



My Job Search

SELF-RELIANCE

INTRODUCTION

CAN THIS GROUP HELP ME FIND A JOB?

It's not easy to find a job, but this self-reliance group will help you learn the best way to find a job and succeed in it. In group meetings, you will commit to do specific actions, and the group will give you ideas and encouragement. The goal of this group is not only to help you find a job; it is also to help you act in greater obedience and faith in the Lord and receive His promised blessings of temporal and spiritual self-reliance.

WHAT IS A SELF-RELIANCE GROUP?

A self-reliance group is different from most Church classes, lessons, and workshops. There are no teachers, leaders, or trainers. Members of the group learn together and support and encourage one another. We hold each other accountable for our commitments and counsel together to solve problems.

WHAT DO GROUP MEMBERS DO?

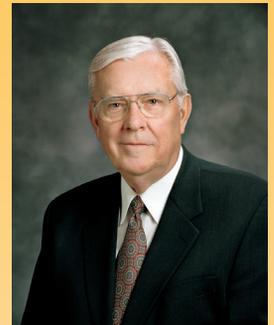
At meetings, group members commit to act. We not only *learn* but also *do* the things that make us self-reliant. We make commitments, help each other keep those commitments, and report our progress. Because the group works as a council, it is important to attend meetings regularly and be on time. Always bring this workbook, the booklet *My Path to Self-Reliance*, and the booklet *My Foundation: Principles, Skills, Habits*. Each group meeting will take about two hours. Acting on our commitments will take one to two hours per day.

WHAT DOES A FACILITATOR DO?

Facilitators are not experts in employment or teaching. They do not lead or teach the group. They simply help the group follow the materials exactly as they are written. A self-reliance specialist typically facilitates group meetings; however, group members may be assigned to facilitate after several weeks, if needed. To learn more, see the *Leader Guide* and accompanying videos at srs.lds.org.

CERTIFICATE OF COMPLETION

Group members who attend meetings and keep their commitments will qualify to receive a self-reliance certificate from LDS Business College. See page 29 in *My Foundation* for the requirements.



"There is no problem in the family, ward, or stake that cannot be solved if we look for solutions in the Lord's way by counseling—really counseling—with one another."

M. RUSSELL BALLARD,
Counseling with Our Councils, rev. ed. (2012), 4

TABLE OF CONTENTS

1. How do I find the right job opportunities?.....	1
2. How do I present myself with convincing power?.....	21
3. How do I access the “hidden” job market?	35
4. How do I stand out as the clear choice?	53
5. How do I accelerate my job search?.....	77
6. How do I excel on the job and continue to succeed?.....	95
7. What are my biggest job challenges right now?.....	113
8. What are my biggest job challenges right now?.....	121
9. What are my biggest job challenges right now?.....	129
10. What are my biggest job challenges right now?.....	137
11. What are my biggest job challenges right now?.....	145
12. What are my biggest job challenges right now?.....	153
Job Search Success Map.....	163

Published by The Church of Jesus Christ of Latter-day Saints
Salt Lake City, Utah
© 2014 by Intellectual Reserve, Inc.
All rights reserved.
English approval: 9/13



1

*How do I find
the right job
opportunities?*

My Job Search

FOR FACILITATORS

The day of the meeting:

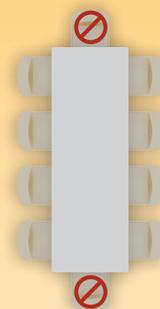
- Text or call group members if you have their contact information. Ask if they are coming to the meeting. Invite them to arrive 10 minutes early to sign the roll.
- Prepare the meeting materials:
 - Bring a copy of this workbook and the booklet *My Foundation: Principles, Skills, Habits* for each group member.
 - Bring five extra copies of the booklet *My Path to Self-Reliance* in case group members did not receive a copy.
 - Prepare a way to show videos, if possible.
 - Don't have books or videos? You can get them online at srs.lds.org.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
 - The facilitator does not stand during the meeting and does not sit at the head of the table. The facilitator should not be the center of attention but should help the group members focus on each other.

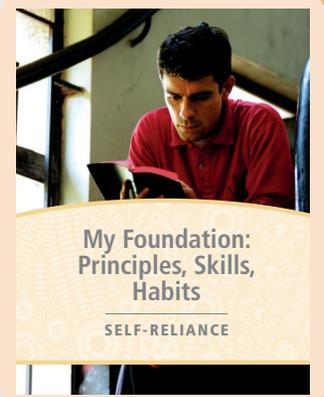
10 minutes before the meeting:

- Greet group members warmly as they arrive. Learn their names.
- Pass around a piece of paper and ask group members to write their full names, ward or branch, and date of birth (day and month, *not year*). After the group meeting, go to srs.lds.org/report and follow the instructions to register all group members.
 - After the first meeting, make a contact list to share with the group.
- Assign a timekeeper to keep the group on schedule. Ask him or her to set a timer as directed in the book.
 - For example, you will see instructions that say "Time: Set the timer to 60 minutes for the Learn section." The timekeeper will set the time on a phone, watch, or other available timer and will tell the group when the time is up. Then the group can decide whether to start the next section or continue their discussion for a few more minutes.



At starting time:

- Say: “Welcome to this self-reliance group.”
- Ask people to turn off phones and other devices.
- Say the following:
 - “This is a self-reliance group called ‘My Job Search.’ Are all of you here to get a job or improve your job?”
 - “Getting a job is only part of our goal of self-reliance. After we get jobs, we will continue improving. Will you attend our group meetings, even after you get a job?”
 - “We will meet 12 times. Each meeting will take about two hours. We will also spend one to two hours each day keeping our commitments that will help us get jobs. Will you make this time commitment?”
- Have an opening prayer (and hymn, if desired).
- Say the following:
 - “Every time we meet, we begin with a topic from the booklet called *My Foundation: Principles, Skills, Habits*. This booklet helps us learn and live principles, skills, and habits that lead to spiritual and temporal self-reliance.”
- **Set the timer to 20 minutes for *My Foundation*.**
- Read the First Presidency's introduction letter on page 2 of *My Foundation*. Then complete principle 1 in that booklet and return to this workbook.



1: How do I find the right job opportunities?



LEARN

WHAT WILL WE DO IN THIS GROUP?

Time: Set the timer to 60 minutes for the Learn section.

Read: To understand the purpose of this self-reliance group, turn to the inside front cover of this workbook and read the introduction.

We are here to help each other find new jobs or better work. We also have a larger goal: to become self-reliant so we can better serve others.

Practice: Those who apply the principles we will learn together often find jobs very quickly. So this is worth it! Turn to the Job Search Success Map on the last page of this workbook and take turns reading it.

Read: Each day, we will improve our job search. Starting today, we will focus on answering the six questions on the Job Search Success Map for ourselves. We will make commitments, act, and then report to the group. We will succeed together!

Even after we get jobs, we will continue to come to group meetings to learn and practice the *Foundation* principles. We can continue to help lift our fellow group members and get the group's help with challenges to our job search.

Here are the question and action for this week.

Read: QUESTION OF THE WEEK—How do I find the right job opportunities?

ACTION OF THE WEEK—Prepare and practice my “me in 30 seconds” statement and share it with everyone I can. Consider doing the Accelerated Job Search (an optional activity).

The rest of this meeting will help us answer this question and take these actions.

Practice: Let's do our first action as a group. Let's take five minutes and decide what our group will be called.

Write group name below:



WHAT DO I HAVE TO OFFER?

Discuss: Have you ever been embarrassed to tell people you need a job?

Read: We should not be worried! Everyone has needed a job sometime. We each have talents and experiences. Plus, we are children of God. We can succeed! We need to tell everybody that we are looking for a great job and that we are worthy of it!

Practice: Divide into smaller teams of three people. Move your chairs to face each other, and do the following activity.

1. One of you tell the others about one accomplishment. Be brief! You could say: "I was given the 'best service' award at work," or "I served a mission" (or other Church calling), or "I am a mother."
2. Now, as fast as they can, the other two tell you what skills and abilities were needed to achieve that accomplishment. If you said, "I served a mission," the others could quickly say, "Then you are courageous, a good student, a hard worker, a leader, a social worker, a goal-setter, good with people, a teacher, a good planner, and able to do hard things."
3. Repeat this process for each person in your group.

Discuss: How did you feel as others talked about your talents and skills?

Read: In this box, circle your accomplishments and write more. Do not be bashful. Then circle your abilities, skills, and traits and write more. Try to see yourself as Heavenly Father sees you!

ACCOMPLISHMENTS <i>(Circle and write more)</i>		ABILITIES, SKILLS, TRAITS <i>(Circle and write more)</i>	
Church calling	_____	Honest	Hardworking _____
Mission	_____	Sales skills	Good listener _____
Parent	_____	Dependable	Kind _____
Awards at work	_____	Cleaning skills	Mechanical _____
Education	_____	Communication	Goal-setter _____
Leadership	_____	Teacher	Resourceful _____
Service awards	_____	Intelligent	Maintenance _____
Led meetings	_____	Construction	Patient _____
Sold something	_____	Creative	Good character _____
Made something	_____	Fast learner	Team builder _____
Gave a speech	_____	Planner	Positive _____

HOW DO I TELL OTHERS ABOUT MYSELF?

Read: Now you know you have much to offer! To get a good job, you need to tell people how you can use your skills to help them—and you need to tell them quickly and powerfully. With the whole group, take turns reading “Sofia’s Introduction.”

SOFIA’S INTRODUCTION

Hello! **1** My name is Sofia Gonzalez, and **2** I want a job teaching in a private school. **3** I have five years of teaching experience and a certificate in education. My students get great test scores. **4** I’m a fun teacher, and students give me their best efforts.

1 Name **2** Objective **3** Qualifications **4** Traits

Practice: Now, create your own introduction with these four parts. Write on the lines below. Take 2–3 minutes. Include:

1. Your name _____

2. The job you want (objective) _____

3. Why you would be good at that job (qualifications)

4. Some traits or skills that will help you succeed in that job

This kind of introduction is called a “me in 30 seconds” statement. One by one, stand up and introduce yourselves with your “me in 30 seconds.” Keep it to 30 seconds. Let’s clap and cheer for each other!

“Me in 30” Tip: Keep it short! People will listen for only a few seconds.

Read: “Me in 30 seconds” is a great way to introduce ourselves, especially when it is specific. It is more powerful when we add a question at the end that is specific to the person we are talking to. Sofia practiced adding different questions to her introduction, depending on the person she met:

Friend, family: What teachers or school owners do you know?

Secretary: Could you direct me to Mrs. Gomez, the owner?

Employer: How could my experience help you?

We should introduce ourselves to as many people as possible to let them know we are available for employment.

Practice: Take a few minutes to write your “me in 30 seconds” again. Make it better. Add specific qualifications and traits. Add a question you could use when speaking with an employer.

Question: _____

Practice: As a group, do the following activity. It should take no more than five to six minutes.

1. Everyone stand up and move to an open space. Each person should face another person.
2. Say your “me in 30 seconds” to your partner.
3. Then the other person says his or her “me in 30 seconds” to you.
4. Quickly give each other this feedback:
 - Did it have all four parts?
(name, objective, qualifications, traits)
 - Did it end with a question?
 - Was it genuine and confident? Did it build trust?
 - Did the person smile?
 - Would you want to refer this person or give him or her a job?
5. Then switch partners and do it again. And again!
6. Go as fast as you can until everyone has tried it five times.

1: How do I find the right job opportunities?

Read: From now on, we will not be embarrassed to tell people that we are looking for a job. We can open our mouths and tell *everyone* we are available for employment and just how qualified we are! Are we ready to go out and give this “me in 30 seconds” to everyone we see before our next meeting? Will we?

OPTIONAL ACTIVITY: ACCELERATED JOB SEARCH

(DO NOT DO THIS DURING THE MEETING.)

*In our fifth meeting, we will learn about a way to accelerate our job search. However, **if you want to move faster in your job search now**, you may do this extra activity before then. You may do this by yourself or with others.*

To succeed even faster, you can study “Accelerated Job Search” in the Resources section, pages 15–20. Discuss and learn with your family, a group member, or another friend. Go out and do it—find resources, make contacts, and arrange meetings with as many people as you can. This will likely take two to four hours a day.

Searching for work *is* work! But when people follow this pattern, they get jobs much faster. If you choose to do the activity, come back and report to the group afterwards. Your experience will help the other group members!

HOW CAN I MANAGE MY FINANCES WISELY?

Read: Being self-reliant includes spending less than we earn and having money in savings. Savings can help us meet unexpected expenses or help us provide for ourselves and our families when our income is lower than we expect. As a part of this group, we commit to saving every week, even a coin or two.

Discuss: In some areas, it is a good idea to save money in a bank. In other areas, it is not a good idea, such as when a country has high inflation or when banks are unstable. Are conditions good for saving in a bank in your area? Which banks offer the best rates for savings?

Read: Another part of being self-reliant is being free from personal debt. Personal loans are used to spend more money than we have. Prophets have counseled us to avoid personal debt, and as we become more self-reliant we will reduce and eliminate any personal debt (though business debt may be wise in some cases). Medical emergencies often cause major financial burdens. Insurance and government healthcare programs can often help protect against these burdens. Signing up for insurance or a government medical program can be an important part of our path to self-reliance.

Discuss: Some types of insurance (such as health insurance and life insurance) are more available and more helpful than other types of insurance. Some insurance providers are good and some are dishonest. What are the best insurance options in your area?

WHY DOES THE LORD WANT US TO BE SELF-RELIANT?

Discuss: Why does the Lord want us to be self-reliant?

Read: Read the quote on the right.

Discuss: How can our efforts to get a job serve a “holy purpose,” as Elder Christofferson said?

Read: The Lord has the power to help us become self-reliant. He has said, “Behold, I am God; and I am a God of miracles” (2 Nephi 27:23). As we dedicate, or consecrate, our efforts to succeed in our job to the holy purpose of becoming self-reliant, the Lord will guide us through inspiration. As we show our faith by listening for and obeying His promptings, the Lord will do His miracles and make more out of our efforts than we could ever do for ourselves.

“To consecrate is to set apart or dedicate something as sacred, devoted to holy purposes.”

