

ELOQUENT REFLECTIONS
Professional Development
Training, Coaching, and Refinement Services

Career Coaching Services

- The application process
- Resume /Cover letter and References
- Job Searching Skills/ applying in person and online
- Finding the right fit “Do what you love”
- The hiring process how it works the HR Office
- First Impressions/ Body Language
- Introductions/Handshakes
- Soft Skills
- Business Wardrobe
- Interview Skills and how to prepare
- Interview questions you will be asked
- Interview questions you want to ask
- The Likability Factor “What is it” and how to make it work for you
- Top Skills Employers are looking for
- Professionalism Skills/Business Etiquette
- Networking Skills
- Social Media Profile
- Workplace Protocol
- How to fill out a W-4
- Salary negotiation “What are you worth”?
- The liability of employment hopping “Why you don’t want to do it”
- I got the job Now What! “How to maintain employment and move up the ladder”
- HELP! I want to get out of this job what do I do?
- Job/Career fair tips

“Inspiring Individuals and Organizations towards Performance Excellence”
www.eloquentreflections.com