



Three-Month Professional Career Transition Program

High Potential, Inc., an OI Partners firm, is pleased to offer you our Three-Month Professional Career Transition Program. This is an intensive one-on-one service centered on the transition needs of professionals as well as senior technical and operations staff. It combines personalized career assessment, developmental and proprietary OI Partners eCareerCenter™ on-line career management resources to meet your personal marketing requirements. The services you will receive include:

- **Individual Career Consulting** - An experienced career consultant with outstanding credentials who is familiar with your industry and background will be selected to meet your particular needs.
- **Understanding the Whole Person** - Our goal is to equip you with the insights and tools to achieve career fulfillment over a lifetime - not just the immediate matter of your current transition. A personal career assessment will be provided which integrates your individual personality and lifestyle information with career aspirations, practical experience and educational achievements.
- **Key Contact Development** - HPI prides itself on helping each and every client to achieve their career goals by building a larger network of professional relationships. Our deeply committed consultants, with in-depth knowledge of the business community, are well equipped to facilitate your introduction to valuable professional contacts which will become key to your successful search.
- **Résumés, Cover Letters, and Marketing Materials** - Our résumés, cover letters and other marketing tools are designed to communicate your potential value to the job market. They are focused, integrated marketing materials that effectively communicate your value proposition to the marketplace.
- **Interview Preparation and Skill Development** - Communication is crucial to how you are perceived and accepted. We coach you to communicate your strengths, achievements and capabilities in the most effective manner; explain liabilities in a way that projects you in a positive light; and persuasively address tough questions.
- **Individualized Transition Plan** - Based upon our extensive marketplace knowledge and experience, a step-by-step plan of personal career transition activities is developed. This reflects the best strategies and tactical thinking of you and your HPI consultant for achieving your specific career goals.

- **Negotiations** - When you receive an offer, your consultant will be available to help you to assess the opportunity. Our years of experience in evaluating job offers are focused on helping you to make the best career and lifestyle decision and then help you to negotiate the best possible offer.
- **Administrative/Office Support** - Scheduled office support (which includes a private office, voice mail, computer and high-speed internet access and attendance at all *HPI* training events) will be provided for a period of *three-months*.
- **Online Career Center** – To build upon the foundation of the one-on-one consulting, your coach will introduce you to *OI Solutions* – eCareerCenter™. This suite of tools will provide you with:
 - A personal organizer – maintaining control of your networking contacts, appointments and an active virtual “file cabinet” are crucial to a successful campaign. Your will provide you with all of these tools, accessed from any computer.
 - Financial Planning – knowing where you stand will provide you with a peace of mind and allow you to focus on realistic timing and expectations for your career transition process. The online planning tools provide a long range look at your financial health.
 - Résumé tools – After your consultant prepares your résumés, the eCareerCenter™ will assist you in controlling and distributing your material in a timely and efficient manner.
 - Career Research – Every potential employer, informational or networking meeting and interview must be well prepared for. That calls for robust research tools provided by your eCareerCenter™. Using these tools will enable you to follow job leads and access a global research engine. Online access to CareerSearch and Hoovers are included with these tools.
 - Tips and Resources – Also included in your online “toolbox” are job search tips, networking ideas, notes on interviewing skills and additional support designed to enhance the one-on-one consulting.

**Please Contact Mike Farrell or Bob Wilson
for further Information call
312.252.8200**

Toll Free: 1.866.951.8200