



CONFIDENCE OUTSIDE THE UNIFORM

Women Veterans Program

Facilitator Guide

To be used in conjunction with job clubs and workshops.

Contents

Sample Agenda 1 – 45 minutes to 1 hour..... 1

Sample Agenda 2 – Full Seminar..... 2

Content Module 1: You Can Do It 3

Content Module 2: Civilian Camouflage 7

Content Module 3: Breeze Through Your Job Search..... 17

Content Module 4: Take the Lead in Your Career..... 23

Content Modules 5 & 6: Get the Inside Scoops and Additional Resources 26

Content Module: Full Seminar 28

Answers: Department of Veterans Affairs 48

Icebreaker #1: Personal Introductions..... 50

Icebreaker #2: Groups..... 51

Slide Deck: Content Module 1 52

Slide Deck: Content Module 2 54

Slide Deck: Content Module 3 58

Slide Deck: Content Module 4 61

Slide Deck: Content Modules 5 & 6 63

Sample Agenda 1 – 45 minutes to 1 hour

Materials Needed:

Content Module 1

Content Module 3

Content Module 4



Any of these modules can be used during a 1-hour session.

Icebreaker 1 or 2

Sample Agenda using Content Module 1

- 8:00 -8:15 a.m. Introductions and Icebreaker
- 8:15 – 8:45 a.m. *You Can Do It* – full module overview
- 8:45 – 9:00 a.m. Q&A Session – Networking Opportunity

Sample Agenda using Content Module 3

- 8:00 -8:15 a.m. Introductions and Icebreaker
- 8:15 – 8:20 a.m. Breeze Through Your Job Search Overview
- 8:20 – 8:40a.m. Talk Like a Civilian (PC is the Key)
- 8:40 – 8:50 a.m. Rock the Interview
- 8:50 – 9:00 a.m. Delayed Entry

Sample Agenda 2 – Full Seminar

Materials Needed: Full Seminar Content
Icebreakers
Quiz: Veterans Administration

Part 1	8:00 – 8:15 a.m.	Introductions and Icebreaker
	8:15 – 8:45 a.m.	<i>You Can Do It</i> Overview
Part 2	8:45 – 9:00 a.m.	<i>Civilian Camouflage</i> Overview
	9:00 – 9:10 a.m.	Break
	9:10 – 9:50 a.m.	Dress Right Dress
	9:50 – 10:00 a.m.	What You’re Really Saying
	10:00 – 10:15 a.m.	Myth of the Superwoman
Part 3	10:15 – 10:25 a.m.	Break
	10:25 – 10:30 a.m.	<i>Breeze Through Your Job Search</i> Overview
	10:30 – 10:50 a.m.	Talk Like a Civilian
	10:50 – 11:10 a.m.	Rock the Interview
	11:10 – 11:20 a.m.	Delayed Entry
	11:20 – 12:30 p.m.	Lunch
Part 4	12:30 – 1:00 p.m.	<i>Taking the Lead in Your Career</i>
	1:00 – 1:30 p.m.	Just Ask
	1:30 – 1:40 p.m.	Break
Part 5	1:40 – 2:20 p.m.	<i>Get the Inside Scoop</i> and VA Quiz
	2:20 – 2:40 p.m.	VA Home Loan & Veterans Entrepreneur Program
Part 6	2:40 – 3:15 p.m.	<i>Additional Resources</i> (additional speakers may be invited)
	3:15 – 4:00 p.m.	Networking Opportunity

Content Module 1: You Can Do It

Slide 1



Overview

Confidence Outside the Uniform is a seminar that addresses the struggles of transitioning from the military to the civilian workforce. When presented in its entirety, it focuses on:

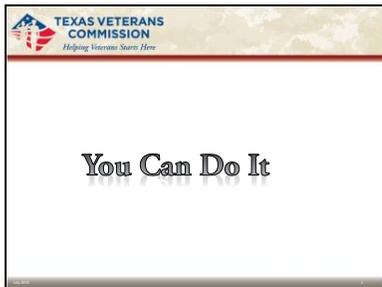
- Confidence during the transition
- Job Search and Resume Skills
- Appropriate dress and Interview Skills, and
- Career Advancement



Lecture Enhancer

Provide examples of challenges you experienced during your transition and talk about how a course like this would have made your transition easier.

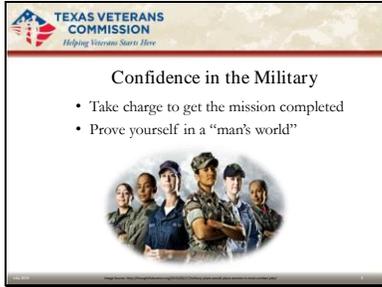
Slide 2



In this session, we'll talk about building and maintaining confidence during the transition period from military to civilian life.

Workbook, Page 1

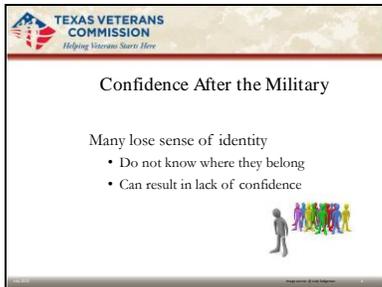
Slide 3



Confidence levels during your time in the military are high and self-confidence is very strong.

You believe in your abilities, you're self-assured, and you know you can succeed.

Slide 4



However, confidence levels can lower and the strength of your self-confidence can weaken. This weakening can be caused by:

- Loss of identity
- Lack of connection/affinity
- Lack of direction



Past, Present, and Future Exercise

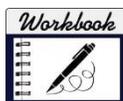
Turn to page 2, of your workbook.

- Look at the top of the page.
- Describe yourself/confidence levels when in the military
- Describe yourself now, and
- Describe what you want to be in the future.

Note: if participants are currently transitioning, have them use the "I am now" section to describe their feelings as they go through the transition.



Ask participants what helps them build their confidence levels.



Review "Tips to Help You Feel More Confident," bottom of page 2.

Slide 5



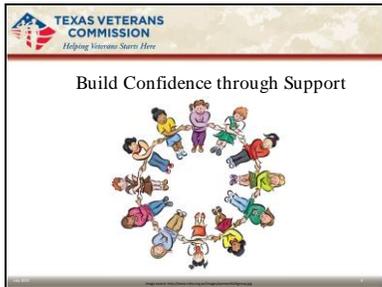
Energizer: _____ *Lecture*
Enhancer

Have everyone stand up and stand in a power pose for a few seconds.

Discuss how just practicing your power pose can re-energize you, refocus you, and just make you feel good.

Note: Power Poses are provided by Amy Cuddy on Ted Talks.

Slide 6



Refer to last bullet on page 2.

Slide 7



One of the many support mechanisms available is the

“Texas Women Veterans Professional Network”

- Only network of its kind
- Professional network for Women Veterans in Tx
- This is your network...join it
- Not Facebook; similar to a group on LinkedIn

Slide
8



Provide contact information for the Women Veterans program.

Provide feedback survey.

Content Module 2: Civilian Camouflage

Slide 1



Overview

Confidence Outside the Uniform is a seminar that addresses the struggles of transitioning from the military to the civilian workforce. When presented in its entirety, it focuses on:

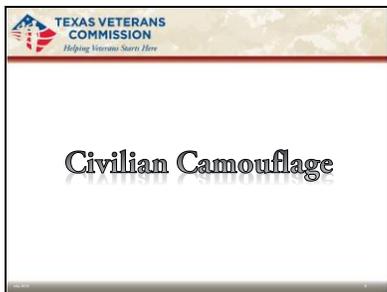
- Confidence during the transition
- Job Search and Resume Skills
- Appropriate dress and Interview Skills, and
- Career Advancement



Lecture Enhancer

Provide examples of challenges you experienced during your transition and talk about how a course like this would have made your transition easier.