D. TODD CHRISTOFFERSON,
“Reflections on a
Consecrated Life,” *Ensign*
or *Liahona*, Nov. 2010, 16



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Discuss: Would anyone like to share his or her ideas?

“Cry unto [God] over the crops of your fields, that ye may prosper in them. Cry over the flocks of your fields, that they may increase.”

ALMA 34:24–25

1: How do I find the right job opportunities?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Read: Each week, we choose an “action partner.” This is a group member that will help us keep our commitments. Action partners should contact each other during the week and report their progress to each other. Generally, action partners are of the same gender and are not family members.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will use my “me in 30 seconds” with at least 20 people.

Circle your goal: 20 30 40

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

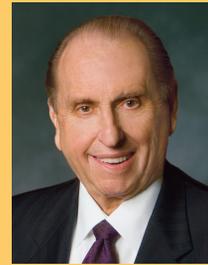
HOW WILL I REPORT MY PROGRESS?

Watch: “Action and Commitment” (No video? Read page 14.)

Read: When we report on our commitments, we are more likely to keep them. Read the quote to the right.

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes,” “No,” or the number of times you did the commitment.

Used “me in 30 seconds” with at least 20 people (Write #)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)



“When performance is measured, performance improves. When performance is measured and reported, the rate of improvement accelerates.”

THOMAS S. MONSON,
in Conference Report,
Oct. 1970, 107

Read: Also, remember to track your personal expenses on the back of your *My Path to Self-Reliance* booklet.

At our next group meeting, the facilitator will draw a commitment chart on the board (like the one above). We will arrive 10 minutes before the meeting begins and write our progress on the chart.

Choose someone to facilitate the *My Foundation* topic in the next meeting. Ask him or her to read the inside front cover of this workbook to learn what facilitators do. He or she should facilitate in the same way as the facilitator did today:

- Invite the Spirit; invite group members to seek the Spirit.
- Trust the materials; do not add; do just what it says.
- Manage the time.
- Add energy; have fun!

Ask someone to offer the closing prayer.

Feedback Welcome

Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Note to Facilitator:

Remember to register all group members at srs.lds.org/report.

Also remember to make copies of the group contact information for the next meeting.

Resources

ACTION AND COMMITMENT

Choose roles and act out the following.

GROUP MEMBER 1: *We believe in making and keeping commitments. In our self-reliance groups, everything we do is built around making commitments and reporting.*

GROUP MEMBER 2: *At the end of a group meeting, we review our actions for the week and add our signature to show our commitment. We also choose an “action partner.” The action partner signs our workbook to pledge support. And each day between meetings, we contact our action partner to report on our actions and to get help when needed.*

GROUP MEMBER 3: *Between meetings, we mark our progress in the workbook and use the tools provided, such as worksheets or other forms. And if we need extra help, we can call on our families, our friends, or the facilitator.*

GROUP MEMBER 4: *At the beginning of our next meeting, we return and report on our commitments. This should be a comfortable, powerful experience for everyone. As each group member reports, think about how he or she was helped by making commitments and reporting progress.*

GROUP MEMBER 1: *The first time I reported on my commitments, I thought, “This is strange.” Why would my group members care about what I did? But then I found out that they did care. And that helped me.*

GROUP MEMBER 2: *I realized that I didn’t want to let my group down. So I really worked hard to keep my commitments. I’m not sure I would have made regular progress any other way. Reporting at each meeting really helped me with my priorities.*

GROUP MEMBER 3: *When I thought about my path to self-reliance, I was scared because it was such a big thing. But the group meetings helped me break it down into small steps. And I reported on each step to my group. Then I made real progress. I think this success resulted from building new habits.*

Back to page 13

ACCELERATED JOB SEARCH (OPTIONAL ACTIVITY)

Study and apply these materials to speed up your job search! You could work on this with your family, a group member, or another friend or mentor.

Watch: “Rafael: Job in 6 Days!” (To see the video, go to srs.lds.org.)

Discuss: What helped Rafael succeed with his job search?

Read: The Accelerated Job Search is a powerful daily job-search strategy. In some areas, this approach has reduced the time to find a job from 200 days to 20 days! It requires intense effort. It includes three daily activities:

- Identify 15 new resources.
- Make 10 contacts.
- Have 2 face-to-face meetings or interviews.

Watch: “Daily Job Search: Resources” (To see the video, go to srs.lds.org, or read the following.)

Through the scriptures, we are taught that “men should be anxiously engaged in a good cause, and do many things of their own free will. . . . For the power is in them, wherein they are agents unto themselves.” And this commandment comes with a promise: “Inasmuch as men do good they shall in nowise lose their reward” (D&C 58:27–28).

Effective job seekers understand that the “power is in them,” and God will help them as they become “anxiously engaged.” Specifically, we will discuss one proven job-search strategy with three parts. It’s called the Accelerated Job Search.

First, successful job seekers learn to identify 15 new resources daily. Second, they make 10 contacts each day. And third, they hold at least 2 face-to-face meetings or interviews each day.

At first, the Accelerated Job Search approach might seem overwhelming. But as we discuss each element, you will see that it really is possible—and successful!

Let’s start with resources. What is a resource? A resource is a person, place, or thing that can help lead a job seeker to a potential opportunity.

People could include friends and family, Church members and leaders, employers or co-workers, school teachers and career counselors, people at the store—virtually anyone who can provide you with useful job information and additional resources.

continued

1: How do I find the right job opportunities?

Places include chambers of commerce, local ministries of employment, and civic or professional associations. Each of these offers information that can help.

And things that will enhance your search include business and telephone directories, company web pages, the Internet, trade journals and magazines, newspapers, and other media outlets.

Make a list of at least 15 of these every day!

Practice: Divide a piece of paper into three columns. Write “Resources,” “Contacts,” and “Meetings” at the top of the columns. Start to fill out this paper right now by listing as many resources as you can in the first column. These are people, places, and things that have information to help you! Here are some examples. You’ll fill out the other columns later.

RESOURCES <i>(make a list)</i>	CONTACTS <i>(phone, email)</i>	MEETINGS <i>(face-to-face)</i>
Internet sites	Quorum or Relief Society members	Potential employers
Newspapers	People you have worked with	Home teachers
Employment	Teachers	Church members
Self-reliance center	People you meet at a store	

continued

Watch: “Daily Job Search: Contacts” (To see the video, go to srs.lds.org, or read the following.)

Now, let’s talk about contacts. A contact is not just sending a résumé or filling out an application. From all the resources you have identified, you just need to make 10 employment-related contacts. Contacts include any employment-related interaction you have with people: applying for a job; sending a résumé or a thank-you note; telling friends, family, and Church members that you are looking for work—text messages or emails work. You can also interact with other networking contacts and, of course, potential employers. Look for different opportunities to interact with people and let them know you are looking for work. Most people will gladly introduce you to other people they know. These connections lead to interviews, which lead to jobs!

Practice: Now, use your paper to list as many people as possible who you might contact before our next meeting. Remember—do not be embarrassed. Find a way to do 10 a day!

Watch: “Daily Job Search: Meetings” (To see the video, go to srs.lds.org, or read the following.)

Finally, effective job seekers have learned the value of actually meeting with at least two people, face to face, each day. This may be your most valuable action of each day. Why? Face-to-face meetings or interviews allow better communication and understanding. People often “speak” mostly through body language and facial expressions. And these nonverbal messages do not make it through email or over the phone. In person, people can see and feel just how great you are!

Also, face-to-face meetings often allow you to see and feel the environment where you might work. You can observe how people interact, how friendly or happy they are, the success of the organization, what needs or opportunities there are, and how you might meet those needs. Interviews of any kind are great opportunities!

continued

1: How do I find the right job opportunities?

Now, not all face-to-face meetings every day need to be with potential employers. You can also meet with other contacts, including friends, family, and friends of friends, as well as secretaries, teachers, counselors, or other people who do the type of job you want to have. Just meet with people! Give them your “me in 30 seconds” and use the ending question to ask for job leads and more people to meet. Keep trying, selling your value, and asking for help and advice. Great things will happen!

This is the Accelerated Job Search! Each day, if you identify 15 resources and make 10 contacts, having 2 face-to-face meetings will be easy. You will be amazed at how this speeds up your job search! Do it with great faith, and doors will open you never thought possible.

Practice: Now use your paper to list as many people as possible whom you might meet with face to face before our next meeting. Think about when and where you can meet them. Remember to use your “me in 30 seconds” at each meeting.

Watch: “Daily Job Search: Putting It All Together” (To see the video, go to srs.lds.org, or read the following.)

The three parts of the Accelerated Job Search are not separate activities. As you act, you’ll see that resources are everywhere. Start each day by adding to your list. And as you do, you will think of ways to contact people, and contacts lead naturally to meetings.

Your self-reliance group is a great source of resources, contacts, and meetings. So are fellow members of the Church, neighbors, or colleagues at work. Keep adding resources as you make contacts. Ask for more contacts when you have face-to-face meetings. Ask for more interviews with everyone you meet.

Use your “me in 30 seconds” statement. The Accelerated Job Search is possible, and it can be fun once you get started. So don’t wait. Talk with everyone. Always seek the guidance of the Holy Ghost and remain worthy. Keep good records and follow up. As you move, the Lord will show you the way.

Practice: Now look at your paper. What will you do first? Make a plan to find resources, make contacts, and hold face-to-face meetings every day. Decide when you can do it, and ask your family or action partner to help you.

Keep track of your progress with the chart on the next page. Keep track of your contacts with the Contact Follow-Up Form on page 20. Make plenty of copies.

ACCELERATED JOB SEARCH TRACKING FORM

Check the boxes as you complete each action and add notes.

DAY 1

Resources: Daily Total _____

Contacts: Daily Total _____

Meetings: Daily Total _____

Notes:

DAY 2

Resources: Daily Total _____

Contacts: Daily Total _____

Meetings: Daily Total _____

Notes:

DAY 3

Resources: Daily Total _____

Contacts: Daily Total _____

Meetings: Daily Total _____

Notes:

DAY 4

Resources: Daily Total _____

Contacts: Daily Total _____

Meetings: Daily Total _____

Notes:

DAY 5

Resources: Daily Total _____

Contacts: Daily Total _____

Meetings: Daily Total _____

Notes:

CONTACT FOLLOW-UP FORM

CONTACT

Person or organization: _____

Telephone: _____ Address: _____

Email: _____ I was referred by: _____

I contacted this person Yes No Date: _____

ITEMS DISCUSSED:

1. _____

2. _____

3. _____

FOLLOW-UP ACTIVITIES:

1. _____ Complete by (date): _____

2. _____ Complete by (date): _____

3. _____ Complete by (date): _____

NEW REFERRALS:

1. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____

2. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____

CONTACT

Person or organization: _____

Telephone: _____ Address: _____

Email: _____ I was referred by: _____

I contacted this person Yes No Date: _____

ITEMS DISCUSSED:

1. _____

2. _____

3. _____

FOLLOW-UP ACTIVITIES:

1. _____ Complete by (date): _____

2. _____ Complete by (date): _____

3. _____ Complete by (date): _____

NEW REFERRALS:

1. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____

2. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____



2

*How do I present
myself with
convincing power?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials. Don't have books or videos? You can get them from srs.lds.org.

30 minutes before the meeting:

NEW!

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board with the names of the people in your group (see example below).

<i>Group member name</i>	<i>Used "me in 30 seconds" with at least 20 people (Write #)</i>	<i>Practiced Foundation principle and taught it to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>
<i>Gloria</i>	<i>28</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>

10 minutes before the meeting:

NEW!

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

NEW!

- Share copies of the group member contact information (from the last meeting).
- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 2 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Discuss: Read the quotation on the right. How does this apply to our group?

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap for those who kept all of their commitments.)

Read: Now, everyone stand up. We should try to keep all of our commitments. That is one of the key habits of self-reliant people. While we are still standing, let's say our theme statements together. These statements remind us about the purpose of our group:

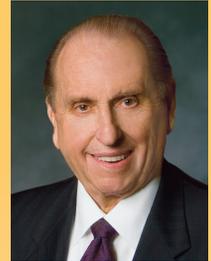
"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: What did you learn by keeping your commitments? How can we help? Let's counsel together and help each other with our job search. This is the most important discussion of this meeting! What did you learn by giving your "me in 30 seconds" to people? Did you improve it? Did you write down your contacts and follow up? Did anyone try Accelerated Job Search? Any results?



"When performance is measured, performance improves. When performance is measured and reported, the rate of improvement accelerates."

THOMAS S. MONSON,
in Conference Report,
Oct. 1970, 107



LEARN

HOW DO I PRESENT MYSELF WITH POWER?

Time: Set the timer to 60 minutes for the Learn section.

Watch: “The Interview” (No video? Read page 32.)

Discuss: Do you think these people were hired?

You know bad responses to interview questions when you see them! But do you sometimes struggle to give good answers in an interview?

Read: QUESTION OF THE WEEK—How do I present myself with convincing power?

ACTION OF THE WEEK—Prepare and use power statements with a network of contacts.

Read: At our last meeting, we discussed how our “me in 30 seconds” can capture interest as an introduction. Our next step will be to add “power statements,” which can show our value to employers and others.

Power statements strengthen resumes and interviews. They help us talk with our network. They can even help us keep a job and succeed.

Let’s read the four key parts of a power statement.

FOUR KEY PARTS TO A POWER STATEMENT

Identify a value, skill, or strength.

Give a specific example or accomplishment.

Show the results.

Match our value to the needs of the employer.

HOW DO I BUILD A POWER STATEMENT?

Read: Victoria has arranged a five-minute discussion with a potential employer. When the employer asks about her marketing experience, she uses one of her power statements.

VICTORIA'S POWER STATEMENT

1 I am creative and results-oriented! For example, **2** at ABC Power Company, I created a new marketing plan and brochure that **3** directly increased monthly sales by 5%. I'm confident I can **4** help to improve your company's sales in the same way.

1 Identify a skill or strength **2** Specific example **3** Result **4** Match to needs

Discuss: How would this statement help Victoria in her job search?

Read: Here are more sample power statements for a returned missionary, a small business owner, and a mother—all of whom are seeking jobs. Read them. Notice how the four parts work together.

