

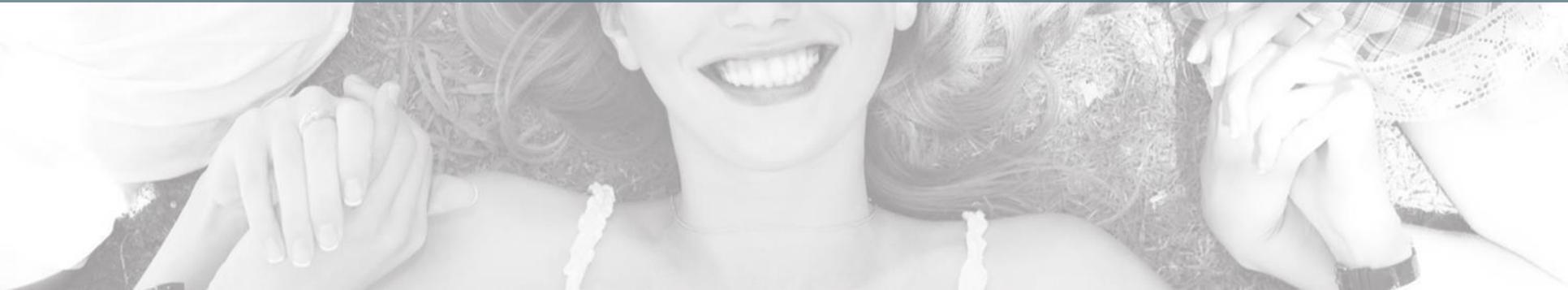
Career Renewal Ministry
St. Anne Church

**Comprehensive Preparation
for a Successful Job Search**

C. POWER STORIES



We gather with our sisters and brothers in need.
We are aware of the struggles in our economy that we all face and share.
We recognize that we are called to help one another.
We reach out to our heavenly Father to acknowledge the many gifts that we have been given and understand that God is always there for us.



Comprehensive Preparation for a Successful Job Search

Basic Tools for a Job Search

- A. Accomplishments
- B. PARs
- C. Power Stories**
- D. Resumes & Cover Letter**
- E. Networking Bio & 2-Minute Elevator Speech**
- F. Web Presence**
- G. Interviewing Preparation**
- H. Networking**

What Will I Learn and DO?

- **Learn how to develop Power Stories for use in:**
 - **Resumes**
 - **Cover letters**
 - **Networking Biographies**
 - **2-Minute Elevator Speeches**
 - **Web Profile**
 - **Networking**
 - **Interviews**



What is a Power Story?

- A memorable experience related through words
- The words ...
 - Can be expressed with physical motion or expression
 - Changes in voice level, tone or accent
 - Body motion
 - Variety of facial expressions
 - May be emotional
 - Surprise/Amazement
 - Wonder/Disbelief
 - Anger/Frustration
 - Relief/Peace
 - Fear/Anxiety
 - Should be designed to capture the attention of the listener and convey the message that is intended:
 - I am Diligent > I am a Leader
 - I have Integrity > I am a good Communicator
 - I am a Problem-solver > I am Trustworthy
 - I have Perseverance > I am Loyal
 - I am a Team player > I am Capable



Remember
You want it to
be
MEMORABLE!



WOW!

Power Stories



MEMORABLE!

- **Review your list of Accomplishments and PAR's**
- **Pick out one or two that would make good power stories**
 - **Stands out in your mind as significant, emotional and you learned an important lesson**
 - **Recognition you received for going above and beyond what was expected**
 - **Example of who you are**
- **Think of how you could make a power – or Wow! – story about it**
- **Ask your Facilitator if they have a power story they could share**

From PAR to Power Story

Problem description

Action taken

Result achieved

- PAR – I was recognized for excellent resourcefulness when I acted quickly to solve a last minute ***gap in our readiness*** for an important meeting

Power Story:

- The important decision-making meeting was about to start. My boss realized he forgot to order refreshments and get copies of the report made . It had been a stressful 2 weeks for the team preparing all the details of the report. We had less than 15 minutes.
- Because I had developed a good working relationship with the copy services manager, when I called, he put everything else aside and expedited the production of the reports from the flash drive I ran down to him. On my way down to see him, I sent a text to my boss recommending he give the meeting attendees a tour of our new products display to buy us time. I asked my co-worker to order and pick up the refreshments from the deli across that street and gave her the \$50 cash I had on me.
- The reports were on the conference room table and refreshments were in place when the attendees came in from the display tour. We were granted a favorable decision – our VP said that our thoroughness, diligence and great hospitality made the difference.