Slide 2



In this session, we'll talk about the transition to civilian dress, civilian conversation and speech, and the myth of the superwoman.

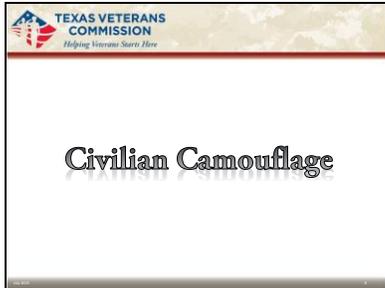
Workbook, Page 3

Transitioning from the military can be difficult. Main point is to stress that it's okay to struggle...there's nothing wrong with that.

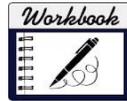


Lecture Enhancer

Give a couple examples of how you, or other Veterans you know, struggled during the transition throughout this section.



As participants what they believe the difference are between military and civilian culture.



Use their answers to compare/contrast to the "Military Culture vs. Civilian Culture" chart on page 4.



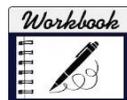
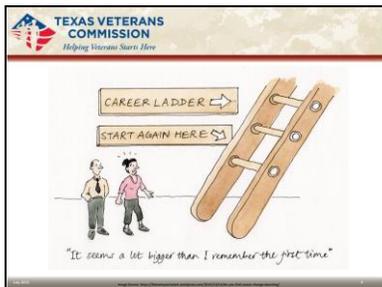
Did anything in the chart stand out for you? Is anything missing from the chart?

Remember to read the quote at the bottom of chart.

Stress that the government spends lots of money training you when you join the services, but by comparison very little on helping you transition back to the civilian world. That's what this seminar is all about.

Note: Try to discuss this fairly quickly, as this can be a time-consuming discussion.

Slide 3



Discuss "Fitting in" at the bottom of page 4.

Talk about "foot-in-the-door" opportunities and the recognition that advancement can be quicker than anticipated once you're in place.

Slide 4



Introduce “Dress Right Dress”

Reference: EmilyPost.org

Talk about how fashion for women is a broad term with many interpretations and options.

It’s easy to ‘cross the line’ when you focus on fashion rather than professionalism.

Remember....Fashion Trends don’t mean “Acceptable” attire.



Discuss Women’s attire guide on page 5.

Discuss attire guidelines shown on page 6, as you move through Slides 10 - 14

Cover spaghetti straps

Slide 5



Avoid clothing that is too tight or shows too much skin

Slide 6



Cover tattoos and piercings

Explain that while tattoos can be beautiful and have meaning, they can also be distracting... as shown on this slide.

If you have tattoos, reiterate that you cover them up to maintain a professional image, or you can use me as an example-

Julie has a half sleeve, but always keeps it covered at work to keep a professional image (at this point, she usually shows them and they are shocked).

Slide 7



Wear appropriate shoes

Fashion is not the only concern with shoes and other aspects of attire:

- Equity across genders and universal dress codes

Safety (e.g. sandals in a print shop are unacceptable)

Slide 8



Conservative and professional appearance (Business Casual)

- *Hair*
- *Makeup*
- *Nails (color and length)*
- *Jewelry*

Reinforce/discuss the “less is more” rule for interviews – conservative. Consider the time and place for colors, size of jewelry, etc.

When in doubt, use store mannequins as a guideline for professional attire (visit the business and workplace attire sections).

Slide 9



So what about maternity wear?

There is professional attire as well.

Slide 10



After this slide...summarize/recap appropriate workplace dress. Also touch on appropriateness for a given job as well. For example: a tradesperson won't wear a business suit to work, but will have appropriate footwear, eyewear etc.

What has been covered here is typical office attire.

Slide 11



So...you got an interview. Now what?

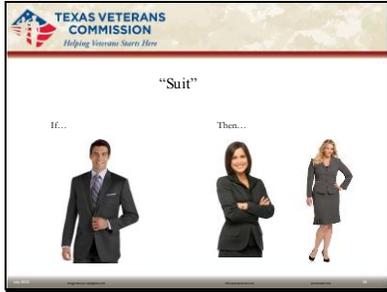
Discuss what to wear using this slide as a reference.

Compare and contrast the differences in Business and Business Casual attire. Which is better for the interview?



Use the checklist on page 6 as a reference.

Slide 12



Use the following slides to discuss parallels between men's dress code and women's dress code.

(Slides 18-20)

Slide 13



Here you may want to reference the difference between a suit and sports coat.

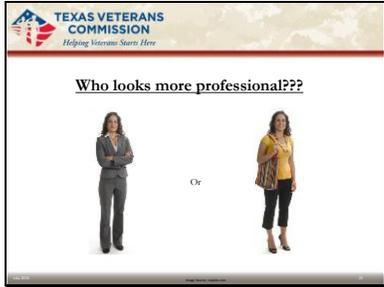
Suits – both pieces match

Sports Coat – mix and match approach

Slide 14



Slide 15



Ask “Using the business casual dress codes, which person looks more professional?”

Use Slides 21 – 24 to demonstrate professional looks in attire and personal image.

Slide 16



Explain that men and women are always competing, so dress really does matter in a professional setting.

What message is the women on the right potentially sending? How is that different from the woman on the right?

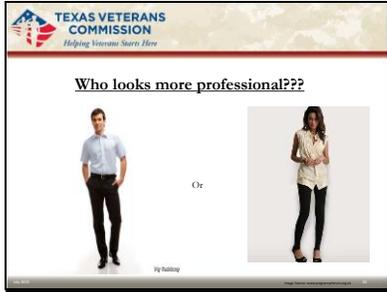
Slide 17



Don't Dress for the job you have, dress for the job you want!

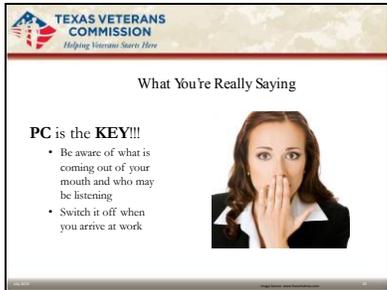
Outfit is nice and meets the business casual code...but, the sandals are trendy, and men's footwear doesn't have a comparison. So...how come you get to wear these and he can't wear his Birkenstocks?

Slide 18



Leggings as slacks/trousers?

Slide 19



Break if needed. (Blackout slide)

So we've talked about making the transition and the dress code for that transitions...but what about the way you speak? The words you use? The manner in which you say them?

Your word choice, tone, and manner in how you talk also contribute to the professional image you are trying to build.

Keep your communication style in mind when returning to civilian culture. What is normal in the military may seem unusual to a civilian.

PC is the Key!

- Misperceived comments, tone, and mannerisms are discussed in the office.
- Comments travel quickly in the cubicle environment
- Be aware of your surroundings and job environment
- Directness can be perceived as confrontational or directive.
- Watch use of military lingo, acronyms, and jargon.
- Comments about military life and culture vary among people; you may appreciate what others have to say, or not. Don't beat them up if they have a different opinion.



Discuss "Building Rapport with Others" on page 7.

Slide 20



Speak with Confidence!



Discuss the bullet points on slide and page 7.