1. SKILL	2. EXAMPLE (Be specific)	3. RESULTS (Be specific)	4. MATCH TO NEEDS
I can build and motivate teams.	For example, as a full-time volunteer for my church , I was asked to lead a team of eight volunteers who were not unified and were not meeting goals.	So I held training meetings and helped them value each other, set goals, and meet those goals.	I can help your teams come together to meet and exceed your goals.
I have experience solving problems.	For example, in our family business , we were not sure of our expenses. I decided to create better records and track daily expenses.	By watching my records and tracking trends, we proved that a supplier was charging a little more on every invoice without telling us.	I will apply these problem-solving skills to any challenges you may be facing, and I'm sure I can find a good answer.
I can organize.	For example, as a mother , I coordinate the schoolwork and job tasks of three children at home.	By managing these schedules, I've made sure each child has successfully completed school and knows how to work.	I can use these management skills to keep your company's schedules so all your appointments are kept.

2: How do I present myself with convincing power?

Practice: Use this page to create some personal power statements. Start writing them in the spaces now. You can work with another group member.

1. SKILL	2. EXAMPLE (Be specific)	3. RESULTS (Be specific)	4. MATCH TO NEEDS

Practice: After you have at least two power statements, take turns using them with another group member. Say them out loud until you feel confident. Before our next meeting, complete at least five power statements.

Read: You may start with “me in 30 seconds” when you are speaking with someone about a job. This could be an employer or someone you ask to help you. Then the person will probably ask you some common questions. You need power statements to answer these questions. You will share your power statements with many people before our next meeting.

- Practice:** As a group, read these instructions. After you have read the instructions, begin the activity. Do not take more than 10 minutes.
1. Everyone stand up and move to an open space for a speed practice. Each person should face another person.
 2. The first person asks a common question, such as:
 - What can you tell me about yourself?
 - Why should we hire you?
 - What is your greatest strength?
 - What should I say about you to my contacts?
 3. The second person gives a power statement as the answer.
 4. Then you switch. The second person asks another common question, and the first person answers with a power statement.
 5. Quickly, give each other feedback:
Did it have four parts? Did it seem genuine and confident?
 6. Then everyone switches partners to do it again. And again!
 7. Go as fast as you can until everyone has tried it four times.
- Discuss:** Did you use power statements to answer the questions? What are some variations of these questions? What are some other questions interviewers might ask?

OPTIONAL ACTIVITY: HOW DO I TURN NEGATIVES TO POSITIVES?

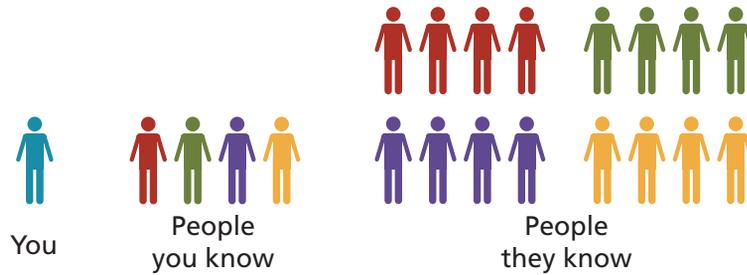
(DO NOT DO THIS DURING THE MEETING.)

If you choose, during the week you may do this activity:

You can use power statements to turn negative questions and situations into positive opportunities. Study page 33 in Resources.

WHERE DO I USE POWER STATEMENTS?

Read: With our new power statements and our “me in 30 seconds,” we have great tools. But how do we find people who will listen? The key is to talk to everyone. Then ask them to talk to *their* contacts. This is a “network,” and it is like hiring your own sales team!



Practice: Move your chair to speak with the person next to you.

1. Talk about the people you will contact to use your “me in 30 seconds” and power statements before our next meeting. List some names here:

2. Talk about how you will expand your network to make more contacts. Write your ideas here:

Practice: Before your next meeting, you will use your power statements with the contacts you know. And you will ask your contacts to talk to *their* contacts. With your “me in 30 seconds” and your power statements, you have two great tools to build your network. Your job search is taking off!

OPTIONAL ACTIVITY: ACCELERATED JOB SEARCH

(DO NOT DO THIS DURING THE MEETING.)

If you choose, you may do this activity after our meeting:

To move faster, study “Accelerated Job Search” on page 15. Try it—15 resources, 10 contacts, 2 meetings—every day!



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Discuss: Would anyone like to share his or her ideas?

“But the Lord knoweth all things from the beginning; wherefore, he prepareth a way to accomplish all his works among the children of men.”

1 NEPHI 9:6

2: How do I present myself with convincing power?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will use my power statements with at least 20 people this week. *(Some of these should be follow-up with people you have contacted before.)*

Circle your goal: 20 30 40

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes,” “No,” or the number of times you kept the commitment.

<i>Used power statements with at least 20 people (Write #)</i>	<i>Practiced Foundation principle and taught it to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

Read: Also, remember to track your personal expenses on the back of your *My Path to Self-Reliance* booklet.

At our next group meeting, the facilitator will draw a commitment chart on the board (like the one above). We will arrive 10 minutes before the meeting begins and write our progress on the chart.

Choose someone to facilitate the *My Foundation* topic at our next meeting. Remind him or her to follow the material and not to bring in extra material. (Don’t know how to facilitate a *My Foundation* topic? Read page 13 and the inside front cover.)

Ask someone to offer the closing prayer.

Feedback Welcome
Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Resources

THE INTERVIEW

Choose roles and act out the following.

INTERVIEWER: So, what can you tell me about yourself?

CANDIDATE 1: You mean like what I like to do? Not much, really. I don't really have any hobbies or interests. I pretty much do nothing.

CANDIDATE 2: Umm ... well, I ...

CANDIDATE 3: Oh, I'd love to. As you can see, I spend a lot of time lifting weights. I'm supposed to go to anger management classes, too. But who wants to go to those? You know what I mean?

CANDIDATE 1: Or do you mean what I'm like at work? I haven't really stayed at a job long enough to say. I get bored quickly and just stop showing up. ... I probably shouldn't have said that.

CANDIDATE 2: Umm ...

CANDIDATE 3: I mean, the guy who teaches that anger management class, ... I could break him in half. So, who would my boss be? You? Hey, you aren't the type that is always checking to see if we're busy, are you? Like we're a bunch of little kids? My last boss did that, and I didn't like it.

INTERVIEWER: Why should we hire you?

CANDIDATE 2: You should hire me because ... um ...

CANDIDATE 1: Well, I need a job. I thought my mom came down and talked to you about that yesterday. She said I should get a job. Didn't she?

CANDIDATE 3: You'd be crazy not to hire me. I noticed when I was coming in that some things really need to be changed around here. It's a wonder you guys are still in business. I could fix all that. Yeah. You'll be thanking me for saving your business.

CANDIDATE 2: Because ... um ...

INTERVIEWER: What is your biggest weakness?

CANDIDATE 3: I don't have any weaknesses. What's yours? Man, I hate questions like that.

CANDIDATE 2: Weaknesses? Hmm ...

CANDIDATE 1: Umm ... stealing. I mean, not stealing, really. It wasn't stealing. It's a long story. I mean I was going to bring it back. I thought my boss would let me borrow it for a while.

Back to page 24

HOW DO I TURN NEGATIVES INTO POSITIVES? (OPTIONAL ACTIVITY)

Discuss: How do you answer this question: “What is your greatest weakness?” Read Gloria’s answer.

“Well, I am working on my ability to manage my time most effectively. I’ve found a calendar tool that really helps me, and I use it daily. Recently, despite many competing priorities, I helped to bring a large sales project to completion on time.”

Read: Notice that Gloria:

- Shared a weakness that is common to many people.
- Described specifically how she is overcoming the weakness.
- Added information from a power statement.

Practice: Try this with a family member or friend. Have them ask you a negative question. Respond by sharing a weakness that is common to many people. Describe how you have overcome this weakness. Add information from your power statement.



3

*How do I access
the “hidden”
job market?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Used power statements with at least 20 people (Write #)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	32	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 3 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

“And it is my purpose to provide for my saints, for all things are mine.”

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: What did you learn by giving power statements to people? Did you improve them? Did you write down your contacts and follow up?

Did anyone try Accelerated Job Search? Any results?

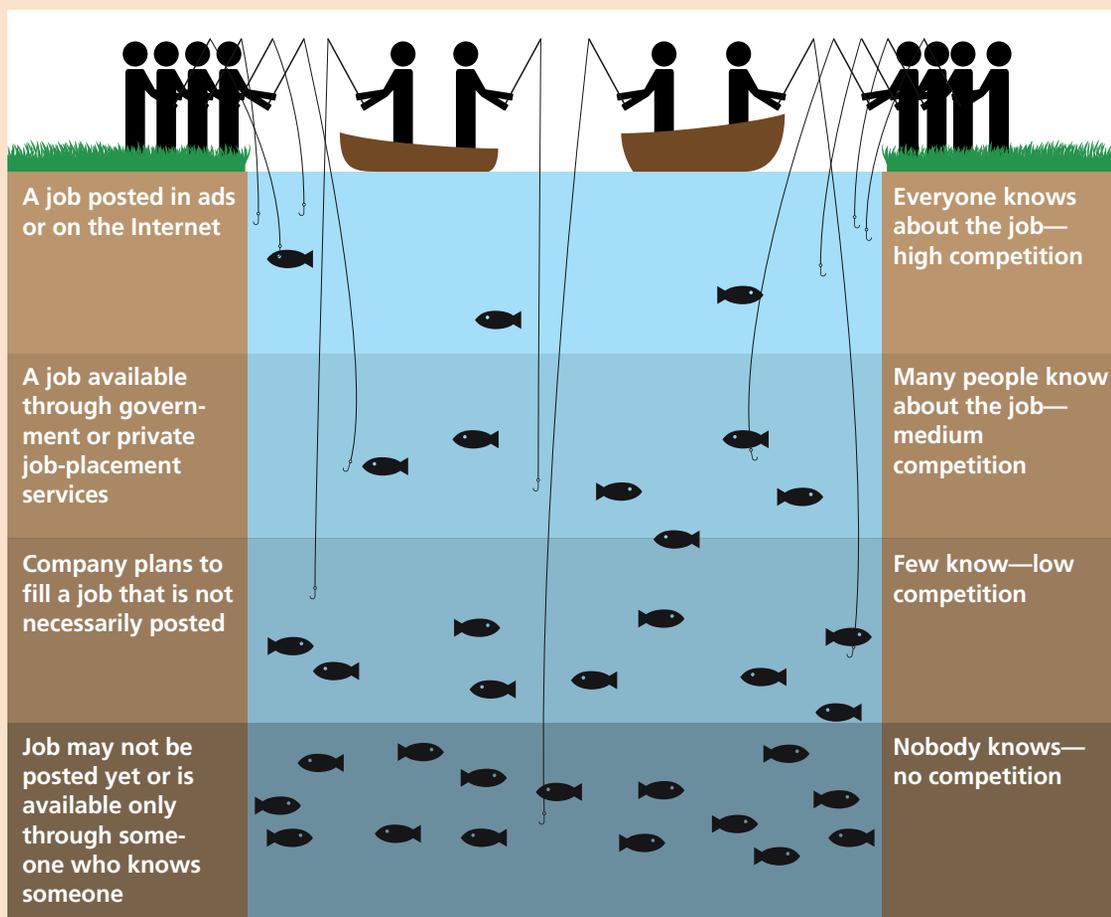
3: How do I access the “hidden” job market?



LEARN

WHAT IS THE “HIDDEN” JOB MARKET?

- Time:** Set the timer to 60 minutes for the Learn section.
- Watch:** “Look Where There Is Less Competition” (No video? Read page 48.)
- Read:** Let’s read together the words on the fishing diagram below. The fish represent jobs. Notice where most of the fish are, or where most jobs are found.
- Discuss:** Which person can catch the most fish? Circle that person. Where is the “hidden” job market?
- Read:** There are many more opportunities in the hidden job market than in the traditional job market. Where are we looking for jobs? Where *should* we be looking for jobs?



Read: QUESTION OF THE WEEK—How do I access the “hidden” job market?

ACTION OF THE WEEK—Have face-to-face meetings with potential employers.

During this meeting, we’ll learn and practice skills to help us answer this question and perform this crucial action.

WHERE IS THE HIDDEN JOB MARKET?

Watch: “Most Productive Sources” (No video? Read page 48.)

Read: Some job search strategies are more effective than others. In some countries, the number of people who find jobs in certain ways may be similar to the chart below. It may be different in your area.

Practice: As a group, answer these questions:

1. In this chart, what method do most people use to look for a job?
2. Which method is the most successful for finding a job?

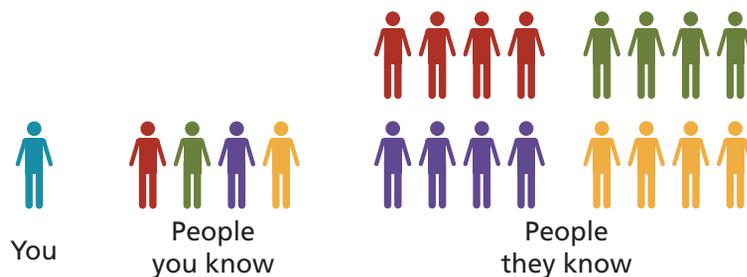
METHOD	WHERE PEOPLE SPEND TIME LOOKING FOR JOBS	WHERE PEOPLE ACTUALLY FIND JOBS
Advertisements/ Internet	65%	14%
Government or private job placement services	27%	21%
Personal contacts with companies	3%	30%
Word of mouth (personal contacts and referrals)	5%	35%

But don't ignore these options, or you may miss 35% of the jobs!

This is the hidden job market. Focus here and avoid 92% of the competition!

HOW DO I ACCESS THE HIDDEN JOB MARKET?

Read: We already have the keys to this hidden job market! It takes personal contacts. And we make the best personal contacts by using our (1) “me in 30 seconds” and our (2) power statements through our (3) growing network. As we learned in our last meeting, our network includes people we know *and* the people they know.



Watch: “Building Your Network” (No video? Read page 49.)

