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## OVERVIEW OF THE JOB SUCCESS LIBRARY

At Job Success ("JS") you'll find solutions from over 225 best-selling authors and experts on over 150 subjects ranging from Achievement to Working Effectively. Our authors include Dennis Waitley, Tony Alessandra, Tom Peters, Ken Blanchard, Stephen Covey, and many other greats in the learning industry. The content is designed to make learning time effective for busy people - Articles take an average of 5 minutes to read, Clinics average 20 minutes, and the Workshops take about 60 minutes to complete with interactive pre- and post-assessments. Client employees and audience will access the answers they need faster than ever before.

JS's Knowledge Nuggets and PowerBytes™ for the mobile learner are the fastest form of learning available in the market. These key bullet summaries of business skills are written specifically for mobile devices.

The goal of our library is to

- a) **Skill up job seekers** in the shortest possible time
- b) Help them **in interview preparation**
- c) Indicate **best practices behaviors** for certain competencies, to help them succeed in behavioral interviews

You get the benefit of reading over 225 books, valued at over \$4,500 at [www.amazon.com](http://www.amazon.com) for just \$120 per year. Plus you may read the 5 minute, 20 minute or 1 hour summary of a book, depending on how much time you have.

The full 57-page catalog may be downloaded from: <http://www.jobsuccess.org/fullcatalog.pdf>

In the following pages we provide a detailed description of the features and benefits of the Job Success content/product, competency framework it covers, and pricing.

Sincerely,

Chani Pangali, PhD

Job Success

<http://www.jobsuccess.org>

## Competency-Based Business Skills Content

The following is a detailed description of our library/product:

### 60-Minute Workshops

These courses deal with significant chunks of material in a modular format. Usually adapted from a book or seminar, the Workshop is intended to give a broader perspective on a topic, touching on several important facets of a discipline. They are the most interactive, including a variety of quizzes, exercises, and assessments to provide instant feedback. The student can choose to work through the entire Workshop for an overview of the topic, or concentrate on only those modules that have immediate relevance.

### 20-Minute Clinics

These short, tightly focused learning sessions are designed to teach a specific skill quickly. You can acquire an essential skill when time is short and you need to handle a situation immediately. Clinics are particularly useful when there's no time for lengthy training — for instance, when a sales meeting, negotiation, business dinner, or presentation is on the calendar and you need to know what to do right now.

### 5-Minute Articles

The Articles are thought provoking and provide useful advice that can be implemented immediately. They encompass a wide array of today's best ideas and proven strategies from outstanding authorities and members of the business community. You'll also find Articles excerpted from the greatest thinkers in recorded history whose perceptions are just as on-target as if they had been written today.

### Knowledge Nuggets

Knowledge Nuggets are small, focused selections of information adapted from both our full-length titles and other works by our authors.

### PowerBytes™

PowerBytes are our smallest tidbits of key information. **They can be looked at seconds before entering an important meeting to remind you of key concepts** when you need to be at your very best. For convenience, these informational morsels can be delivered to WAP-capable mobile phones and wireless PDAs.



## Catalog

Our library of 674 titles, and growing, is best described through the competency framework below representing over 150 categories, topics, and competency key words.

COMMUNICATION	<i>Interaction Skills</i>	<i>Oral Communication</i>	<i>Written Communication</i>
<i>Reach Any Audience Effectively</i>	Conflict Resolution	Presentation Skills	Business Writing
	Facilitation	Public Speaking	Correspondence
	Feedback	Telephone Skills	Developing Proposals
	Interpersonal Communication		Editing
	Listening Skills		Publishing
	Meetings		
	Negotiation		
	Networking		
Persuasion and Influence			

CUSTOMER SERVICE	<i>Customer Relations Management</i>	<i>Customer Satisfaction</i>
<i>Build Strong and Lasting Business Relationships</i>	Customer Relations	Customer Services
	Customer Service Quality	
	Managing Customer Service Teams	

FINANCIAL MANAGEMENT	<i>Financial Analysis</i>	<i>Financial Operations</i>
<i>Succeed by Understanding the Numbers</i>	Business Financing	Accounting
	Cost Benefit Analysis	Budgeting
	Financial Planning	Cash Flow Management
	Financial Statements	Contract Management
	Forecasting	Credit and Collections
	Profitability	
	Risk Management	