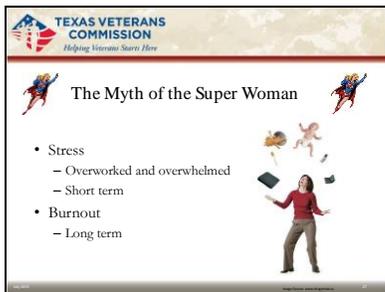
Compare contrast the two mages on this slide. Who is more confident and why?

Review key points on page 7.

You may wish to summarize 1 or 2 key points rather than covering them all (e.g. Points 3, 4, 5).

Talk about ‘tells’; everyone has them. But how do you manage them? Remind them not to stress over ‘tells’ as it will only highlight the ‘tell’ even more.

Slide 21



Discuss the myth of the super woman...the one who can do it all and is responsible for doing it all...and doing it well.



Have participants turn to page 8 in the workbook.

- Have them write down everything that is weighing on them within the circles provided (1 item per circle).
- Have them look at all their responsibilities and stressors.



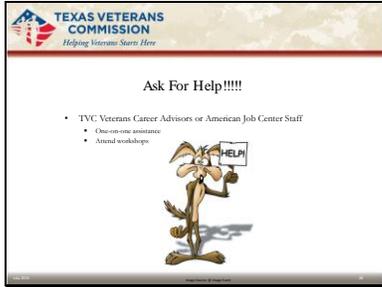
Ask if anyone would like to share what they wrote. Guide the discussion based on responses.



Now have them write their ‘burnout plan’ at the bottom of page 8. How are they going to handle and recover from everyday stressors and responsibilities?

Break if needed

Slide
22



Remind them...they are not alone and they can ask for help.

Slide
23



Provide contact information for the Women Veterans program.

Provide feedback survey.

Content Module 3: Breeze Through Your Job Search

Slide
1



Overview

Confidence Outside the Uniform is a seminar that addresses the struggles of transitioning from the military to the civilian workforce. When presented in its entirety, it focuses on:

- Confidence during the transition
- Job Search and Resume Skills
- Appropriate dress and Interview Skills, and
- Career Advancement



Lecture Enhancer

Provide examples of challenges you experienced during your transition and talk about how a course like this would have made your transition easier.

Slide
2



In this session, we'll talk about translating your military skills and experience into civilian terms, how to craft statements that validate your experience, and what resources are available to help you with this process.

Workbook, Page 9

So...you're leaving the military and you want to find a job?

Easy right?

Example: Sue applied for 105 jobs in an 18-month period. She got 5 phone interviews and 2 face-to-face interviews. Needless to say, her confidence was dwindling and she was wondering what she was doing wrong.



Ask “How many of you have begun the job search?”
“What have you done?” “What resources are you using?”

Well, at times it can eat your soul and confidence.

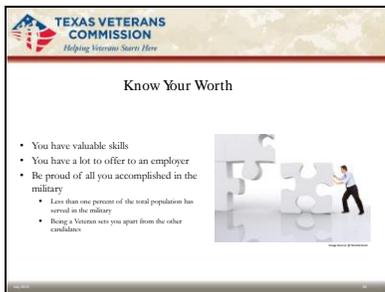
Key points to cover:

- Maximize your job search. Don't limit yourself to one or two resources.
- Keep your stress in check.
- Remember, help is available.
- Remember to follow-up with potential employers
- Help is out there.



Refer to page 10 of the workbook.

Slide 3



To begin your search, you must know your worth and recognize the skills and experience you gained in the military...whether a first-termer or a career service member.



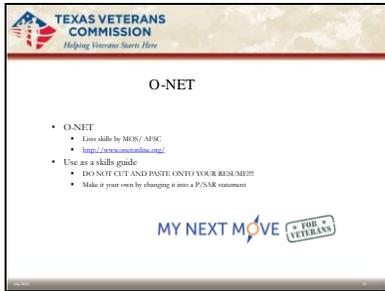
Refer to page 11 of the workbook. Review bullets under “Identify Your Skills” and “Translate into Civilian Terminology”.

Key Points:

- Remember only 1% of the population has served in the military...so employers are as familiar with terms, MOSSs, PME, etc.
- Don't forget to highlight those 'additional duties' you performed. You may have been an armorer, but you also performed inventory management, quality assurance, etc.

Confidence Outside the Uniform Content Module 3—Breeze Through Your Job Search

Slide
4



So how do you translate skills?

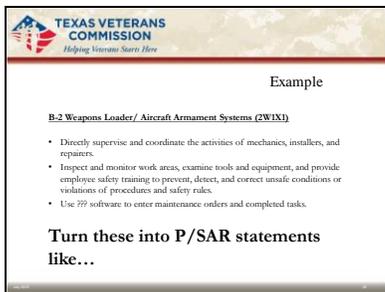
One resource is O*NET.

Use following example:

Bomb loader is not an MOS that translates easily to the civilian world. O*NET can help make that translation. *Highlight that “My Next Move” is what they are looking for.*

Using the bomb loader example, walk through what O*NET can do using the information on the following slides.

Slide
5



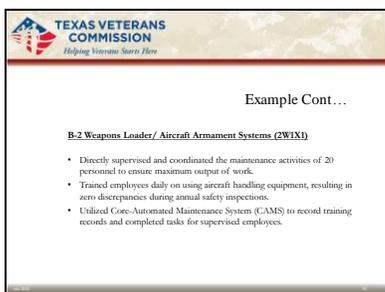
How do I translate skills? (Use slides 32 – 34) to demonstrate how O*NET can help.

Example: This is a partial listing of duties performed by a bomb load.

*Use O*NET to help you find and form P/SAR statements (but don't cut and paste into your resume).*

Using P/SAR statements. Turn experience into measurable and results-oriented statements you can use in a resume or application.

Slide
6

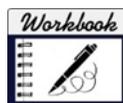


Compare/Contrast these items with those on the previous slide.



Lecture Enhancer

If time allows, ask participants to identify one skill/task they performed in the military. Have them practice turning that into a P/SAR statement.



Practice on page 11 of workbook.

Confidence Outside the Uniform Content Module 3–Breeze Through Your Job Search

Slide 7

Example Cont...

B-2 Weapons Loader/ Aircraft Armament Systems (201X1)

Highlighted skills and experience in:

- o Management
- o Leadership
- o Training
- o Safety
- o Quality Assurance
- o Customer Service
- o Computer Systems
- o Critical

Also highlight that you must include the ‘soft skills’ associated with your military service.

This slide depicts the soft skills of a bomb loader....or more accurately the competencies (not just technical skills) of a bomb loader.

Slide 8

Remember...

You only get **ONE** chance to make a first impression!
Make it count.

Rock the interview!

An interview is your chance to show an employer what you can do and what you can bring to the table...and sometimes you only get that one chance.

Make it count!

Slide 9

Interview Tips

- Three types of interviews:
 - Panel
 - One-on-one
 - Phone
- Panel is most common
- Situational/ Behavioral type questions



Discuss the information provided on pages 12 - 13.

- 8 ways to impress an employer
- 6 questions most likely to be asked
- Most common non-verbal mistakes
- Elevator Speeches
- Ways to prepare (handouts/infographics)

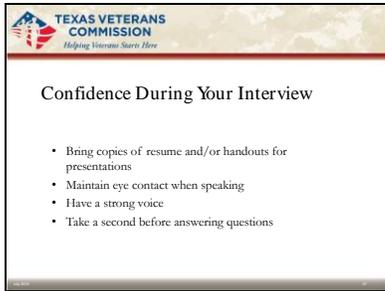


Lecture Enhancer

If time allows, ask participants to develop an elevator speech (perhaps they have one from TAP already prepared). Ask for a volunteer to deliver his/her speech.

