candidates, Why Choose You?

5. _____ Visibility Tools - Do you take every opportunity to promote yourself and put your name in the limelight? You should. Here's how to do it and make a name for yourself.

Attending Trade Shows is Just Good Business
Do You Have a Big Head Bio?
How to Become an Expert in Your Field
How to Get Started In Public Speaking
How to Say What You Really Do in 60 Seconds or Less
How to Write a Biography
How to Write an Elevator Pitch
Is this Email Trash or Treasure?
Networking for Business, Where and How
There's No I in Team
What Your Business Card Says about You
Who Knows You? More Critical-Who do you want to know you?

6. _____ Women @ Work Tools - Glass ceiling? Thought it was shattered? It's not. It's alive and well and comes in many guises. Hitting your head on a few obstacles. These articles will give you insight on how to overcome difficult gender issues.

10 Ways for Women to Play by the Rules of Business
Breaking the Glass Ceiling, Cracking the Glass Ceiling or Just Polishing it?
Do You Have a Big Head Bio?
Emily Post She is NOT
Friend or Foe
How to Tell Your Boss You Are Pregnant
In Search of NTOs for Women: How to find a job in nontraditional fields
Men's Network vs. Women's Network

Quest of a Visionary and the Reality of a Leader
Quid-Pro-Quo For Women
The Wage Gap
Who knows you? More Critical-Who do you want to know you?

7. _____ Women Business Owners Handbook – Think that you have all of the answers? Think again. This is hardball and you need all of the extra advice you can get. They don't call it the good old boys network for nothing.

Branding Yourself for Equity Investments
Building Business through a Network
Fit Happens
Perception Is Not A Reality For WBOs
The 6 Degrees of Networking
Tips for WBOs

8. _____ Work Essentials You Need to Know – It's a dog eat dog world and not everyone plays by the rules. Use the articles on this CD to fine-tune your skills and prepare for the unexpected with nerves of steel.

Bad Boss
Be Prepared Should Your Job Be In Jeopardy
Get Fired And Get A Raise
There Is No I In Team
The Me Factor
Negotiating What You Deserve
Recently Rejected
Underemployment Of The Rise
Warning Signs That Your Job May Not Be Secure
How To Have A Recruiter Find You - Fast

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