Discuss: Did you use your “me in 30 seconds” and power statements since our last meeting? Did you ask your contacts to speak with *their* contacts for you?

Practice: Our group is our first source for networking. Let’s begin to expand our network right now! Read the instructions below and then begin:

1. Stand up and turn to the person next to you.
2. Give the other person your “me in 30 seconds” and end with these two questions:
“Who do you know who might help me find some contacts?”
“Would you please talk to those people and ask for their help?”
3. Write down the contacts in the network list on the next page and ask the other person to give you more before the next meeting as they think of them.
4. Then switch places and do this again.
5. Move around and do this with other group members.
6. Write down as many contacts as you can on the next page.
7. After our meeting, do this with other people you know.
8. In the Priority column, number each person you will contact from 1 to 20.

Networking tips

1. Ask contacts for employment leads, information, and ideas.
2. Always ask for more referrals.
3. Keep accurate records and follow up.

HOW DO I MEET WITH THE MANAGERS WHO HIRE PEOPLE?

Read: Networking can lead us to businesses that are hiring. But we need to find the person who makes the hiring decisions.

Practice: Let’s practice as a group.

1. Assign one person to be the job seeker. This person should be ready to give a “me in 30,” a question, and a power statement to an employer.
2. Assign two more people to be employees: employee 1 and employee 2.
3. Assign another person to be the manager.
4. Have all four people stand up. The facilitator reads the first line in this role play. Then the others read their lines.

Facilitator: This job seeker enters a store or office where she wants to work. She speaks to the first employee she sees.

Job Seeker: Hello. Who is the manager on duty now?

Employee 1: Oh, that’s Mr. Valenzuela, but I don’t know where he is right now. You could ask his assistant over there.

Job Seeker: Thank you. [Turns to employee 2.]

Job Seeker: Hello. Could you tell me where Mr. Valenzuela is?

Employee 2: He went to get something. He should be back soon. Oh, there he is.

Job Seeker: Oh, yes. Thank you. [Turns to Mr. Valenzuela.]

Job Seeker: Mr. Valenzuela, good morning. I am _____ [name]. [Gives a “me in 30 seconds” and ends with a question.] How could someone with my skills help your business?

Manager: Actually, we were starting to look for someone like you. I only have one minute. Tell me quickly about yourself.

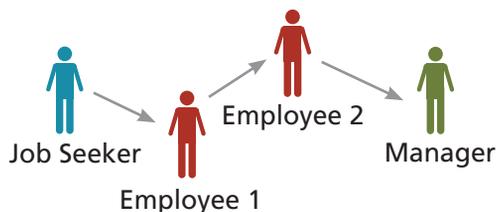
Job Seeker: [Gives an appropriate power statement.] I know you’re busy. When could we spend a little more time together, this afternoon or tomorrow?

3: How do I access the “hidden” job market?

Discuss: If the manager says “no” or “come back later” or “fill out an application,” what could the job seeker say?

Read: We will need to adapt to each situation.

Practice: Stand up and divide into groups of four. Repeat the role play so everyone gets a chance to be the job seeker.



Read: We now have several powerful tools to use in our contacts: “me in 30 seconds,” power statements, and meeting the manager. You can also learn to turn negatives into positives on page 33.

Discuss: How will you use these tools to have many productive meetings before the next time we meet?

Practice: Turn to page 50 and take turns reading how to track your job search efforts. Then return here.



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Discuss: Would anyone like to share his or her ideas?

“Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths.”

PROVERBS 3:5-6

3: How do I access the “hidden” job market?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

Read each commitment aloud to your action partner. Promise to keep your commitments! Sign below.

MY COMMITMENTS

I will use “me in 30 seconds” and power statements in at least 30 contacts with people I know and people they know (my network). *(Track your contacts on pages 50–51. Some of these should be follow-up with people you have contacted before.)*

Circle your goal: 30 40 50

I will work with my contacts and try meeting the manager to have at least 10 face-to-face meetings with potential employers. *(Track your contacts on pages 50–51.)*

Circle your goal: 10 15 20

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes,” “No,” or the number of times you kept the commitment.

Contacted at least 30 people in network (Write #)	Met with at least 10 potential employers (Write #)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)

Read: Also, remember to track your personal expenses on the back of your *My Path to Self-Reliance* booklet.

Choose someone to facilitate the *My Foundation* topic in the next meeting. (Don’t know how to facilitate a *My Foundation* topic? Read page 13 and the inside front cover.)

Ask someone to offer the closing prayer.

Feedback Welcome
 Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Resources

LOOK WHERE THERE IS LESS COMPETITION

Choose roles and act out the following.

KWAME: *Oh, man. Over 200 people applied for that job I wanted. There’s no way I’ll have a chance!*

KOFI: *Kwame, do you remember that place we used to catch fish when you were younger?*

KWAME: *Yeah. It was a great spot, hidden behind all those trees. You couldn’t even tell it was there. But now, everyone knows*

about it. It’s so crowded now, it is hard to catch anything.

KOFI: *So, in your job search, why do you “fish” where everyone else is “fishing”? Why don’t you look where there is less competition? I think you’re missing the hidden job market. Fish where the fish are!*

Back to page 38

MOST PRODUCTIVE SOURCES

Choose roles and act out the following.

KOFI: *I picked up the newspaper for you.*

KWAME: *I haven’t been looking in the paper anymore. Remember? I’m fishing where there is less competition.*

KOFI: *Good, you do need to focus on the most productive sources. But there*

are some good jobs in the newspaper. We need to keep trying every option. It’s just a matter of spending the right amount of time on your most productive sources.

Back to page 39

BUILDING YOUR NETWORK

Choose roles and act out the following.

KWAME: *I've been trying to keep up with making 10 new contacts every day, but new contacts are getting harder to find.*

KOFI: *Well, I've been watching you in these last few days, and it seems to me you have been trying to do it all by yourself. You know, you'll get better results if you spend some of your time networking.*

KWAME: *Networking?*

KOFI: *Yes, you should be building a team, a network of people who can tell you about opportunities when they hear about them. You should take some time helping others, and they may be able to help you.*

KWAME: *I've been talking to everyone I know, more than once.*

KOFI: *Right. But your network doesn't have to be just the people you know. It needs to include the people they know. Ask the people you know to introduce you to people they know.*

KWAME: *Hmmm. But what do I say to these people when I don't know them? It's different than talking to people who already know me. Where would I start?*

KOFI: *Start by asking your friends if they know anyone (1) who knows something about your chosen career, (2) who has influence in hiring, or (3) who just knows a lot of other people. Your network will grow much larger and faster. And you're more likely to hear about job opportunities by word-of-mouth through your network. They'll help you find the hidden job market.*

KWAME: *But what do I say to them?*

KOFI: *It's not so much what you say, but how you say it. It's more about how you present yourself. Practice your “me in 30 seconds” and your power statements and you'll definitely make a good impression.*

KWAME: *Well, okay. Maybe this will open up some new doors.*

Back to page 40

TRACK YOUR EFFORTS

Before our next meeting, make at least 30 job search contacts through your network. This should lead you to at least 10 face-to-face meetings with potential employers.

Keep looking at advertisements and the Internet, and visit a self-reliance center. But remember where the jobs are—the hidden job market! Spend most of your time and effort talking directly to companies and meeting with personal contacts through your network.

You can keep track of your contacts and meetings on this chart (example provided). Keep notes of your meetings on the Contact Follow-Up form on the following page, or you can use a separate notebook.

ADVERTISEMENT/ INTERNET	GOVERNMENT OR PRIVATE JOB- PLACEMENT SERVICES	PERSONAL CONTACTS WITH COMPANIES	PERSONAL MEETINGS WITH PEOPLE FOUND THROUGH YOUR NETWORK
1. <i>Applied online for book-keeping job</i>	1. <i>Sent “thank you” to Gloria at job-service office</i>	1. <i>Follow-up visit to Michael at Accounting, Inc.</i>	1. <i>Met Jose’s friend at Toro Corp.</i>
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
	6.	6.	6.
	7.	7.	7.
	8.	8.	8.
		9.	9.
		10.	10.
		11.	11.
		12.	12.
		13.	13.
			14.
			15.

CONTACT FOLLOW-UP FORM

CONTACT

Person or organization: _____

Telephone: _____ Address: _____

Email: _____ I was referred by: _____

I contacted this person Yes No Date: _____

ITEMS DISCUSSED:

1. _____
2. _____
3. _____

FOLLOW-UP ACTIVITIES:

1. _____ Complete by (date): _____
2. _____ Complete by (date): _____
3. _____ Complete by (date): _____

NEW REFERRALS:

1. Name: _____ Telephone: _____ Fax: _____
Email: _____ Address: _____
2. Name: _____ Telephone: _____ Fax: _____
Email: _____ Address: _____

CONTACT

Person or organization: _____

Telephone: _____ Address: _____

Email: _____ I was referred by: _____

I contacted this person Yes No Date: _____

ITEMS DISCUSSED:

1. _____
2. _____
3. _____

FOLLOW-UP ACTIVITIES:

1. _____ Complete by (date): _____
2. _____ Complete by (date): _____
3. _____ Complete by (date): _____

NEW REFERRALS:

1. Name: _____ Telephone: _____ Fax: _____
Email: _____ Address: _____
2. Name: _____ Telephone: _____ Fax: _____
Email: _____ Address: _____



4

*How do I stand
out as the
clear choice?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

<i>Group member name</i>	<i>Contacted at least 30 people in network (Write #)</i>	<i>Met with at least 10 potential employers (Write #)</i>	<i>Practiced Foundation principle and taught it to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>
<i>Gloria</i>	<i>33</i>	<i>12</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 4 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: What did you learn as you contacted people in your network? Did you meet with some hiring managers? Did you write down your contacts and follow up?

Did anyone try Accelerated Job Search? Any results?



LEARN

HOW DO I STAND OUT AS THE CLEAR CHOICE?

Time: Set the timer to 60 minutes for the Learn section.

Watch: “What Is He Looking For? Part I” (No video? Read page 66.)

Discuss: What do employers want to know during interviews or when they give you an application? What if your answers could help you stand out as the clear choice for the employer?

Read: **QUESTION OF THE WEEK—How do I stand out as the clear choice?**

ACTION OF THE WEEK—Give great answers to interview and application questions.

During this meeting, you will learn to answer interview questions and complete applications in a way that will help you stand out!



HOW DO I PREPARE FOR AN INTERVIEW?

Read: Are we afraid of interviews? Do we wonder what interviewers are going to ask or what they really want to know?

Actually, we *can* know. Most interviewers ask common questions. As a group, let's take turns reading this chart.

COMMON QUESTIONS	WHAT THE INTERVIEWER MAY WANT TO HEAR	ANSWER TOOLS
What can you tell me about yourself?	Can she speak well? Is she prepared?	"Me in 30 seconds"
What are your strengths?	Does his experience meet our needs?	Power statement
Why do you want to work for us?	Does she have a clear goal?	Power statement
What did you think of your last boss?	Does he respect leaders?	Power statement
How do you react to pressure?	Does she take ownership of problems?	Power statement
What do you expect to be paid?	Are his expectations reasonable?	Answer with a question

Watch: "What Is He Looking For? Part II" Pause and participate as directed. (No video? Read pages 67–68.)

Discuss: When is your "me in 30 seconds" a useful tool in an interview? When are your power statements the right tools? Did you see how to turn a negative into a positive?

Practice: Take six or seven minutes to do the following "speed practice."

- Stand up and turn to another group member.
- One of you is the employer; ask a common question from the chart above.
- The other is the job seeker; answer the question with your tools.
- Switch roles and do it again. Give each other helpful feedback!
- Once you have both been employer and job seeker, move to another partner. Repeat this until time runs out.

Keep practicing after our meeting with your family or friends. See the chart on page 69 for more questions.



HOW DO I ANSWER QUESTIONS WITH QUESTIONS?

Read: What if we can't tell what the interviewer wants? Or what if we need more information? Sometimes we can answer with a question.

Read: Let's look at these two common questions. We will read each question and then the information to the right of it.

COMMON QUESTIONS	WHAT THE INTERVIEWER MAY WANT TO HEAR	ANSWER TOOLS	ANSWER WITH A QUESTION
What salary do you want?	Is he confident enough to negotiate?	Answer with a question	What do you typically pay for this position?
Do you have any questions?	Does she understand the job?	Answer with a question	What is the best thing about working here?

Discuss: When would it be good to answer a question with a question? When would it *not* be a good idea? How could you prepare to ask good questions in an interview?

Read: Before the interview, we need to study the employer and go prepared to ask good questions. We can also be prepared to add a question to a "me in 30 seconds" or a power statement. For example: "What other skills would you like me to talk about?" Good questions can create a good conversation!

I'm very interested in your products. How do you make them?



You



Interviewer

I'm glad you care! First we bring in the raw materials. Then, we ...

Tip:

Learn when and when not to ask questions. Don't take answering questions with questions too far. Be sensitive to the feelings of the interviewer. Don't come across as too aggressive.

OPTIONAL ACTIVITY: HOW DO I NEGOTIATE EMPLOYMENT THAT MEETS MY NEEDS?

(DO NOT DO THIS DURING THE MEETING.)

If you choose, before our next meeting you may do this activity. One important part of an interview is negotiating. If you want to learn more, take time to review "How Do I Negotiate Employment That Meets My Needs?" on pages 70–72 in the Resources section. Discuss and practice with your family.

WHAT ABOUT MY ATTITUDE AND APPEARANCE?

Practice: Everyone stand and repeat this phrase together three times:

We have only one chance to make a first impression!

Discuss: What does this mean to you as you try to “stand out”?

Practice: Move your chair to work with another group member. Read this chart to each other. Decide what you can improve to be your best self.

TIPS FOR SUCCESS

Attitude	<ul style="list-style-type: none"> • Pray for help and peace. • Be polite and respectful. • Be on time. • Show interest in the company and the interviewer. 	<ul style="list-style-type: none"> • Smile and be pleasant. • Act confidently. • Speak clearly.
Grooming	<ul style="list-style-type: none"> • Be clean: face, hands, fingernails. • Use moderate make-up (women). • Use moderate hairstyles. 	<ul style="list-style-type: none"> • Smell good. • Trim or shave facial hair (men). • Look like a professional.
Dress	<ul style="list-style-type: none"> • Wear clean clothes without holes (clothes do not have to be expensive). • Iron clothes. • Dress one step above work dress: <ul style="list-style-type: none"> ◦ If you would go to work in jeans and a T-shirt, dress in slacks and a nicer shirt. ◦ If you would go to work in a nicer shirt, wear a shirt and tie (for men) or a blouse (for women). 	