Confidence Outside the Uniform Content Module 3–Breeze Through Your Job Search

Slide 10



Be confident during your interview.

Review the reminder and tips on this slide.



Review ways to prepare on page 13. (provide handouts/infographics).

Slide 11



Lecture Enhancer

Discuss the confidence portrayed in these two pictures.



Who is more confident? Why?

Discuss posture, eye contact, body language, etc.

Slide 12



Discuss tips for a smooth transition back into the workforce if you decide to wait a while before beginning your job search.

Reasons for waiting:

- Family life
- School
- Break from work



Refer to page 14 of the workbook. Don't forget to discuss how to manage employment gaps and reflect those in an application/resume. Suggest they volunteer during an employment gap.

Slide
13



Provide contact information for the Women Veterans program.

Provide feedback survey.

Content Module 4: Take the Lead in Your Career

Slide
1



Overview

Confidence Outside the Uniform is a seminar that addresses the struggles of transitioning from the military to the civilian workforce. When presented in its entirety, it focuses on:

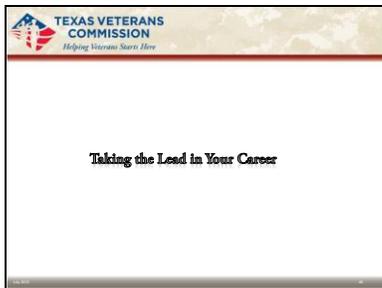
- Confidence during the transition
- Job Search and Resume Skills
- Appropriate dress and Interview Skills, and
- Career Advancement



Lecture Enhancer

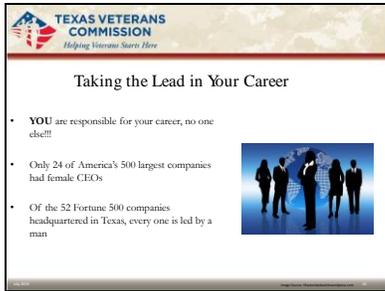
Provide examples of challenges you experienced during your transition and talk about how a course like this would have made your transition easier.

Slide
2



So...you got the job. Now, how do you advance?

Slide
3



Talk about

- Overcoming gender bias in the workplace
- Saying “No”; provide tips on how to say no.
- Avoid gossip
- Focus on being respected more than being liked
 - Being the ‘go-to’ person can lead to burnout
 - Being the ‘go-to’ person can prevent you from doing your job and hinder advancement



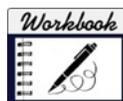
Refer to page 16 in workbook.



Lecture Enhancer

Have participants take a few moments to write down how they would say “no” using the principles you just discussed. (Provide them a situation to which they will say no, or have them pull an example of when they wanted to say no and didn’t.)

Slide
4



Refer to page 17 in the workbook.

Discuss how to enter into salary negotiations.



Lecture Enhancer

Provide an example of what one could say when asking for a salary increase or negotiating a starting salary.

Refer to page 17 of the workbook (bottom bullets)

Have participants partner with someone and practice asking for a raise for approximately 5 minutes.



Ask the participants to share how the negotiations went. How did they feel? What did they fear? What do they need to improve?

Slide
5



Provide contact information for the Women Veterans program.

Provide feedback survey.

Content Modules 5 & 6: Get the Inside Scoops and Additional Resources

Slide 1



Overview

Confidence Outside the Uniform is a seminar that that address the struggles of transitioning from the military to the civilian workforce. When presented in its entirety, it focuses on:

- Confidence during the transition
- Job Search and Resume Skills
- Appropriate dress and Interview Skills, and
- Career Advancement



Lecture Enhancer

Provide examples of challenges you experienced during your transition and talk about how a course like this would have made your transition easier.

Slide 2



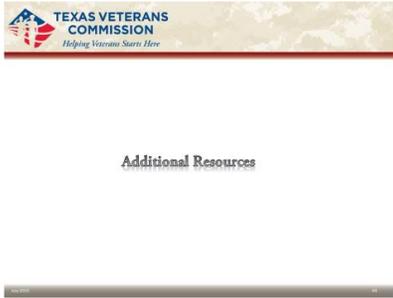
Have participants complete the quiz on page 20.



Review answers with participants

(Use “Answers: The Department of Veterans Affairs”)

Slide
3



Discussion Home Loan information provided on page 21.



Discuss additional resources section on page 24.



Review the Civilian Survival Checklist on page 25.

Slide
4



Provide contact information for the Women Veterans program.

Provide feedback survey.

Content Module: Full Seminar

Slide 1



Overview

Confidence Outside the Uniform is a seminar that addresses the struggles of transitioning from the military to the civilian workforce. When presented in its entirety, it focuses on:

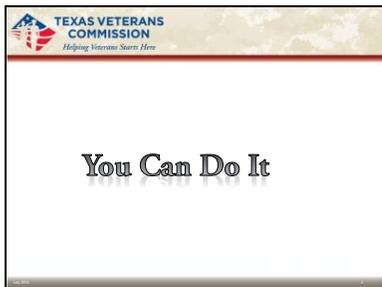
- Confidence during the transition
- Job Search and Resume Skills
- Appropriate dress and Interview Skills, and
- Career Advancement



Lecture Enhancer

Provide examples of challenges you experienced during your transition and talk about how a course like this would have made your transition easier.

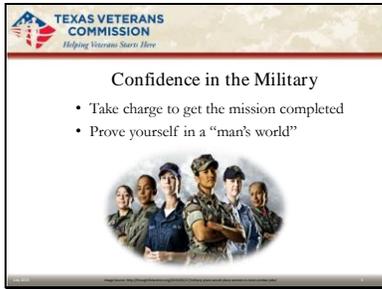
Slide 2



We'll start off talking about building and maintaining confidence during the transition period from military to civilian life.

Workbook, Page 1

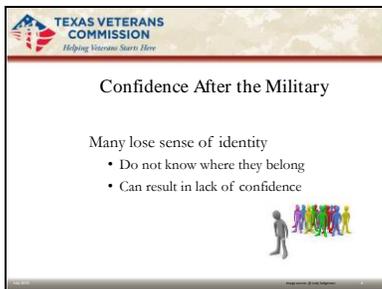
Slide 3



Confidence levels during your time in the military are high and self-confidence is very strong.

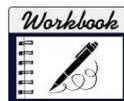
You believe in your abilities, you're self-assured, and you know you can succeed.

Slide 4



However, confidence levels can lower and the strength of your self-confidence can weaken. This weakening can be caused by:

- Loss of identity
- Lack of connection/affinity
- Lack of direction



Past, Present, and Future Exercise

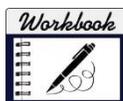
Turn to page 2, of your workbook.

- Look at the top of the page.
- Describe yourself/confidence levels when in the military
- Describe yourself now, and
- Describe what you want to be in the future.

Note: if participants are currently transitioning, have them use the "I am now" section to describe their feelings as they go through the transition.



Ask participants what helps them build their confidence levels.



Review "Tips to Help You Feel More Confident," bottom of page 2.

Slide 5



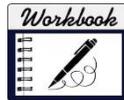
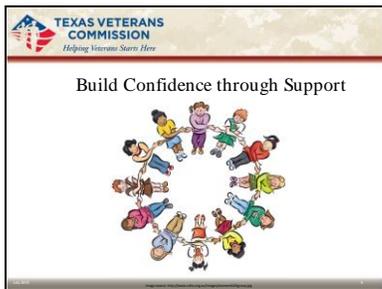
Energizer: Lecture
Enhancer

Have everyone stand up and stand in a power pose for a few seconds.