From PAR to Power Story

Problem description

Action taken

Result achieved

- PAR

Power Story:

Group example here

From PAR to Power Story

Problem description

Action taken

Result achieved

- PAR –



Power Story:

Another Example

Writing a Power Story starting with a PAR

➤ Problem

- Set the stage (what was going on at the time)
- Describe the problem (why was this important)
- What needed to be changed (why)?
- Make the “players” come alive – (their title, their role, make them real)

➤ Action

- What action(s) did I take?
- Who did I have to/get to involve?
- Did I follow certain rules or need approvals?
- Were there “competing interests “(adversaries, naysayers, etc.)?”
- Were there constraints (time, budget, resources) that I overcame?
- Should I describe my rationale for these actions (help sell myself)?

➤ Result

- What feedback did I get?
- Describe the Result
- Quantify it as much as possible (savings of time, money, future business, etc., more orders, promotion or recognition received)
- Qualify it with the benefits achieved (greater teamwork, customer satisfaction, reduced stress, greater trust, etc.)

Write a Power Story

Identify one Power Story you want to write

- Use the POWER STORIES Worksheet to create your power story
- Use the elements on the previous slides to guide you through the writing elements
 - Problem
 - Action
 - Result
- Ask the Facilitator for help if you get stuck
- Do your best to start and complete a second power story

SSJ CRM ***C. POWER STORIES*** Worksheet Job Search Portfolio

1. Pick a PAR or Accomplishment to use in writing a Power Story.
1. _____

1. Write a Power Story:
Problem: Set the stage, describe the problem, what needed change/why? Make "players" come alive:

Action: What action(s) did I take, Who did I have to/get to involve?, Rules/approvals? Adversaries?
Were there constraints (time, budget, resources) that I overcame? Describe my rationale for these actions?

Result: What feedback did I get? Describe the Result, Quantify it, Qualify it with the benefits achieved

----- MAKE IT MEMORABLE ~ MAKE IT A WOW! EXPERIENCE -----



Focus Power Stories on “What Have I Done” – Result

CRM has been provided permission to use a John Hall article named, “From Accomplishments to Power Stories”

Please refer to this referenced document for assistance in creating memorable Power Stories

Your Power Story might address one of these results:

- **Increased Revenue**
- **Saved Costs**
- **Exceeded Annual Performance Goals**
- **Implemented New Ideas**
- **Built a Product**
- **Increased Satisfaction**
- **Retained Customers**
- **Impact on Vendors**
- **Demonstrate Team Work**

Your Story(ies). . .



. . . Make it (them) a **WOW!!**

**Homework
Assignment**
a) Great-full
b) Prayerful
c) Hopeful

Action Plan



- **Finish and Refine the power stories created in this session**
- **Create three additional power stories – total of five**
 - Refer to the “What is a Power Story” slide
 - Refer to “From Accomplishments to Power Stories” document
- **Come back next week with your Power Stories written/typed to include in your portfolio**
 - Congratulations – you’re completing Element 3 of your Job Search Portfolio
- **Once your Power Stories are created, we’ll move on to Resume Writing**
- **Bring a job posting in along with your existing Resume)**

**Homework
Assignment**
a) Great-full
b) Prayerful
c) Hopeful

Homework

- **For the next session, please bring:**
 - Your Portfolio folder
 - Your typed Accomplishments
 - Your typed PAR's
 - Your typed Power Stories
- **And, in preparation for the Resume portfolio element, bring**
 - Your current resume
 - A job posting(s) for positions you are interested in



CLOSING

- **Discuss with your Facilitator any issues you think you might encounter completing this homework**

- **You can find more information about Power Stories and other elements of the Job Search Portfolio at our CRM address:**

www.stannesealbeach.org/career-renewal-ministry

(Click on “Career Renewal,” under the Ministries Tab)

Come Prepared to have your homework reviewed at the beginning of next week’s session

Please bring your Portfolio Folder and a Resume, if you have one