HOW DO I FILL OUT JOB APPLICATIONS?

Read: We want to spend most of our time with personal contacts and interviews through our network. But we will likely have to fill out applications, too, either on paper or online. An application is like an interview on paper.

Practice: Get with two other group members. Fill out the application on the next two pages. Then read the following and discuss how to improve your applications. After our meeting, review pages 73–75.

APPLICATION SECTION	WHAT THEY ARE LOOKING FOR	TOOLS AND TIPS
Personal Information	Is there anything to disqualify her (such as a crime or other problem)?	Answer every question. Use “me in 30 seconds” information. Be honest; avoid unnecessary details.
Education	Does he have the necessary training?	If possible, start with highest degree or certificate and go back in time. Add all specific training and certifications. Add power statement information.
Employment History	Does she have the experience we need?	If possible, start with most recent work and go back. Try to avoid gaps in time or explain them. Use power statement information.
References	Is there enough information for me to contact them?	Prepare at least one reference (get permission) for your character (honesty, etc.) and one for your job skills and results.
Awards or Recognitions	Does he have special skills?	If possible, start with most important and go toward least important. Add power statement information.
General	Is the application neat and clean?	Write clearly. Make it nice to look at.

JOB APPLICATION FORM

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Position: _____ Desired Salary: _____ Date available: _____

Have you ever worked for this company? Yes No Date: _____

If yes, when? _____

Have you ever been convicted of a crime? Yes No Date: _____

If yes, explain: _____

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

Full Name: _____ Relationship: _____ Phone: _____

Full Name: _____ Relationship: _____ Phone: _____

Full Name: _____ Relationship: _____ Phone: _____

Previous Jobs

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

? PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Discuss: Would anyone like to share his or her ideas?

"I will instruct thee and teach thee in the way which thou shalt go: I will guide thee with mine eye."

PSALM 32:8



4: How do I stand out as the clear choice?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

Read each commitment aloud to your action partner. Promise to keep your commitments! Sign below.

MY COMMITMENTS

I will use "me in 30" and power statements in at least 40 contacts with people I know and people they know (my network).

Circle your goal: 40 50 60

I will work with my contacts and try meeting managers to have at least 10 face-to-face meetings with potential employers.

Circle your goal: 10 15 20

I will practice my interview and application skills with employers and others.

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes,” “No,” or the number of times you kept the commitment.

Contacted at least 40 people in network (Write #)	Met with at least 10 potential employers (Write #)	Practiced interview and application skills (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)

Read: Also, remember to track your personal expenses on the back of your *My Path to Self-Reliance* booklet.

Choose someone to facilitate the *My Foundation* topic in the next meeting. (Don't know how to facilitate a *My Foundation* topic?

Read page 13 and the inside front cover.)

Ask someone to offer the closing prayer.

Feedback Welcome

Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Resources

WHAT IS HE LOOKING FOR? PART I

Choose roles and act out the following.

SETTING: *Jose (boss) is interviewing Miguel (job seeker). This is in the middle of the interview.*

JOSE: *Okay, good. Now, could you please describe your last major mistake, why it happened, and what you did about it?*

MIGUEL: *[Thinking] What kind of question is that? What does he want? I wish I could know what he is looking for.*

JOSE: *[Thinking] I just want to see if he understands what he did wrong, and if he fixed the problem.*

MIGUEL: *[Thinking] I know what he's looking for. I need to turn a negative to a positive!*

MIGUEL: *[Out loud] Well, I do remember once when my manager thought I had missed a deadline. What really happened was that I had not communicated some changes from the client. From then on, I made sure to let everyone know what was happening!*

JOSE: *That sounds pretty good, Miguel. Sounds like you learned something!*

Back to page 56

WHAT IS HE LOOKING FOR? PART II

Choose roles and act out the following. **Note to facilitator:** When it says to discuss, let the group answer before you move ahead.

NARRATOR: *So, here we are with Jose (the interviewer) and Miguel (the potential employee). Jose is going to ask four common questions. We will talk about how Miguel should answer. Are you ready?*

JOSE: *Hello. So, what can you tell me about yourself?*

**DISCUSS: (1) What does the interviewer want to know?
(2) How might Miguel use a “me in 30 seconds” statement to answer? (See outline on the right.)**

NARRATOR: *Okay, here’s what the boss is actually thinking.*

JOSE: *Can he give a clear answer? Is he qualified?*

NARRATOR: *So, Miguel should probably use his “me in 30 seconds.”*

MIGUEL: *I’m Miguel Fuentes. I am applying to be your new manager of accounting. I have had six years of experience and I have led an accounting team of five people. Together we decreased our costs last year by 15% and increased output by 23%. I graduated with a certificate in accounting and I have a government license. On weekends, I love a great game of football. What else would you like to know?*

JOSE: *That’s great, thank you. Now, what are some other strengths?*

**DISCUSS: (1) What does the interviewer want to know?
(2) How might Miguel use a power statement to answer? (See outline on the right.)**

NARRATOR: *Here’s what Jose really wants to hear.*

JOSE: *Does he have the skills we need? Can he prove it with results?*

NARRATOR: *Since this is what Jose wants, Miguel could probably use a power statement to answer.*

MIGUEL: *Let me give you an example. I’m always looking for ways to cut costs. For example, about three months ago I went to my manager and explained that we were losing nearly 3000 a week due to late payments. He was skeptical at first, but I showed him the numbers. So he asked me to solve the problem. Over 10 weeks, I was able to reduce late payments by 30 days per invoice, which saved thousands. I could use this problem-solving skill to help here at Sport Corporation.*

“Me in 30 Seconds”

1. Name
2. Objective
3. Qualifications
4. Traits
5. End with a question

Power Statement

1. Identify a skill or strength
2. Specific example
3. Result
4. Match to needs

4: How do I stand out as the clear choice?

NARRATOR: Here's another question—one we don't like to hear!

JOSE: What are some of your weaknesses?

DISCUSS: (1) What does the interviewer want to know?
(2) How might Miguel answer by turning negatives into positives? (See outline on the right.)

NARRATOR: Here's what the interviewer is thinking.

JOSE: Is he aware of a weakness? Has he done something to solve it?

NARRATOR: Since this is what Jose wants to hear, Miguel could answer by turning a negative into a positive.

MIGUEL: Some people say I care too much about helping customers pay their invoices on time. So, I've worked hard to balance payment results with customer service. And I learned a lot. By caring more about all customers and their needs, I've actually been able help the company get paid faster. And I received the award for top customer service this past month.

NARRATOR: Okay, here is one last common question.

JOSE: Great, Miguel. Thank you. Now then, why do you want to work for us?

DISCUSS: (1) What does the interviewer want to know?
(2) How might Miguel use a power statement to answer? (See outline on the right.)

NARRATOR: So, here's what the interviewer was thinking.

JOSE: Does he know what we need? Does he care?

NARRATOR: Since this is what the interviewer wants, Miguel could use another power statement to answer.

MIGUEL: Well, Mr. Martinez, the research I did about Sport Corporation was very interesting. You focus on selling sports equipment and you have been successful.

I heard that you are starting some new, improved products. I want to work with a successful company that is growing. I also know quite a bit about sports and exercise. Over the past year, I volunteered as a football trainer, and I helped the team improve both endurance and performance. I understand what you are trying to achieve and I can help you do it.

Back to page 57

Turn Negatives into Positives

1. Share a weakness that is common to many people.
2. Describe specifically how you have overcome that weakness.
3. Add information from your power statements.

Power Statement

1. Identify a skill or strength
2. Specific example
3. Result
4. Match to needs

PRACTICE ANSWERING COMMON QUESTIONS

Before our next meeting, with your action partner, family, or friends, practice answering questions.

COMMON QUESTIONS	WHAT THE INTERVIEWER MAY WANT TO KNOW ABOUT YOU	ANSWER TOOLS
What can you tell me about yourself?	Can she speak well? Is she qualified?	“Me in 30 seconds”
What are your strengths?	Does his experience meet our needs?	Power statement
What are your weaknesses?	Is she honest? Has she improved?	Turn negative to positive
Why do you want to work for us?	Has she done research? Does she have goals?	Power statement
Describe your last major mistake.	Is his reason for the mistake logical? Did he learn from it?	Turn negative to positive
What did you think of your last boss?	Does she respect leaders?	Power statement
How do you react to pressure?	Does he take ownership of problems?	Power statement
Have your ideas ever been rejected?	Is she persistent? Is she positive?	Turn negative to positive
What are your career goals?	Will he help us succeed? Is he focused?	“Me in 30 seconds”
What do you expect to be paid?	Are his expectations reasonable?	Answer with a question
Do you have any questions for me?	Does he care? Is he interested?	Answer with a question

HOW DO I NEGOTIATE EMPLOYMENT THAT MEETS MY NEEDS? (OPTIONAL ACTIVITY)

Read: When the employer decides to offer us a job, we may discuss the terms of our employment. These terms include our pay, when and how long we work, working conditions, or other issues. The goal is to be open and honest and for everyone to feel good about the results.

Discuss: What is difficult about negotiation? Why would you negotiate?

Read: Here are five steps we can use to prepare for this sort of discussion:

- Identify our needs beforehand.
- Decide what is most important and any minimum acceptable terms.
- Learn what the employer may offer and what is important to them.
- Seek inspiration; think of ways both we and the employer can “win.”
- Practice the discussion with a family member or friend.

Practice: Use the following chart to think about your job-related needs.

Examples are in gray; just write over them.

1. Number each need in order of priority to you. Use “1” as the highest priority.
2. Decide what you think is a minimum level for each need.
3. Discuss these with your spouse or family. Let them show their priorities and set minimum levels together. If there are differences, come to an agreement.

MY NEEDS <i>(Add any others)</i>	MY PRIORITIES <i>(you number each; 1 is highest)</i>	FAMILY PRIORITIES <i>(they number each; 1 is highest)</i>	MINIMUM ACCEPTABLE <i>(bottom limit for each need)</i>	EMPLOYER PRIORITIES <i>(their desires/needs in priority if you know)</i>
Pay	1	2	3000/month	Pay range 2200-3200
Working Hours	5	1	No Sundays	Work weekends when needed
Clean Environment	6	5	No dangerous chemicals	Chemicals that make work faster
Work Associates	3	6	Honest	Punctual, hard-working
Opportunity	2	4	90-day promotion	Team worker
Health Care	4	3	-----	

Discuss: What did you learn from this exercise?

Practice: Now think about an employer for whom you would like to work. What are their priorities? Can you find out what is most important to them? Put your employer’s priorities in the chart above before your interview.

Discuss: From your experiences, how could you match your needs with the desires of the employer?

4: How do I stand out as the clear choice?

Practice: With a family member or friend, do this role play.

1. Read this situation: In his first interview, Kofi learned that the wage range for this position is 95 to 105 per day. Now, he is at the second interview. The employer offers him a job at 96 per day. Kofi needs at least 100 per day. He could also use help with transportation and he has decided he will not work on Sunday.
2. One of you take the role of the employer and the other take the role of Kofi. The employer starts by offering Kofi the job at 96 per day. He asks him to work two Sundays a month. Kofi should try to negotiate a solution that is acceptable to both.
3. Then switch roles and try it again.

Discuss: How did it go? Did you answer questions with questions? Did you think about negotiating for other benefits?

Read: Here is one way Kofi's negotiation might turn out. Let's read through this table. Who wins? Did they resolve the issue of Sunday work?

Tip:

If an offer is too low, try silence. Wait for 10 seconds before responding. Often the person you are negotiating with will give a better offer to break the silence.

ORIGINAL OFFER	IMPORTANT TO COMPANY	IMPORTANT TO KOFI	WHAT KOFI NEGOTIATES	REVISED OFFER
Wage of 96 per day	Company can pay up to 98 per day for someone with Kofi's level of experience.	Kofi needs 100 per day. 3 of that 100 pays for transportation to work.	Kofi asks company for 97 per day and to pay for his bus fare of 3 per day.	The company agrees to Kofi's wage of 97 per day and to pay for his bus fare. The company has a deal with the bus company. It only pays them 1 per day for Kofi's fare.

Discuss: What if you cannot reach a deal? Should you walk away from the opportunity if it does not meet your needs?

Read: By practicing your negotiation skills, you can often reach agreements that are good for everyone involved. Whatever agreement you make, ask for a confirmation in writing by a certain date. That protects everyone!

4: How do I stand out as the clear choice?

Previous Jobs

Job Title: Supervisor Starting Salary: 40000 Ending Salary: 45000

Responsibilities: Supervise line workers

From: 2010 To: 2011 Reason for Leaving: Back to school

Company: Any Company Phone: 1234567894

Job Title: Job Trainer Starting Salary: 30000 Ending Salary: 32000

Responsibilities: Train workers on line

From: 2008 To: 2010 Reason for Leaving: New job

Company: Another Company Phone: 1234567895

I certify that my answers are true and complete to the best of my knowledge.

If the application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Amit Pullagani Date: December 6, 2013

RESUME EXAMPLE

William Owusu

Address: 1234 Any Street, Accra, Ghana

Tel: 1234567896

E-mail: owusu1234@emailcompany.com

Personal Data

Full Name : William Owusu
 Sex : Male
 Date of Birth : April 16, 1980
 Place of Birth : Kumasi, Ghana
 Marital Status : Single

Educational Background

2007-2011 : Certificate at Any Technical School
 2000 : Graduated from Any High School

Work Experiences

2004-2006 : worked as a full-time missionary
 2007-2011 : worked as a team leader at Any Restaurant
 2011- : working for Any Limousine as a booking agent

Training Courses

2009 : Completed spreadsheet training course
 2013 : Completed customer service training course
 2012 : Completed small business training course

Computer Proficient

2003 : Spreadsheets, database, Internet / email

Languages

Ashanti Twi : Mother tongue
 English : Good

Interest and Hobbies

: Reading books, playing sports, Internet

References

1. **Sandra Osei** Tel :1234567897
2. **Eric Katoka** Tel :1234567898



5

*How do I accelerate
my job search?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Contacted at least 40 people in network (Write #)	Met with at least 10 potential employers (Write #)	Practiced interview and application skills (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	52	14	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 5 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: Did you practice good answers to common interview questions? Did anyone use them in an interview?