Discuss how just practicing your power pose can re-energize you, refocus you, and just make you feel good.

Note: Power Poses are provided by Amy Cuddy on Ted Talks.

Slide 6



Refer to last bullet on page 2.

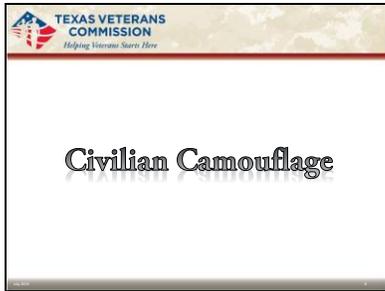
Slide 7



One of the many support mechanisms available is the "Texas Women Veterans Professional Network"

- Only network of its kind
- Professional network for Women Veterans in Tx
- This is your network...join it
- Not Facebook; similar to a group on LinkedIn

Slide
8



Transitioning from the military can be difficult. Main point is to stress that it's okay to struggle...there's nothing wrong with that.

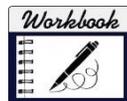


Lecture Enhancer

Give a couple examples of how you, or other Veterans you know, struggled during the transition throughout this section.



Ask participants what they believe the difference are between military and civilian culture.



Use their answers to compare/contrast to the "Military Culture vs. Civilian Culture" chart on page 4.



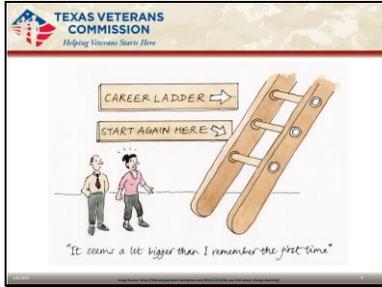
Did anything in the chart stand out for you? Is anything missing from the chart?

Remember to read the quote at the bottom of chart.

Stress that the government spends lots of money training you when you join the services, but by comparison very little on helping you transition back to the civilian world. That's what this seminar is all about.

Note: Try to discuss this fairly quickly, as this can be a time-consuming discussion.

Slide 9



Discuss "Fitting in" at the bottom of page 4.

Talk about "foot-in-the-door" opportunities and the recognition that advancement can be quicker than anticipated once you're in place.

Break Time (don't forget to black out projector screen)

Slide 10



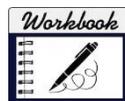
Introduce "Dress Right Dress"

Reference: EmilyPost.org

Talk about how fashion for women is a broad term with many interpretations and options.

It's easy to 'cross the line' when you focus on fashion rather than professionalism.

Remember....Fashion Trends don't mean "Acceptable" attire.



Discuss Women's attire guide on page 5.

Discuss attire guidelines shown on page 6, as you move through Slides 10 - 14

Cover spaghetti straps

Slide 11



Avoid clothing that is too tight or shows too much skin

Slide 12



Cover tattoos and piercings

Explain that while tattoos can be beautiful and have meaning, they can also be distracting... as shown on this slide.

If you have tattoos, reiterate that you cover them up to maintain a professional image, or you can use me as an example-

Julie has a half sleeve, but always keeps it covered at work to keep a professional image (at this point, she usually shows them and they are shocked).

Slide 13



Wear appropriate shoes

Fashion is not the only concern with shoes and other aspects of attire:

- Equity across genders and universal dress codes
- Safety (e.g. sandals in a print shop are unacceptable)

Slide 14



Conservative and professional appearance (Business Casual)

- *Hair*
- *Makeup*
- *Nails (color and length)*
- *Jewelry*

Reinforce/discuss the “less is more” rule for interviews – conservative. Consider the time and place for colors, size of jewelry, etc.

When in doubt, use store mannequins as a guideline for professional attire (visit the business and workplace attire sections).

Slide 15



So what about maternity wear?

There is professional attire as well.

Slide 16



After this slide...summarize/recap appropriate workplace dress. Also touch on appropriateness for a given job as well. For example: a tradesperson won't wear a business suit to work, but will have appropriate footwear, eyewear etc.

What has been covered here is typical office attire.

Slide 17



So...you got an interview. Now what?

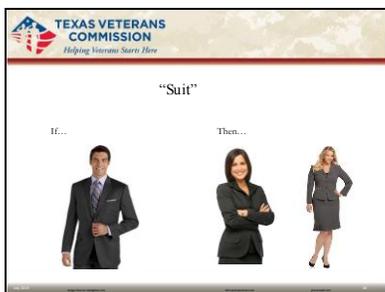
Discuss what to wear using this slide as a reference.

Compare and contrast the differences in Business and Business Casual attire. Which is better for the interview?



Use the checklist on page 6 as a reference.

Slide 18



Use the following slides to discuss parallels between men's dress code and women's dress code.

(Slides 18-20)

Slide 19



Here you may want to reference the difference between a suit and sports coat.

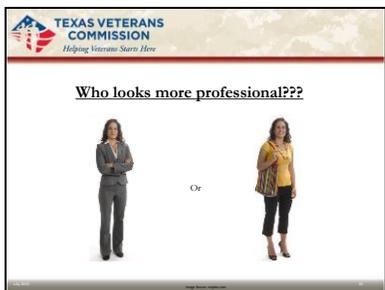
Suits – both pieces match

Sports Coat – mix and match approach

Slide 20



Slide 21



Ask "Using the business casual dress codes, which person looks more professional?"

Use Slides 21 – 24 to demonstrate professional looks in attire and personal image.

Slide 22



Explain that men and women are always competing, so dress really does matter in a professional setting.

What message is the women on the right potentially sending? How is that different from the woman on the right?

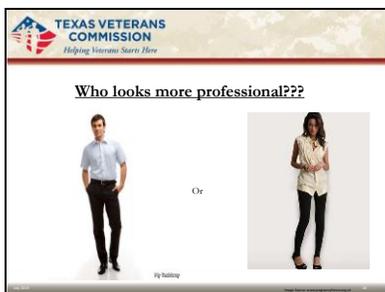
Slide 23



Don't Dress for the job you have, dress for the job you want!

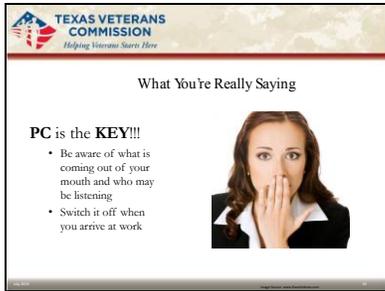
Outfit is nice and meets the business casual code...but, the sandals are trendy, and men's footwear doesn't have a comparison. So...how come you get to wear these and he can't wear his Birkenstocks?

Slide 24



Leggings as slacks/trousers?

Break if needed. (Blackout slide)

Slide
25

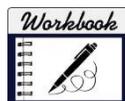
So we've talked about making the transition and the dress code for that transitions...but what about the way you speak? The words you use? The manner in which you say them?

Your word choice, tone, and manner in how you talk also contribute to the professional image you are trying to build.

Keep your communication style in mind when returning to civilian culture. What is normal in the military may seem unusual to a civilian.

PC is the Key!

- Misperceived comments, tone, and mannerisms are discussed in the office.
- Comments travel quickly in the cubicle environment
- Be aware of your surroundings and job environment
- Directness can be perceived as confrontational or directive.
- Watch use of military lingo, acronyms, and jargon.
- Comments about military life and culture vary among people; you may appreciate what others have to say, or not. Don't beat them up if they have a different opinion.