GENERAL BUSINESS SKILLS	<i>Analytical and Cognitive Skills</i>	<i>Applied Business</i>	<i>Business Enterprise Skills</i>
<i>Advance Through Skill Development</i>	Creativity and Innovation	Business Ethics	Consulting
	Critical Thinking	Business Etiquette	Corporate Profiles and Case Studies
	Decision Making	Business Law	Entrepreneurship
	International Business	Business Relationships	Family Business
	Logic	Business Travel	
	Personal Productivity	Career Advancement	
	Success Strategies	Franchises	
	Teamwork	Home-Based Business	
Time Management and Organization			



LEADERSHIP	<i>Corporate Leadership</i>	<i>Leadership Skills</i>	<i>Strategic Business Development</i>
<i>Spearhead Your Company's Success</i>	Building Teams	Building Leadership Skills	Competitive Strategy
	Change Management	Leading and Developing Staff	Planning and Developing Strategy
	Corporate Culture and Values	Motivating and Inspiring People	Strategic Alliances and Partnering

MANAGEMENT	<i>Employee Management</i>	<i>Human Resources Issues</i>	<i>Information Management</i>	<i>Knowledge Management</i>	<i>Operations Management</i>
<i>Take Charge of Your Team's Success</i>	Coaching	Benefits and Compensation	Gathering Information	Intellectual Capital	Managing Contractors
	Crisis Management	Corporate Training	Intellectual Property	Leveraging Expertise Internally	Managing Telecommuters
	Delegating	Employment Policies and Laws			Productivity
	Discipline	Handwriting Analysis	Project Management	Quality Management	Project Planning
	Diversity	Harassment and Discrimination			Resource Management
	Mentoring	Interviewing and Hiring			Systems Management
	Performance Evaluation				Recruitment
	Performance Management				
	Supervising				
	Team Building				
	Training				

MARKETING	<i>Advertising and Promotion</i>	<i>Marketing Strategy</i>
<i>Promote with Power and Impact</i>	Advertising	Channel Management
	Internet Marketing	Positioning
	Media and Public Relations	Pricing
	Self-Promotion	

PERSONAL EFFECTIVENESS	<i>Personal Development</i>	<i>Personal Finances</i>	<i>Personal Relationships</i>
<i>Be the Best You Can Be</i>	Adapting to Change	Divorce	Aging
	Assertiveness Training	Investing	Bereavement
	Attitude	Personal Financial Planning	Friendships
	Dieting and Weight Loss	Real Estate	Marriage
	Finding Employment	Retirement Planning	Parenting
	Fitness and Exercise		Single Living
	Goal Setting and Attainment		
	Job Interviews		
	Life Balance		
	Memory Training		
	Personality Tests and Profiles		
	Self-Esteem		
	Self-Improvement		
	Stress Management		
Thought Provokers			



SALES	<u>Sales Management</u>	<u>Sales Techniques</u>
<i>Turn Your Product into Profit</i>	Customer Relationships	Closing
	Sales Strategy	Negotiating
	Sales Team Management	Prospecting
		Sales Presentations
		Selling Techniques
		Telemarketing
		Trade Shows

TECHNOLOGY	<u>Information Technology</u>	<u>Information Technology Management</u>
<i>Operate on the Cutting Edge</i>	Communication Techniques	Managing Information Professionals
	E-Business Development	Managing Information Systems
	E-Commerce	Organizational Learning
	Email	Technology Management and Strategy
	Internet	
	Intranets	

**This is NOT a static product.** We added 12 new titles on Sustainable Practices to our library in March 2009. We are continually updating our library. Use it even after you land a job to make a great impression at work.

**Pricing**

<b>Single User</b>	<p>12 month subscription, in single payment:            \$120.00            (Save 33%, or \$60 compared to monthly billing)</p>
	<p><b>Monthly Billing Option:</b>            \$40.00 to start the subscription            \$15 per month</p>



**Job Success is your partner for long term job success.**