What did you learn by discussing negotiation ideas with your family? Did you practice negotiating? Any concerns?



LEARN

HOW DO I ACCELERATE MY JOB SEARCH?

Time: Set the timer to 60 minutes for the Learn section.

Read: We have gained some powerful tools to help with our job search:

- “Me in 30 seconds”
- Power statements
- Turn a negative to a positive
- Answer questions with questions
- Answer common interview questions
- Complete applications
- Improve appearance and attitude

During this meeting, we will learn how to use all these tools together to help accelerate our job search!

Discuss: How do you feel now that you have all these tools to help with your job search?

Read: **QUESTION OF THE WEEK—How do I accelerate my job search?**

ACTION OF THE WEEK—Significantly increase my resources, contacts, and face-to-face meetings.

Some people in our group may have been doing the Accelerated Job Search already. In this meeting we will all accelerate our job search.

DAILY JOB SEARCH

Read: Now it is time for us to use all these tools and accelerate our job success.

Watch: “Rafael: Job in 6 Days!” (No video? Read “Daily Job Search: Alba’s Story” on page 88.)

Discuss: What helped Rafael or Alba succeed in the Accelerated Job Search?

Practice: Accelerated Job Search is a powerful daily job search strategy. In some areas, this approach has reduced the time to find a job from 200 days to 20 days! It requires intense effort—from two to four hours a day or more. It includes three daily activities:

1. Identify 15 new resources.
2. Make 10 contacts from those resources.
3. Have at least 2 face-to-face meetings or interviews with those contacts.

5: How do I accelerate my job search?

Watch: “Daily Job Search: Resources” (No video? Read page 88.)

Practice: Start filling out the table on the next page right now by listing as many resources as you can think of in the first column. These are people, places, and things that have information to help you! Some examples are provided. Fill in more before our next meeting by using the form on page 91. Make copies of the blank form as you continually add to your resource list.

Watch: “Daily Job Search: Contacts” (No video? Read page 89.)

Practice: Now, on the next page, list as many people as you can think of who you might contact before our next meeting. Remember—do not be embarrassed. Find a way to make 10 contacts a day!

Watch: “Daily Job Search: Meetings” (No video? Read page 89.)

Read: Now, on the next page, list as many people as possible whom you might meet with face to face before our next meeting. Think about when you can meet them and where. Remember to use your “me in 30 seconds” at each meeting.

Watch: “Daily Job Search: Putting It All Together” (No video? Read page 90.)

Practice: Now, look at the table on the next page. What will you do first? second? third? Make a plan to find resources, make contacts, and hold face-to-face meetings every day. Decide when you will do these things and ask your family or action partner to help you. Pray for the Lord’s guidance.

RESOURCES, CONTACTS, AND MEETINGS FORM

RESOURCES <i>(make a list)</i>	CONTACTS <i>(phone, email)</i>	MEETINGS <i>(face-to-face)</i>
<i>Internet sites</i>	<i>Quorum or Relief Society members</i>	<i>Potential employers</i>
<i>Newspapers</i>	<i>People you have worked with</i>	<i>Home teachers</i>
<i>Placement services</i>	<i>Teachers</i>	<i>Church members</i>
<i>Self-reliance center</i>	<i>People you meet at a store</i>	

ACCELERATED JOB SEARCH TRACKING FORM

Read: Here is a sample of the Accelerated Job Search Tracking Form. Keep track of your resources, contacts, and meetings with the form on page 92. Make copies for as many weeks as needed. (Check boxes and add notes. Show daily totals.)

DAY 1

Resources: Daily Total 15

Contacts: Daily Total 10

Interviews: Daily Total 2

Notes:
Cashier job was filled. They said to try the market. They might be hiring.

DAY 2

Resources: Daily Total 15

Contacts: Daily Total 8

Interviews: Daily Total 2

Notes:
Jose couldn't meet today. He said to come back on Thursday.

DAY 3

Resources: Daily Total 14

Contacts: Daily Total 10

Interviews: Daily Total 3

Notes:
Fill out the job application from Maria at the market.

PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Discuss: Would anyone like to share his or her ideas?

“Search diligently, pray always, and be believing, and all things shall work together for your good, if ye walk uprightly.”

DOCTRINE AND COVENANTS 90:24

5: How do I accelerate my job search?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

Read each commitment aloud to your action partner. Promise to keep your commitments! Sign below.

MY COMMITMENTS

I will identify at least 15 new resources a day (at least 75 in a week).

Circle your goal: 75 80 85

I will make at least 10 contacts a day (at least 50 in a week).

(Some of these should be follow-up with contacts you made previously.)

Circle your goal: 50 55 60

I will hold at least 2 face-to-face meetings a day with potential employers and others (at least 10 this week).

Circle your goal: 10 12 14

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes,” “No,” or the number of times you kept the commitment.

<i>Resources: identified at least 15/day, 75/week (Write #)</i>	<i>Contacts: made at least 10/day, 50/week (Write #)</i>	<i>Face-to-face meetings: had at least 2/day, 10/week (Write #)</i>	<i>Practiced Foundation principle and taught it to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

Read: Choose someone to facilitate the *My Foundation* topic in the next meeting. (Don't know how to facilitate a *My Foundation* topic? Read page 13 and the inside front cover.)
Ask someone to offer the closing prayer.

Feedback Welcome
Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Resources

DAILY JOB SEARCH: ALBA'S STORY

Choose someone to read the following.

My desperation about my unemployment made me hit rock bottom, where only my Heavenly Father could help me solve my need. He inspired someone to come and invite me to visit the self-reliance center, where they started a job search program called the Accelerated Job Search. It is a strategy that teaches how to find employment quickly. What a blessing!

Through this approach, I found the resources to get a permanent position in an important government organization. I was hired to run the communications department. I have no doubt that this was made possible by my prayers and God's answers.

Back to page 81

DAILY JOB SEARCH: RESOURCES

Take turns reading the following.

Through the scriptures, we are taught that "men should be anxiously engaged in a good cause, and do many things of their own free will. . . . For the power is in them, wherein they are agents unto themselves." And this commandment comes with a promise: "Inasmuch as men do good they shall in nowise lose their reward" (D&C 58:27–28).

Effective job seekers understand that the "power is in them," and God will help them as they become "anxiously engaged." Specifically, we will discuss one proven job-search strategy with three parts. It's called the Accelerated Job Search.

First, successful job seekers learn to identify 15 new resources daily. Second, they make 10 contacts each day. And third, they hold at least 2 face-to-face meetings or interviews each day.

At first, the Accelerated Job Search approach might seem overwhelming. But as we discuss each element, you will see that it really is possible—and successful!

Let's start with resources. What is a resource? A resource is a person, place, or thing that can help lead a job seeker to a potential opportunity.

People could include friends and family, Church members and leaders, employers or co-workers, school teachers and career counselors, people at the store—virtually anyone who can provide you with useful job information and additional resources.

Places include chambers of commerce, local ministries of employment, and civic or professional associations. Each of these places offers information that can help.

And things that will enhance your search include business and telephone directories, company web pages, the Internet, trade journals and magazines, newspapers, and other media outlets.

Make a list of at list 15 of these every day!

Back to page 82

DAILY JOB SEARCH: CONTACTS

Take turns reading the following.

Now let's talk about contacts. A contact is not just sending a resume or filling out an application. From all the resources you have identified, you just need to make 10 employment-related contacts.

Contacts include any employment-related interaction you have with people: applying for a job; sending a resume or a thank-you note; telling friends, family, and Church members that you are looking for work—

text messages or emails work. You can also interact with other networking contacts and, of course, potential employers. Look for different opportunities to interact with people and let them know you are looking for work. Most people will gladly introduce you to other people they know. These connections lead to interviews, which lead to jobs!

Back to page 82

DAILY JOB SEARCH: MEETINGS

Take turns reading the following.

Finally, effective job seekers have learned the value of actually meeting with at least two people, face to face, each day. This may be your most valuable action of each day. Why? Face-to-face meetings or interviews allow better communication and understanding. People often “speak” mostly through body language and facial expressions. And these nonverbal messages do not make it through email or over the phone. In person, people can see and feel just how great you are!

Also, face-to-face meetings often allow you to see and feel the environment where you might work. You can observe how people interact and how friendly or happy they are, the success of the organization, what needs or opportunities there are, and how you might meet those needs. Interviews of any kind are great opportunities!

Not all face-to-face meetings every day need to be with potential employers.

You can also meet with other contacts, including friends and family, and friends of friends, as well as secretaries or teachers or counselors or other people who do the type of job you want to have. Just meet with people! Give them your “me in 30 seconds” and use the ending question to ask for job leads and more people to meet. Keep trying, selling your value, and asking for help and advice. Great things will happen!

So this is the Accelerated Job Search! Each day, if you identify 15 resources and make 10 contacts, having 2 face-to-face meetings will be easy. You will be amazed at how this speeds up your job search! Do it with great faith, and doors will open you never thought possible.

Back to page 82

DAILY JOB SEARCH: PUTTING IT ALL TOGETHER

Take turns reading the following.

The three parts of the Accelerated Job Search are not separate activities. As you act, you'll see that resources are everywhere. Start each day by adding to your list. And as you do, you will think of ways to contact people, and contacts often lead to meetings.

Your self-reliance group is a great source of resources, contacts, and meetings. So are fellow members of the Church, neighbors, or colleagues at work. Keep adding resources as you make contacts. Ask for

more contacts when you have face-to-face meetings. Ask for more interviews with everyone you meet.

Use your "me in 30 seconds" statements. The Accelerated Job Search is possible, and it can be fun once you get started. So don't wait. Talk with everyone. Always seek the guidance of the Holy Ghost and remain worthy. Keep good records and follow up. As you move, the Lord will show the way.

Back to page 82

CONTACT FOLLOW-UP FORM**CONTACT**

Person or organization: _____

Telephone: _____ Address: _____

Email: _____ I was referred by: _____

I contacted this person Yes No Date: _____

ITEMS DISCUSSED:

1. _____

2. _____

3. _____

FOLLOW-UP ACTIVITIES:

1. _____ Complete by (date): _____

2. _____ Complete by (date): _____

3. _____ Complete by (date): _____

NEW REFERRALS:

1. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____

2. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____

CONTACT

Person or organization: _____

Telephone: _____ Address: _____

Email: _____ I was referred by: _____

I contacted this person Yes No Date: _____

ITEMS DISCUSSED:

1. _____

2. _____

3. _____

FOLLOW-UP ACTIVITIES:

1. _____ Complete by (date): _____

2. _____ Complete by (date): _____

3. _____ Complete by (date): _____

NEW REFERRALS:

1. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____

2. Name: _____ Telephone: _____ Fax: _____

Email: _____ Address: _____



6

*How do I excel
on the job and
continue to succeed?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Resources: identified at least 15/day, 75/week (Write #)	Contacts: made at least 10/day, 50/week (Write #)	Face-to-face meetings: had at least 2/day, 10/week (Write #)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	80	53	11	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 6 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: What did you learn as you identified resources, made contacts, and had face-to-face meetings?



LEARN

HOW DO I EXCEL AT WORK?

Time: Set the timer to 60 minutes for the Learn section.

Read: After we get a good job, we need to keep that job and excel in it. We need to be the best employees we can be.

Read: QUESTION OF THE WEEK—How do I excel on the job and continue to succeed?

ACTION OF THE WEEK—I will (1) excel on the job, (2) prove my value to my employer, and (3) plan my career.

Watch: “That’s Not My Problem” (No video? Read page 108.)

Discuss: Why did Joseph, the boss, ask Gloria and Anthony to solve their own problems?

Watch: “That Is My Problem” (No video? Read page 109.)

Discuss: By taking responsibility, Gloria and Anthony became more valuable to their employer. Why?

Read: We will excel on the job by continuing to use all the tools we have gained in searching for a job:

1. Making contacts and building our network.
2. Communicating clearly with others and showing a good attitude and appearance.
3. Working hard and proving our value to our employer.

HOW DO I TAKE RESPONSIBILITY TO HELP MY EMPLOYER SUCCEED?

Read: Employers value some employees more than they do others. Valuable employees bring in more money or produce more for the company than they cost the company.

Discuss: How does it help you when you help your employer?

Practice: Think about these three employees as if you were Joseph, the owner of the company. Each of your employees costs you a certain amount for salary, equipment, and other things. And each employee brings in money by making the product, selling, or serving customers.

BENJAMIN



Brings in: 50000
Costs company: 53000

Profit/Loss: **-3000**

GLORIA



Brings in: 26000
Costs company: 25000

Profit/Loss: **1000**

ANGELA



Brings in: 45000
Costs company: 25000

Profit/Loss: **20000**

Move your chair to speak with the person next to you. Together answer these questions:

1. Who is the most valuable employee?
2. Who is least valuable?
3. If you had a bonus of 2000 to give to someone, who would it be?
4. If your least valuable employee doesn't improve, would you fire that person?
5. If another company tried to hire your best employee and take her away from you, would you give her a raise to keep her?

Talk about your answers with the entire group.

Discuss: As an entire group, discuss how you can become more valuable employees.

Practice: Move your chair to speak with the person next to you. Talk about each question and write down your ideas.

For your current job or for the job you are seeking, how could you:

1. Add new customers to the business?

2. Make current customers happier and more loyal?

3. Get current customers to buy more?

4. Increase product value and price?

5. Help customers to pay faster or even pay in advance?

6. Help the company increase income in some other way?

HOW DO I TAKE RESPONSIBILITY TO HELP MY EMPLOYER CUT COSTS?

Read: As valuable employees, we will also find ways to cut costs.

Discuss: How can you help to cut costs?