Discuss "Building Rapport with Others" on page 7.

Slide 26



Speak with Confidence!



Discuss the bullet points on slide and page 7.

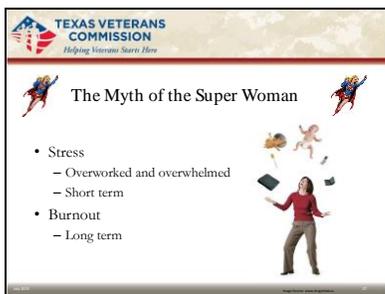
Compare contrast the two mages on this slide. Who is more confident and why?

Review key points on page 7.

You may wish to summarize 1 or 2 key points rather than covering them all (e.g. Points 3, 4, 5).

Talk about ‘tells’; everyone has them. But how do you manage them? Remind them not to stress over ‘tells’ as it will only highlight the ‘tell’ even more.

Slide 27



Discuss the myth of the super woman...the one who can do it all and is responsible for doing it all...and doing it well.



Have participants turn to page 8 in the workbook.

- Have them write down everything that is weighing on them within the circles provided (1 item per circle).
- Have them look at all their responsibilities and stressors.



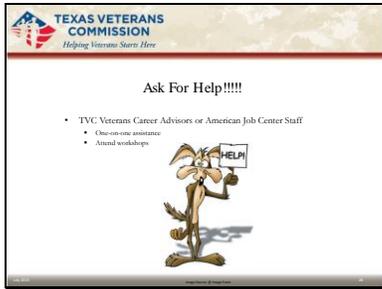
Ask if anyone would like to share what they wrote. Guide the discussion based on responses.



Now have them write their ‘burnout plan’ at the bottom of page 8. How are they going to handle and recover from everyday stressors and responsibilities?

Break if needed

Slide 28



Remind them...they are not alone and they can ask for help.

Slide 29



So...you're leaving the military and you want to find a job?

Easy right?

Example: Sue applied for 105 jobs in an 18-month period. She got 5 phone interviews and 2 face-to-face interviews. Needless to say, her confidence was dwindling and she was wondering what she was doing wrong.

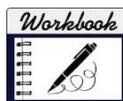


Ask "How many of you have begun the job search?"
"What have you done?" "What resources are you using?"

Well, at times it can eat your soul and confidence.

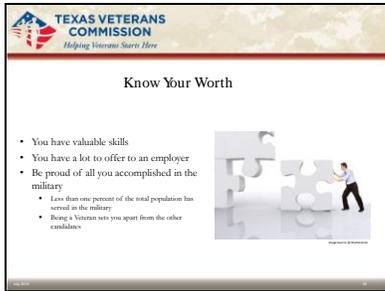
Key points to cover:

- Maximize your job search. Don't limit yourself to one or two resources.
- Keep your stress in check.
- Remember, help is available.
- Remember to follow-up with potential employers
- Help is out there.



Refer to page 10 of the workbook.

Slide 30



To begin your search, you must know your worth and recognize the skills and experience you gained in the military...whether a first-termer or a career service member.

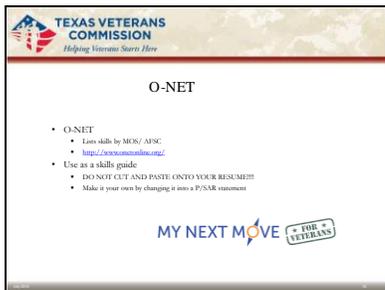


Refer to page 11 of the workbook. Review bullets under “Identify Your Skills” and “Translate into Civilian Terminology”.

Key Points:

- Remember only 1% of the population has served in the military...so employers are as familiar with terms, MOSs, PME, etc.
- Don’t forget to highlight those ‘additional duties’ you performed. You may have been an armorer, but you also performed inventory management, quality assurance, etc.

Slide 31



So how do you translate skills?

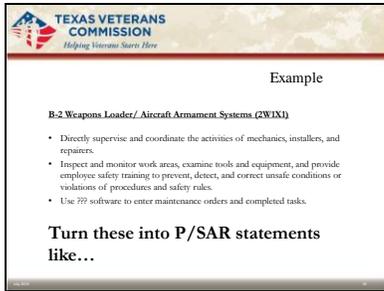
One resource is O*NET.

Use following example:

Bomb loader is not an MOS that translates easily to the civilian world. O*NET can help make that translation. *Highlight that “My Next Move” is what they are looking for.*

Using the bomb loader example, walk through what O*NET can do using the information on the following slides.

Slide 32



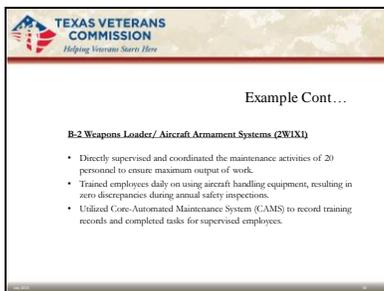
How do I translate skills? (Use slides 32 – 34) to demonstrate how O*NET can help.

Example: This is a partial listing of duties performed by a bomb load.

*Use O*NET to help you find and form P/SAR statements (but don't cut and paste into your resume).*

Using P/SAR statements. Turn experience into measurable and results-oriented statements you can use in a resume or application.

Slide 33

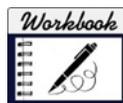


Compare/Contrast these items with those on the previous slide.



Lecture Enhancer

If time allows, ask participants to identify one skill/task they performed in the military. Have them practice turning that into a P/SAR statement.



Practice on page 11 of workbook.

Slide 34

Example Cont...

B-2 Weapons Loader/ Aircraft Armament Systems (201X1)

Highlighted skills and experience in:

- o Management
- o Leadership
- o Training
- o Safety
- o Quality Assurance
- o Customer Service
- o Computer Systems
- o Critical

Also highlight that you must include the ‘soft skills’ associated with your military service.

This slide depicts the soft skills of a bomb loader....or more accurately the competencies (not just technical skills) of a bomb loader.

Slide 35

Remember...

You only get **ONE** chance to make a first impression!
Make it count.

Rock the interview!

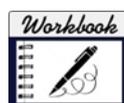
An interview is your chance to show an employer what you can do and what you can bring to the table...and sometimes you only get that one chance.

Make it count!

Slide 36

Interview Tips

- Three types of interviews:
 - Panel
 - One-on-one
 - Phone
- Panel is most common
- Situational/ Behavioral type questions



Discuss the information provided on pages 12 - 13.

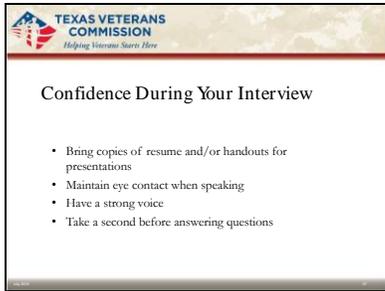
- 8 ways to impress an employer
- 6 questions most likely to be asked
- Most common non-verbal mistakes
- Elevator Speeches
- Ways to prepare (handouts/infographics)



Lecture Enhancer

If time allows, ask participants to develop an elevator speech (perhaps they have one from TAP already prepared). Ask for a volunteer to deliver his/her speech.

Slide 37



Be confident during your interview.
Review the reminder and tips on this slide.



Review ways to prepare on page 13.(provide handouts/infographics).

Slide 38





Lecture Enhancer

Discuss the confidence portrayed in these two pictures.



Who is more confident? Why?

Discuss posture, eye contact, body language, etc.

Slide 39



Discuss tips for a smooth transition back into the workforce if you decide to wait a while before beginning your job search.

