


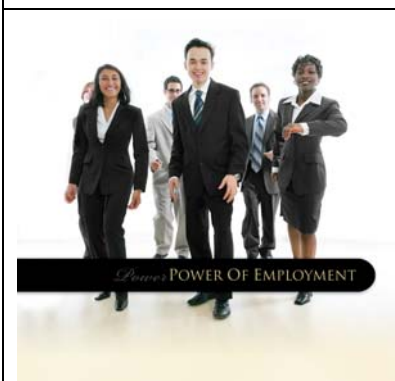
	<p><b>Power Interview Image</b></p> <p>Planning your interview wardrobe is essential in conveying to the hiring manager that you are serious about your career. Every employee should have a quality “interview suit” reserved in his or her wardrobe for interviews. Your attention to detail in the final interview phase is crucial to your success.</p>
	<p><b>Power Interview Etiquette – 17 Rules for Interviewing</b></p> <p>Most organizations commit a considerable amount of time and resources recruiting employees. Hiring managers must identify your knowledge, skills, and abilities to determine whether you are the best candidate for the job. Your goal is to demonstrate how your knowledge and experience can be of value to their organization. Learning the rules of interviewing will assist you in becoming more successful in achieving career goals.</p>
	<p><b>17 Powerful Interview Questions</b></p> <p>Interview preparation requires a successful strategy to obtain an offer for a new career opportunity. Preparation starts with the candidate researching the organization and identifying the company mission, goals, products, services, customers, and locations. Whether you have a phone screening interview or one in person, preparation is the key to moving forward in the interview process. Candidates who prepare quality questions will be remembered.</p>
	<p><b>Power Business Image</b></p> <p>Planning your business wardrobe is essential in conveying that you are serious about your profession and career. Whether you are working in a boardroom, courtroom, or an office, or if you are meeting clients, attending meetings, or networking, your attention to detail is crucial to your success. A professional image is important when representing clients, presenting products and services, and building long-term strategic relationships.</p>



## **Power Business Meals**

Every day a power meal is used for breakfast, lunch, teatime, and dinner. Professionals use power meals for interviews, meetings, conferences, and networking. Today, corporations and entrepreneurs alike use formal and informal dining to conduct business. Table manners play an important role in making a positive impression. Your social skills are on display; polished table manners speak volumes about your professionalism, and can take your career or business to another level.



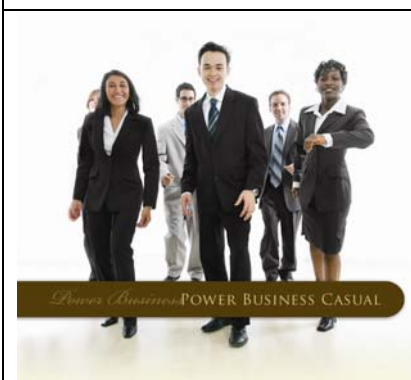
## **The Power of Employment – 27 Secrets**

The powerful 27 Secrets have helped many professionals survive their first 90 days of employment and have provided a foundation for career growth. No one intentionally plans to fail—people fail because they lack knowledge and information. Knowledge provides the ability for you to apply the information you have learned. The 27 Secrets will enable you to join the ranks of those who have successfully used these secret tools and strategies throughout their careers.



## **17 Essential Strategies of Networking**

Effective networking strategies provide access to knowledge, expertise, and allies to support you both professionally and personally. Networking requires a willingness to share valuable information with others. Networking events are places to reconnect and stay in touch. Networking is building relationships, helping others, and giving advice to anyone who asks. A trusting business relationship will enhance your base of contacts and build a lifetime of rewards. It's not who you know, it's who knows you!



## **Power Business Casual**

Business casual attire varies from one organization and industry to another. This career booklet was created to provide a better understanding of the distinct differences between business casual and casual attire. Ultimately, employees should manage their careers and take ownership of their business casual image. Every professional has the responsibility to wear attire that is appropriate for work and promotes career success. This booklet tells you how.