

The Transitioning Veteran's Action Checklist:

Take Charge of Your Next Career Move!



Presented by: GrownFolksComputerClub.com



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Step 1: Assess Where You Are

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Evaluate Your Current Skills:

List your strengths and areas of expertise – why do you feel stuck?

Identify gaps in your foundational computer skillset (e.g., spreadsheets, presentations, email efficiency).

Consider your familiarity with online marketing tools and strategies.

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Clarify Your Career Goals:

Do you want to pivot industries, grow in your current role, or start your own business?

Write down what success looks like for you in the next 6 months, 1 year, and 5 years.

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Identify Your Pain Points:

Are you feeling left behind by technology?

Do you struggle to get promoted, to market yourself, or grow your business effectively online?

Are you unsure how to start building the skills you need?



How the Grown Folks' Computer Club Can Help:

- **Skill Assessments:** Take a personalized skills quiz to pinpoint exactly where you need to improve.
- **Goal-Setting Workshops:** Join sessions that help you map out actionable, achievable career goals.

Step 2: Upgrade Your Skills



Master Foundational Computer Skills:

Improve efficiency with tools like Microsoft Office, Google Workspace, cloud platforms, and Artificial Intelligence (AI).

Reduce your tech dependence on assistants, secretaries, kids, and grandkids.

Learn how to organize, store, and secure digital information.



Develop Online Marketing Expertise:

Understand social media platforms and how to use them for personal branding.

Learn the basics of email marketing, SEO, and paid ads.



Build Practical Experience:

Apply your new skills through small projects or freelance opportunities.

Collaborate with peers in a supportive learning environment.



How the Grown Folks' Computer Club Can Help:

- **Courses and Tutorials:** Access step-by-step training on essential tech and marketing tools.
- **Live Coaching:** Get real-time guidance from experienced instructors.
- **Peer Projects:** Participate in group projects to build practical experience.

Step 3: Enhance Your Personal Brand



Polish Your LinkedIn Profile:

Update your headline and summary to reflect your goals and expertise.

Highlight your skills with specific examples of accomplishments.

Focus your resume on what you've done; your LinkedIn profile on what you want to do.



Expand Your Network:

Find out where your peers and prospects hang out online.

Join online communities relevant to your field or interests.

Connect with mentors, peers, and potential employers.



Showcase Your Expertise:

Share your knowledge through blog posts, videos, or social media content.



Demonstrate your skills by volunteering for projects, working with virtual teams, or performing consulting roles.

How the Grown Folks' Computer Club Can Help:

- **Personal Branding Tips:** Learn strategies to help make your profile stand out.
- **Networking Opportunities:** Connect with a community of like-minded professionals.
- **Content Creation Workshops:** Get guidance on creating posts and videos that showcase your expertise.

Step 4: Take Action Towards Your Next Career Move



Research Opportunities:

Identify roles or industries that align with your skills and interests.

Discover areas of overlap between what you're passionate about, and what the market pays well for.

Explore freelance or side hustle options to gain experience and additional income.



Prepare for Interviews:

Practice answering common interview questions.

Video yourself interviewing so you can catch unconscious body language cues and tendencies.

Use technology to rehearse and refine your presentation skills.



Apply and Follow Up:

Submit tailored applications that highlight your unique value.

Follow up with employers or clients to express continued interest.

How the Grown Folks' Computer Club Can Help:

- **Job Market Insights:** Stay informed about in-demand skills and opportunities.
- **Mock Interviews:** Practice and perfect your interview technique with expert feedback. (Utilize the Job Interview Cheat Sheet on the next page to prepare.)
- **Supportive Community:** Share your wins, get advice, and stay motivated.

Bonus Resource: Job Interview Cheat Sheet





JOB INTERVIEW CHEAT SHEET

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<p>01. TELL ME ABOUT YOURSELF</p> <ul style="list-style-type: none"> • Focus on your professional journey, starting with current job first • Highlight how your experience will aid you in this position • Keep answer to 3-5 minutes 	<p>02. WHY DO YOU WANT TO WORK FOR THIS COMPANY?</p> <ul style="list-style-type: none"> • Show off the research you've done • Share how their mission and values align with yours • Explain how you can help the company achieve its goals 	<p>03. DESCRIBE A CHALLENGING SITUATION & HOW YOU HANDLED IT</p> <ul style="list-style-type: none"> • Use the STAR (Situation, Task, Action, Result) Method • Share how you have learned from each situation and how it will help you in this role.
<p>04. WHAT ARE YOUR STRENGTHS?</p> <ul style="list-style-type: none"> • Relate your strengths to the role you are interviewing for • Articulate how your strengths will benefit the organization • Be specific and give examples 	<p>05. WHAT ARE YOUR WEAKNESSES?</p> <ul style="list-style-type: none"> • Avoid cliches like "I care too much." • Share an actual weakness but focus on what you've done to overcome and improve it. 	<p>06. WHY ARE YOU LEAVING YOUR CURRENT JOB?</p> <ul style="list-style-type: none"> • Be honest but avoid speaking too negatively about your organization. • Note areas that could be improved but primarily focus on your desired future.
<p>07. WHERE DO YOU SEE YOURSELF IN FIVE YEARS?</p> <ul style="list-style-type: none"> • Use this question to highlight your knowledge of the company • Share how your ambitions align with theirs. 	<p>08. SHARE AN EXAMPLE OF WHEN YOU DEMONSTRATED LEADERSHIP</p> <ul style="list-style-type: none"> • Use the STAR Method • Emphasis problem solving, decision making, & teamwork abilities. 	<p>09. HOW DO YOU HANDLE PRESSURE?</p> <ul style="list-style-type: none"> • Share examples of challenging situations and how you handled them. • Highlight your decision making & time management skills
<p>10. TELL ME ABOUT A TIME YOU FAILED</p> <ul style="list-style-type: none"> • Share a real experience & be honest about things that didn't go well. • Explain how you learned & grew from the experience. 	<p>11. DO YOU HAVE ANY QUESTIONS FOR US?</p> <ul style="list-style-type: none"> • Do not waste this opportunity! • Ask 3-5 questions that show your interest in the position and company. 	

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Step 5: Stay Committed to Growth

345 Broadway #118, Buffalo NY 14204 • **Phone:** (716) 939-1711 • **Web:** YourComputerCoach.com

**Track Your Progress:**

Reflect weekly and monthly on what you've achieved, and where you need to improve.

Celebrate small wins to stay motivated.

**Keep Learning:**

Stay updated on the latest tools, trends, and technologies.

Focus on gaining proficiency with a strategic set of AI-empowered skills and software tools.

Invest in continuous skill development to future-proof your career.

**Lean on a Supportive Community:**

Overwhelm and embarrassment can be paralyzing; find a safe space where you can speak openly and ask questions freely.

Surround yourself with people who understand your journey and can help you stay accountable.

How the Grown Folks' Computer Club Can Help:

- **Regular Check-Ins:** Stay on track with ongoing coaching and accountability calls.
- **Exclusive Resources:** Gain access to updated tools, templates, and strategies.
- **Lifelong Learning:** Be part of a dynamic community that grows with you.



Your Next Steps:

1. Join the [Grown Folks' Computer Club](#) today, and take the first key step toward giving yourself a real edge in the “real world.”
2. Gain access to over \$10K in resources – video courses, audio training, and specialized instruction by the best in the business.
3. Get personalized guidance, learn practical skills, find teammates to grow a profitable business or side hustle, and become part of a supportive community that's dedicated to your success.



Take control of your future... the time to act is now!



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