Reasons for waiting:

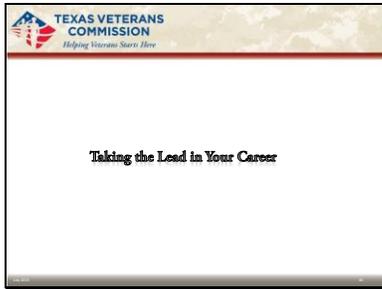
- Family life
- School
- Break from work



Refer to page 14 of the workbook. Don't forget to discuss how to manage employment gaps and reflect those in an application/resume. Suggest they volunteer during an employment gap.

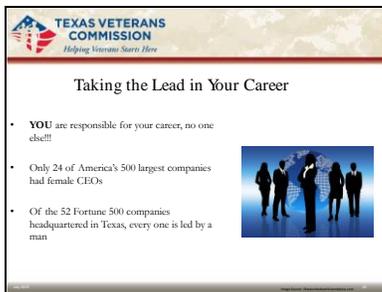
Break if needed

Slide 40



So...you got the job. Now, how do you advance?

Slide 41



Talk about

- Overcoming gender bias in the workplace
- Saying “No”; provide tips on how to say no.
- Avoid gossip
- Focus on being respected more than being liked
 - Being the ‘go-to’ person can lead to burnout
 - Being the ‘go-to’ person can prevent you from doing your job and hinder advancement



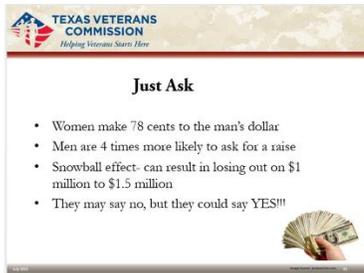
Refer to page 16 in workbook.



Lecture Enhancer

Have participants take a few moments to write down how they would say “no” using the principles you just discussed. (Provide them a situation to which they will say no, or have them pull an example of when they wanted to say no and didn’t.)

Slide 42



Refer to page 17 in the workbook.

Discuss how to enter into salary negotiations.



Lecture Enhancer

Provide an example of what one could say when asking for a salary increase or negotiating a starting salary.

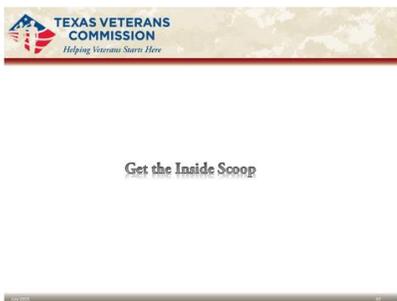
Refer to page 17 of the workbook (bottom bullets)

Have participants partner with someone and practice asking for a raise for approximately 5 minutes.



Ask the participants to share how the negotiations went. How did they feel? What did they fear? What do they need to improve?

Slide 43



Get the Inside Scoop

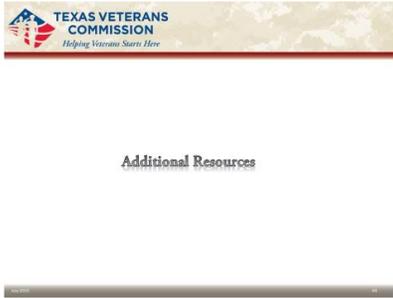


Have participants complete the quiz on page 20.



Review answers with participants
(Use "Answers: The Department of Veterans Affairs")

Slide
44



Discussion Home Loan information provided on page 21.



Discuss additional resources section on page 24.



Review the Civilian Survival Checklist on page 25.

Slide
45



Provide contact information for the Women Veterans program.

Provide feedback survey.

Answers: Department of Veterans Affairs

Q: I can only use VA Health Care if I am retired or deployed.

A. False

Any eligible Veteran can use the VA, whether or not they retired or deployed, as long as they meet the length in service, discharge type, and income requirements. Service connected Veterans are eligible, regardless of income.

Q: The VA has a Maternity Care Program.

A. True

VA provides prenatal and preconception care, maternity care services, and 7 days of newborn care for Women Veterans. They also provide an electric and manual pump, nursing bras, nursing pads, creams, and support bands.

Q: The VA can charge a copay.

A: True

Copays are based on a Veterans income and service connected disability percentage. Veterans who are 50% or more will not have any copays for ANY medical care. Eligibility Specialists at the VA can tell the Veteran whether or not they have a copay.

Q: Younger Veterans do not use the VA.

A: False

Veterans of all ages use the VA.

Q: Combat Veterans receive 5 years of free medical and 6 months of free dental through the VA.

A: True

Once the 5 years is up, Combat Veterans are subject to the same copays as noncombat Veterans, unless they are above 50% service connected.

Q: The VA does not give quality care.

A: False

VA physicians have the same requirements and training as private physicians. Just as with any hospital or clinic, there is always some negligent staff members who give the whole institution a bad reputation.

Q: The VA will provide infertility testing and certain treatments.

A: True

Infertility testing and certain treatments are covered by the VA. The VA, however, is prohibited by legislative authority to provide in-vitro or abortion services.

Q: I can file a service connected disability claim for any injury during active duty, including off duty hours.

A: True

I can file a service connected disability claim for any injury during active duty, including off duty hours.

Q: The VA will provide all gender specific care, to include pap smears and mammograms.

A: True

The VA will provide all gender specific care, to include pap smears and mammograms.

Q: The VA has homeless programs for homeless Veterans.

A: True

The VA has Homeless Coordinators who can assess what programs a Veteran may be eligible for.

Q: I cannot file a claim for Military Sexual Trauma (MST) if I did not report it in the military.

A: False

You can ALWAYS file for MST. If it was not reported, there is other evidence that can be submitted to support the claim. TVC Claims Counselors can help Veterans file these claims and provide them with what info they can submit to support it.

Icebreaker #1: Personal Introductions

Time Allotted: 5 – 10 minutes

Materials: None

Directions: Best for groups of 10 or less

Have participants introduce themselves and provide:

- Name
- Branch of Service
- Date of Transition / Retirement / Separation

After all participants are done, introduce yourself providing the same information.

Icebreaker #2: Groups

Time Allotted: 5 – 10 minutes

Materials: None

Directions: Best for groups of 10 or more

Have all participants remain seated. Ask each of the following questions and have those who can answer “yes” to the questions stand.

1. Are any of you in the Air Force?
2. Are any of you in the Marine Corps?
3. Are any of you in the Army?
4. Are any of you in the Navy?
5. Are any of you in the National Guard, Reserve or Auxiliary?