Read: In the second video, Anthony had a good idea: put the machine on a maintenance schedule. He was learning to save his employer money. This chart shows the difference. Anthony's idea would save his employer a lot of money—14500 in five years! When Anthony shows this to his boss, the employer will clearly see Anthony's value!

	COSTS WITHOUT MAINTENANCE SCHEDULE		COSTS WITH MAINTENANCE SCHEDULE		
	Repair	Replace	Maintenance	Repair	Replace
Year 1	2000		100	0	0
Year 2	2000		100	500	0
Year 3		10000	100	0	0
Year 4			100	500	0
Year 5	2000		100	0	0
Total Costs	16000		1500		

- Practice:** Move your chair to speak with the person next to you. Take turns. See how many answers you can find!
1. Describe to each other your job or the job you are seeking.
 2. For each of your jobs, find all the ideas you can about how to:
 - Save time
 - Improve a process
 - Take better care of machines or products
 - Reduce mistakes
 3. Write down good ideas and try to make them happen where you work before our next meeting. If you don't have the job yet, consider ways you could prepare yourself to implement your ideas when you get the job.

HOW DO I TAKE RESPONSIBILITY FOR MY CAREER?

Read: Together, read the scripture to the right.

Discuss: Will your current job (or the job you are seeking) help you become self-reliant? Do you believe that the Lord will help you prepare for better jobs? How will He do that?

Watch: “He Is Building a Palace” (No video? Read page 110.)

Discuss: What did you learn from this video? What did you feel?

- Practice:** Move your chair to speak with another person in the group.
1. Describe your current job or the job you are seeking.
 2. Describe the job you want in two to four years. Is it the same job or something else?
 3. Discuss what it would be like to have enough money to travel to the temple, serve missions, or help others.
 4. Write what you have discussed in these boxes.

“For the Lord God hath said that: Inasmuch as ye shall keep my commandments ye shall prosper in the land.”

2 NEPHI 4:4

WHERE YOU ARE NOW

WHERE YOU WANT TO BE

Empty box for writing current job details.

Empty box for writing future job goals.

OPTIONAL ACTIVITY: HOW TO FIND A MENTOR TO HELP ME SUCCEED

(DO NOT DO THIS ACTIVITY DURING THE MEETING.)

If you choose, you may do this activity before our next meeting:

A mentor can help you know the unwritten rules and expectations of the workplace. Study page 111.

WHAT TOOLS WILL I NEED TO MEET MY GOALS?

- Read:** Now that we have an idea about where we want to go, how do we get there? Let's read the scripture to the right.
- Discuss:** Is Christ able to bless you temporally? Does that include helping you get a job, keep the job, and excel in your career?
- Read:** The Lord will give us experiences in our work to help us gain skills and knowledge. He also expects us to gain knowledge through study and preparation. Many jobs are available only to those with a specific degree or certificate. Education allows us to excel on the job and become more valuable to our employers.
- Practice:** List the skills and knowledge you need to do your future work. List the ways to obtain these. What are your next steps on your path? (An example is provided.)

"For ye have not come thus far save it were by the word of Christ with unshaken faith in him, relying wholly upon the merits of him who is mighty to save."

2 NEPHI 31:19

POSITIONS YOU WANT	SKILLS AND KNOWLEDGE YOU NEED	WAYS TO GAIN THE SKILLS AND KNOWLEDGE	NEXT STEP
Construction Manager	Engineering skills Planning skills Problem-solving skills Communication skills	Classes at vocational or technical school or engineering degree from a college	Join an "Education for Better Work" self-reliance group to plan my next step.



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Discuss: Would anyone like to share his or her ideas?

"Hearken unto the words of the Lord. . . . Doubt not, but be believing."

MORMON 9:27



COMMIT

HOW DO I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

If I don't have a job yet, I will accelerate my job search.

I will improve my work by taking responsibility for my career.

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes” or “No.”

Accelerated my job search (Yes/No)	Improved my work (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)

Read: In our next meeting, we will do our self-reliance assessments again to see if we are becoming more self-reliant. We will need to bring our *My Path to Self-Reliance* booklets.

Choose someone to facilitate the *My Foundation* topic in the next meeting. (Don't know how to facilitate a *My Foundation* topic?

Read page 13 and the inside front cover.)

Ask someone to offer the closing prayer.

Feedback Welcome

Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Note to Facilitator:

For the next meeting, bring five extra copies of *My Path to Self-Reliance*.

The rest of the meetings will be somewhat different from the meetings so far. Read the material before the next meeting and be prepared to answer questions.

Resources

THAT'S NOT MY PROBLEM

Choose roles and act out the following.

JOSEPH (THE BOSS): *Gloria, you're three hours late.*

GLORIA: *I'm sorry, Joseph. I needed more sleep. My son was sick last night and I didn't get to bed until really late*

JOSEPH: *That's not my problem.*

GLORIA: *Then my alarm clock didn't go off this morning.*

JOSEPH: *Not my problem.*

GLORIA: *So, by the time I got ready, I had missed the first bus.*

JOSEPH: *Again, not my problem.*

GLORIA: *When I got to the bus stop, I realized I didn't have any money for the bus fare.*

JOSEPH: *Still not my problem.*

GLORIA: *So I missed the second bus because I had to go back home to get the money.*

ANTHONY: *Hey, sorry to interrupt, but that machine is broken and it's leaking fluid all over.*

JOSEPH: *What machine?*

ANTHONY: *I don't know what it's called. But, it's the one in the back corner by the shelves. Thomas isn't here today, and he usually runs the machine.*

JOSEPH: *That's not my problem.*

ANTHONY: *So I started using the machine and it got jammed.*

JOSEPH: *Ugh. That's not my problem.*

ANTHONY: *And there's probably a manual for it, but I don't know where that is.*

JOSEPH: *Okay, okay. Both of you, stop! Anthony, Gloria, **you** solve the problems!*

Back to page 98

THAT IS MY PROBLEM

Choose roles and act out the following.

JOSEPH: Anthony, will you call Thomas to find out when he will be back from the client visit? We need more fluid for that machine.

ANTHONY: I knew we'd need fluid. I already went and bought some and took care of filling it.

JOSEPH: What? You didn't wait for Thomas? I don't want you breaking the machine again.

ANTHONY: I know all about the machine now. I found the manual, took it home, studied it, and came back and fixed the machine. Now I can take care of things when Thomas is out on customer visits.

JOSEPH: That's great.

ANTHONY: That's not all. I made a maintenance schedule for it to prevent future problems.

JOSEPH: Thanks, Anthony. I really appreciate how you have handled this.

ANTHONY: Of course. That's my problem.

JOSEPH: [To himself] Wow, Anthony has really stepped up. He really paid for himself today.

JOSEPH: Oh, hey Gloria. How did you get here? Angela called and said that she wouldn't be able to make it to work today because of the bus drivers' strike. I thought you and Benjamin wouldn't make it either.

GLORIA: I knew the bus drivers were talking about going on strike, so a couple of days ago I made arrangements with Benjamin to give me a ride in his car if the strike happened.

JOSEPH: It's great you thought ahead like that.

GLORIA: I also thought the lines at the gas stations might be long today, so I gave Benjamin money and asked if he would mind filling up yesterday before the strike decision was made.

JOSEPH: You had enough money for that?

GLORIA: Yes, I've been setting bus money aside, so I used that to pay for gas. Benjamin and I went and picked up Angela and we're all here.

JOSEPH: Gloria, thank you for anticipating these things. Our customers really need the three of you here today.

GLORIA: Of course, Joseph, that's my problem.

JOSEPH: [To himself] And I was going to fire her? She is worth three employees today.

Back to page 98

HE IS BUILDING A PALACE

Choose someone to read the following.

“Imagine yourself as a living house. God comes in to rebuild that house. At first, perhaps, you can understand what He is doing. He is getting the drains right and stopping the leaks in the roof and so on; you knew those jobs needed doing and so you are not surprised. But presently He starts knocking the house about in a way that hurts abominably and does not seem to make sense. What on earth is He up to?

The explanation is that He is building quite a different house from the one you thought of—throwing out a new wing here, putting on an extra floor there, running up towers, making courtyards. You thought you were going to be made into a decent little cottage: but He is building a palace” (C. S. Lewis, Mere Christianity [1960], 160).

Back to page 103

HOW DO I FIND A MENTOR TO HELP ME SUCCEED? (OPTIONAL ACTIVITY)

Read: A valuable employee knows the rules and expectations of the employer. But there is not always a “company manual” to describe those expectations. And each workplace is different.

Practice: Think about how you might find out the unwritten rules and expectations of a workplace. You may want to ask family members, friends, or group members for their ideas.

Read: Some expectations are just common sense. Others can be observed. But for some, you will need a mentor. A mentor is someone you trust who knows company expectations and rules and would be willing to help you learn.

Practice: Before our next meeting, choose a mentor in your current workplace and ask him or her to help you learn the rules and expectations of the company.

Or describe the type of person you would like to have as a mentor in your future workplace.



7

*What are my biggest
job challenges
right now?*

My Job Search

FOR FACILITATORS

The day of the meeting:

NEW!

- Starting today, the meetings will be different from the first six meetings. Please review the materials on the following pages so that you are prepared to answer questions.
- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

NEW!

- Bring five extra copies of *My Path to Self-Reliance*.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Accelerated my job search (Yes/No)	Improved my work (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	Y	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 7 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Read the scripture to the right.

Discuss: As you kept your commitments, what "tender mercies of the Lord" have helped strengthen you to overcome your job challenges?

"But behold, I, Nephi, will show unto you that the tender mercies of the Lord are over all those whom he hath chosen, because of their faith, to make them mighty even unto the power of deliverance."

1 NEPHI 1:20



LEARN

HOW CAN WE HELP EACH OTHER WITH JOB CHALLENGES?

Time: Set the timer to 40 minutes for this page only (not the entire Learn section).

Read: Some of us may have jobs and some may still be looking for jobs, but everyone faces challenges with work. Some examples are:

- I still haven't found a job.
- My boss never seems happy with my work.
- I have a job, but I don't make enough money.
- I don't know how to deal with corruption at my work.
- I talk to a lot of people, but nobody will hire me.
- It's difficult to be honest with my employer.
- I don't like my co-workers.
- I can't keep a job.

We become more self-reliant as we counsel together and practice overcoming challenges.

Practice: Each member of the group will write his or her biggest job challenge on the board. As a group, choose three of the challenges on the board. Your practice today is to discuss and plan some solutions.

Reviewing past practices, discussions, and videos in this workbook can be helpful. You might also know someone outside the group that could help with a challenge. This person could be invited to help in your next group meeting.

AM I BECOMING MORE SELF-RELIANT?

Time: Set the timer to 20 minutes for this page only.

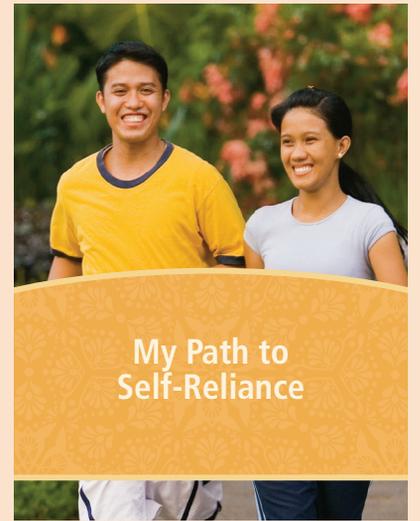
Read: Our goal is self-reliance, both temporal and spiritual. Succeeding in our jobs is only part of that goal.

Discuss: What changes have you seen in your life as you have practiced and taught the *My Foundation* principles?

Practice: Open your *My Path to Self-Reliance* booklet to a blank self-reliance assessment (in the back). Complete the steps.

When you are done, take three minutes to ponder the following:

Are you now more aware of your expenses? Can you now answer “often” or “always” to more of these questions? Are you more confident in the amount you have set as your self-reliant income? Are you closer to achieving your self-reliant income? What can you do to improve?





PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Which idea will help your job search or make you a better employee this week? Commit to do your idea.

Write this commitment on the next page.

Discuss: Would anyone like to share his or her job commitment or other ideas?

“Verily I say, men should be anxiously engaged in a good cause, and do many things of their own free will, and bring to pass much righteousness.”

DOCTRINE AND COVENANTS 58:27



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will keep the new job commitment I chose today:

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

7: What are my biggest job challenges right now?

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes” or “No.”

<i>Kept my new job commitment (Yes/No)</i>	<i>Practiced Foundation principle and taught it to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

Read: Choose someone to facilitate the *My Foundation* topic in the next meeting.

Ask someone to offer the closing prayer.

Feedback Welcome
Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.



8

*What are my biggest
job challenges
right now?*

My Job Search

FOR FACILITATORS

The day of the meeting:

NEW!

- Each meeting, we'll counsel together on how to overcome our biggest challenges. These may be different each meeting.
- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Kept my new job commitment (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 8 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: As you kept your commitments, what "tender mercies of the Lord" have helped strengthen you to overcome your job challenges?

8: What are my biggest job challenges right now?



LEARN

HOW CAN WE HELP EACH OTHER WITH JOB CHALLENGES?

Time: Set the timer to 60 minutes for the Learn section.

Read: Some of us may have jobs and some may still be looking for jobs, but everyone faces challenges with work. Some examples are:

- I still haven't found a job.
- My boss never seems happy with my work.
- I have a job, but I don't make enough money.
- I don't know how to deal with corruption at my work.
- I talk to a lot of people, but nobody will hire me.
- It's difficult to be honest with my employer.
- I don't like my co-workers.
- I can't keep a job.

We become more self-reliant as we counsel together and practice overcoming challenges.

Practice: Each member of the group will write his or her biggest job challenge on the board. As a group, choose three of the challenges on the board. Your practice today is to discuss and plan some solutions.

Reviewing past practices, discussions, and videos in this workbook can be helpful. You might also know someone outside the group that could help with a challenge. This person could be invited to help in your next group meeting.



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Which idea will help your job search or make you a better employee this week? Commit to do your idea.

Write this commitment on the next page.

Discuss: Would anyone like to share his or her job commitment or other ideas?

“Commit thy way unto the Lord; trust also in him; and he shall bring it to pass.”

PSALM 37:5

8: What are my biggest job challenges right now?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will keep the new job commitment I chose today:

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes” or “No.”

<i>Kept my new job commitment (Yes/No)</i>	<i>Practiced Foundation principle and taught to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

Read: Choose someone to facilitate the *My Foundation* topic in the next meeting.

Ask someone to offer the closing prayer.

Feedback Welcome
Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.



9

*What are my biggest
job challenges
right now?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Each meeting, we'll counsel together on how to overcome our biggest challenges. These may be different each meeting.
- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Kept my new job commitment (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 9 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: As you kept your commitments, what "tender mercies of the Lord" have helped strengthen you to overcome your job challenges?



LEARN

HOW CAN WE HELP EACH OTHER WITH JOB CHALLENGES?

Time: Set the timer to 60 minutes for the Learn section.

Read: Some of us may have jobs and some may still be looking for jobs, but everyone faces challenges with work. Some examples are:

- I still haven't found a job.
- My boss never seems happy with my work.
- I have a job, but I don't make enough money.
- I don't know how to deal with corruption at my work.
- I talk to a lot of people, but nobody will hire me.
- It's difficult to be honest with my employer.
- I don't like my co-workers.
- I can't keep a job.

We become more self-reliant as we counsel together and practice overcoming challenges.

Practice: Each member of the group will write his or her biggest job challenge on the board. As a group, choose three of the challenges on the board. Your practice today is to discuss and plan some solutions.

Reviewing past practices, discussions, and videos in this workbook can be helpful. You might also know someone outside the group that could help with a challenge. This person could be invited to help in your next group meeting.



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Which idea will help your job search or make you a better employee this week? Commit to do your idea.

Write this commitment on the next page.

Discuss: Would anyone like to share his or her job commitment or other ideas?

"Draw near unto me and I will draw near unto you; seek me diligently and ye shall find me; ask, and ye shall receive; knock, and it shall be opened unto you."

DOCTRINE AND COVENANTS 88:63

9: What are my biggest job challenges right now?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

Read each commitment aloud to your action partner. Promise to keep your commitments! Sign below.

MY COMMITMENTS

I will keep the new job commitment I chose today:

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes” or “No.”

<i>Kept my new job commitment (Yes/No)</i>	<i>Practiced Foundation principle and taught to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

.....

Read: Choose someone to facilitate the *My Foundation* topic in the next meeting.
Ask someone to offer the closing prayer.

Feedback Welcome
Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.



10

*What are my biggest
job challenges
right now?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Each meeting, we'll counsel together on how to overcome our biggest challenges. These may be different each meeting.
- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Kept my new job commitment (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 10 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: As you kept your commitments, what "tender mercies of the Lord" have helped strengthen you to overcome your job challenges?



LEARN

HOW CAN WE HELP EACH OTHER WITH JOB CHALLENGES?

Time: Set the timer to 60 minutes for the Learn section.

Read: Some of us may have jobs and some may still be looking for jobs, but everyone faces challenges with work. Some examples are:

- I still haven't found a job.
- My boss never seems happy with my work.
- I have a job, but I don't make enough money.
- I don't know how to deal with corruption at my work.
- I talk to a lot of people, but nobody will hire me.
- It's difficult to be honest with my employer.
- I don't like my co-workers.
- I can't keep a job.

We become more self-reliant as we counsel together and practice overcoming challenges.

Practice: Each member of the group will write his or her biggest job challenge on the board. As a group, choose three of the challenges on the board. Your practice today is to discuss and plan some solutions.

Reviewing past practices, discussions, and videos in this workbook can be helpful. You might also know someone outside the group that could help with a challenge. This person could be invited to help in your next group meeting.



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Which idea will help your job search or make you a better employee this week? Commit to do your idea.

Write this commitment on the next page.

Discuss: Would anyone like to share his or her job commitment or other ideas?

“Counsel with the Lord in all thy doings, and he will direct thee for good.”

ALMA 37:37



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

_____ *Action partner's name*

_____ *Contact information*

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will keep the new job commitment I chose today:

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

_____ *My signature*

_____ *Action partner's signature*

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes” or “No.”

<i>Kept my new job commitment (Yes/No)</i>	<i>Practiced Foundation principle and taught to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

Read: Choose someone to facilitate the *My Foundation* topic in the next meeting.

Ask someone to offer the closing prayer.

Feedback Welcome
 Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.



11

*What are my biggest
job challenges
right now?*

My Job Search

FOR FACILITATORS

The day of the meeting:

- Each meeting, we'll counsel together on how to overcome our biggest challenges. These may be different each meeting.
- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Kept my new job commitment (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 11 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: As you kept your commitments, what "tender mercies of the Lord" have helped strengthen you to overcome your job challenges?

11: What are my biggest job challenges right now?



LEARN

HOW CAN WE HELP EACH OTHER WITH JOB CHALLENGES?

Time: Set the timer to 60 minutes for the Learn section.

Read: Some of us may have jobs and some may still be looking for jobs, but everyone faces challenges with work. Some examples are:

- I still haven't found a job.
- My boss never seems happy with my work.
- I have a job, but I don't make enough money.
- I don't know how to deal with corruption at my work.
- I talk to a lot of people, but nobody will hire me.
- It's difficult to be honest with my employer.
- I don't like my co-workers.
- I can't keep a job.

We become more self-reliant as we counsel together and practice overcoming challenges.

Practice: Each member of the group will write his or her biggest job challenge on the board. As a group, choose three of the challenges on the board. Your practice today is to discuss and plan some solutions.

Reviewing past practices, discussions, and videos in this workbook can be helpful. You might also know someone outside the group that could help with a challenge. This person could be invited to help in your next group meeting.



PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Which idea will help your job search or make you a better employee this week? Commit to do your idea.

Write this commitment on the next page.

Discuss: Would anyone like to share his or her job commitment or other ideas?

“And Christ truly said unto our fathers: If ye have faith ye can do all things which are expedient unto me.”

MORONI 10:23

11: What are my biggest job challenges right now?



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for the Commit section.

Practice: Choose your action partner. Decide when and how you will contact each other.

Action partner's name

Contact information

**Read each commitment aloud to your action partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will keep the new job commitment I chose today:

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings—even a coin or two.

I will report to my action partner.

My signature

Action partner's signature

HOW WILL I REPORT MY PROGRESS?

Practice: Before the next meeting, use this commitment chart to record your progress. In the boxes below, write “Yes” or “No.”

<i>Kept my new job commitment (Yes/No)</i>	<i>Practiced Foundation principle and taught to family (Yes/No)</i>	<i>Added to savings (Yes/No)</i>	<i>Reported to action partner (Yes/No)</i>

Read: In our next meeting, we will do our self-reliance assessments again to see if we are becoming more self-reliant. We will need to bring our *My Path to Self-Reliance* booklets.

Choose someone to facilitate the *My Foundation* topic in the next meeting.

Ask someone to offer the closing prayer.

Feedback Welcome

Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Note to Facilitator:

*For the next meeting, bring five extra copies of *My Path to Self-Reliance*.*



12

*What are my biggest
job challenges
right now?*

My Job Search

FOR FACILITATORS

The day of the meeting:

NEW!

- Today, the group will spend an extra 20 minutes in the Commit section. Please read the final activity in *My Foundation* and be prepared to answer questions.
- Text or call all group members. Invite them to arrive 10 minutes early to report on their commitments.
- Prepare the meeting materials.

NEW!

- Bring five extra copies of *My Path to Self-Reliance*.

30 minutes before the meeting:

- Set chairs around a table so everyone can be close.
- Draw this commitment chart on the board.

Group member name	Kept my new job commitment (Yes/No)	Practiced Foundation principle and taught it to family (Yes/No)	Added to savings (Yes/No)	Reported to action partner (Yes/No)
Gloria	Y	Y	Y	Y

10 minutes before the meeting:

- Greet people warmly as they arrive.
- As group members arrive, ask them to complete the commitment chart on the board.
- Assign a timekeeper.

At starting time:

- Ask people to turn off phones and other devices.
- Have an opening prayer (and hymn, if desired).
- Quietly ask those who arrive late to turn off their phones and to complete the commitment chart while the group continues the discussion.
- Set the timer to 20 minutes for *My Foundation*.
- Complete principle 12 in *My Foundation*. Then return to this workbook and continue reading on the next page.



REPORT

DID I KEEP MY COMMITMENTS?

Time: Set the timer to 20 minutes for the Report section.

Practice: Let's report on our commitments. Those who kept all of their commitments, please stand up. (Clap.)

Read: Now, everyone stand up. Let's repeat our theme statements together:

"And it is my purpose to provide for my saints, for all things are mine."

Doctrine and Covenants 104:15

With faith in the Lord, we are working together to become self-reliant.

Read: Let's be seated.

Discuss: As you kept your commitments, what "tender mercies of the Lord" have helped strengthen you to overcome your job challenges?



LEARN

HOW CAN WE HELP EACH OTHER WITH JOB CHALLENGES?

Time: Set the timer to 20 minutes for this page only (not the entire Learn section).

Also, note that you will spend 20 minutes longer in the Commit section than usual.

Read: Some of us may have jobs and some may still be looking for jobs, but everyone faces challenges with work. Some examples are:

- I still haven't found a job.
- My boss never seems happy with my work.
- I have a job, but I don't make enough money.
- I don't know how to deal with corruption at my work.
- I talk to a lot of people, but nobody will hire me.
- It's difficult to be honest with my employer.
- I don't like my co-workers.
- I can't keep a job.

We become more self-reliant as we counsel together and practice overcoming challenges.

Practice: Each member of the group will write his or her biggest job challenge on the board. As a group, choose three of the challenges on the board. Your practice today is to discuss and plan some solutions.

Reviewing past practices, discussions and videos in this workbook can be helpful. You might also know someone outside the group that could help with a challenge. This person could be invited to help in your next group meeting.

AM I BECOMING MORE SELF-RELIANT?

Time: Set the timer to 20 minutes for this page only.

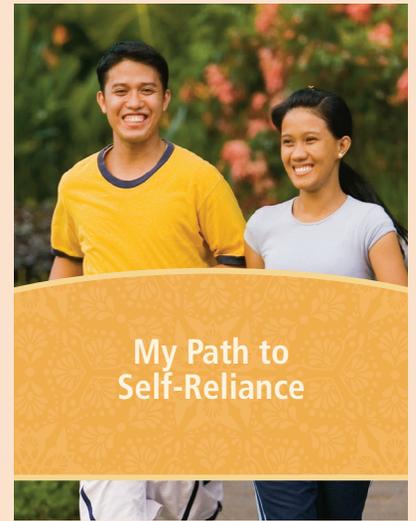
Read: Our goal is self-reliance, both temporal and spiritual. Succeeding in our jobs is only part of that goal.

Discuss: What changes have you seen in your life as you have practiced and taught the *My Foundation* principles?

Practice: Open your *My Path to Self-Reliance* booklet to a blank self-reliance assessment (in the back). Complete the steps.

When you are done, take three minutes to ponder the following:

Are you now more aware of your expenses? Can you now answer “often” or “always” to more of these questions? Are you more confident in the amount you have set as your self-reliant income? Are you closer to achieving your self-reliant income? What can you do to improve?





PONDER

WHAT SHOULD I DO TO IMPROVE?

Time: Set the timer to 10 minutes for the Ponder section.

Practice: Read the scripture to the right or think of another scripture. Quietly ponder what you are learning. Write any impressions you have below.

Which idea will help your job search or make you a better employee this week? Commit to do your idea.

Write this commitment on the next page.

Discuss: Would anyone like to share his or her job commitment or other ideas?

“The Lord is able to do all things according to his will, for the children of men, if it so be that they exercise faith in him.”

1 NEPHI 7:12



COMMIT

HOW WILL I MAKE DAILY PROGRESS?

Time: Set the timer to 10 minutes for this page only.

**Read each commitment aloud to a partner.
Promise to keep your commitments! Sign below.**

MY COMMITMENTS

I will keep the new job commitment I chose today:

I will practice today's *My Foundation* principle and teach it to my family.

I will add to my savings each week—even a coin or two.

My signature

HOW CAN I CONTINUE BEING SELF-RELIANT?

Time: Set the timer to 20 minutes for this page.

Read: Turn to page 28 of the *My Foundation* booklet to do the final activity and plan a service project as a group. When finished, return here.

Congratulations! We finished this workbook and have made many improvements. We are becoming more self-reliant!

The group may continue meeting in future weeks to support and encourage each other if we wish.

To continue strengthening your self-reliance, you could:

- Volunteer and serve at a self-reliance center near you. (One purpose of becoming self-reliant is to be able to help others. Serving others is a great blessing.)
- Continue meeting with your group. Continue to support and encourage each other.
- Continue attending self-reliance devotionals.
- Keep in contact with your action partner. Support and encourage each other.

I will continue to progress by making and keeping commitments.

My signature

Read: We will now have a closing prayer.

Feedback Welcome

Please send your ideas, feedback, suggestions, and experiences to srsfeedback@ldschurch.org.

Note to Facilitator:

Remember to report the group's progress at srs.lds.org/report.

JOB SEARCH SUCCESS MAP

Daily: Consecrate your efforts, accelerate your job search, engage your network

How do I find the right job opportunities?

- Recognize what I have to offer employers.
- Use my "me in 30 seconds" statement with as many people as possible.

How do I present myself with convincing power?

- Identify how I achieve results that are important to an employer.
- Use power statements to show my value to employers.

How do I excel on the job and continue to succeed?

- Be proactive and prevent problems in my job.
- Learn workplace rules and expectations.
- Provide my employer more value than I cost.
- Take responsibility for my career.

How do I accelerate my job search?

- Do the Accelerated Job Search every day.
- Track my job search progress.

How do I access the "hidden" job market?

- Find "hidden" jobs through networking.
- Use power statements to show my value to my network.
- Help my network help me.

How do I stand out as the clear choice?

- Prepare well for each interview.
- Learn skills to excel in each interview.
- Learn to complete job applications.



DAILY PROGRESS

- Ask these questions continually.
- Find answers and ideas.
- Learn, improve, and repeat.

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS



SELF-RELIANCE SERVICES
EMPLOYMENT • EDUCATION • SELF-EMPLOYMENT

ENGLISH



4 02123 75000 6

12375 000