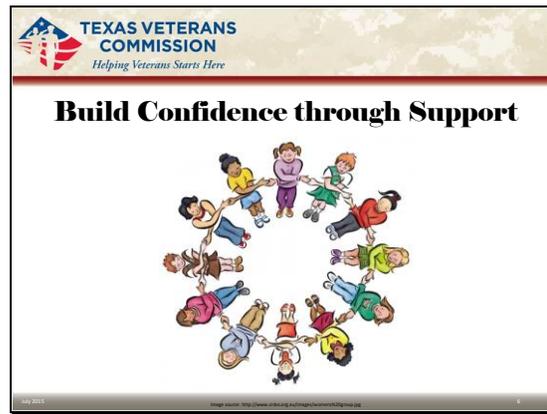
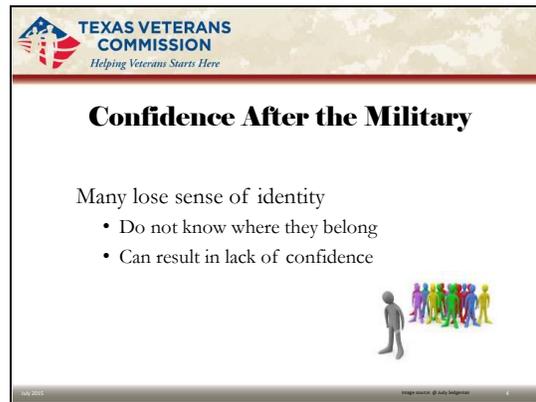
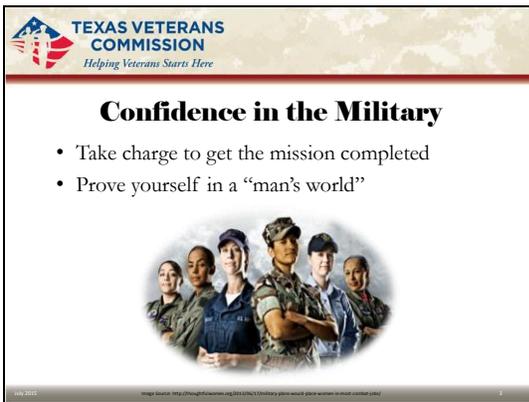
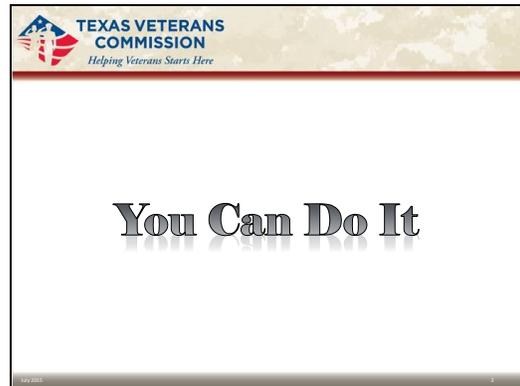
At this point you should have people “grouped”. Discuss that everyone is part of a group, each with similarities and differences at the same time.

Each person goes through similar transitions, yet may have different experiences.

Alternate questions:

1. How many are currently transitioning?
2. How many are retired?
3. How many served 4 years or less?
4. How many served 5 – 10 years?
5. How many served more than 10 years but did not retire?

Slide Deck: Content Module 1



JOIN THE NETWORK.
TEXAS WOMEN VETERANS PROFESSIONAL NETWORK

Women Veterans Program Contact Info

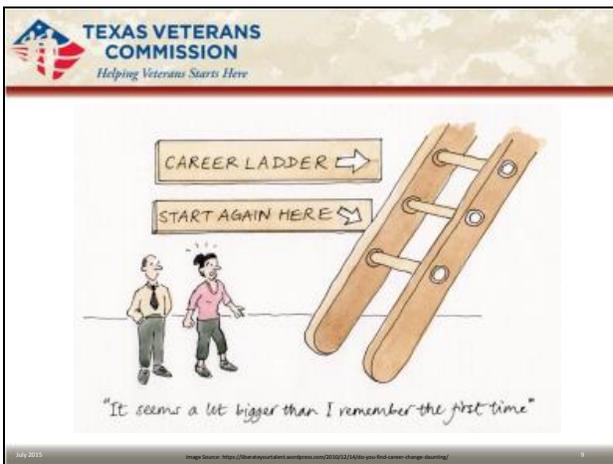
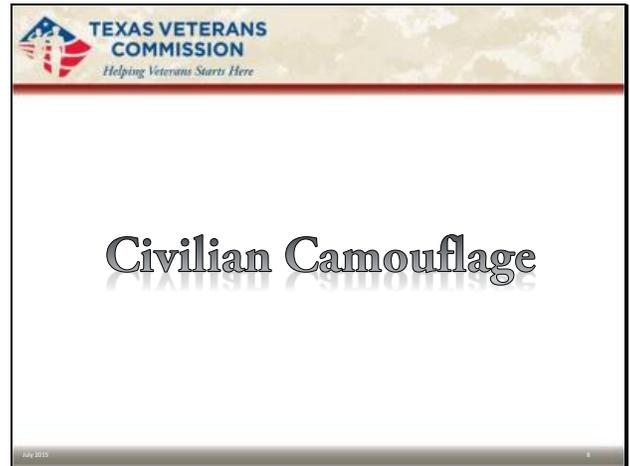
Women Veterans Employment Coordinator: Julie Puzan
512.463.0619
julie.puzan@tvc.texas.gov

Women Veterans Claims Coordinator: Pam Maercklein
512.936.6678
512.565.7430 (cell)
pam.maercklein@tvc.texas.gov

Women Veterans Outreach Coordinator: Carrie Sconza
512.463.1054
carrie.sconza@tvc.texas.gov

Women Veterans Program Manager: Edie Disler
512.463.2333
edith.disler@tvc.texas.gov

Slide Deck: Content Module 2



TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Creating a Professional Image- Heels

Shoes for work don't always have to be in being black, however if they are high heels make sure you are used to them and that they are practical to your work.

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Creating a Professional Image- Appearance

Do

Don't

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Creating a Professional Image- Maternity Attire

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Creating a Professional Image- Maternity Attire

Own the Bump!!!!

Corporate Attire When You're Expecting

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

BUSINESS PROFESSIONAL	BUSINESS CASUAL	BUSINESS PROFESSIONAL	BUSINESS CASUAL

What to wear?

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

"Suit"

If...

Then...

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

“Sports Coat” or “Smart Casual”

If...  Then... 

July 2015 Image Source: iStockphoto.com

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

“Business Casual”

If...  Then... 

July 2015 Image Source: iStockphoto.com

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Who looks more professional???

 Or 

July 2015 Image Source: iStockphoto.com

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Who looks more professional???

 Or 

July 2015 Image Source: www.istockphoto.com

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Who looks more professional???

 Or 

July 2015 Image Source: iStockphoto.com

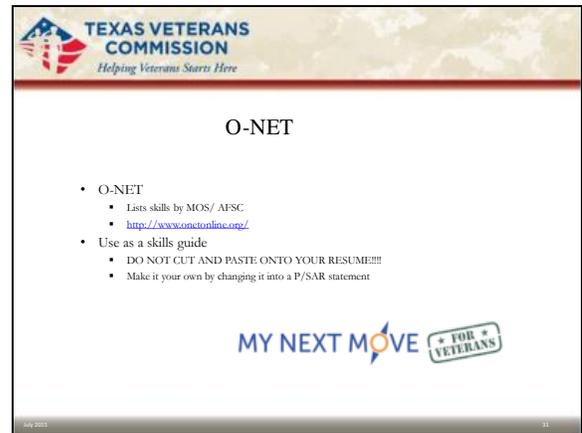
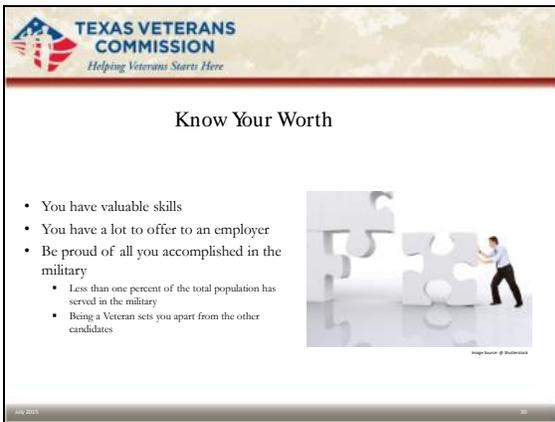
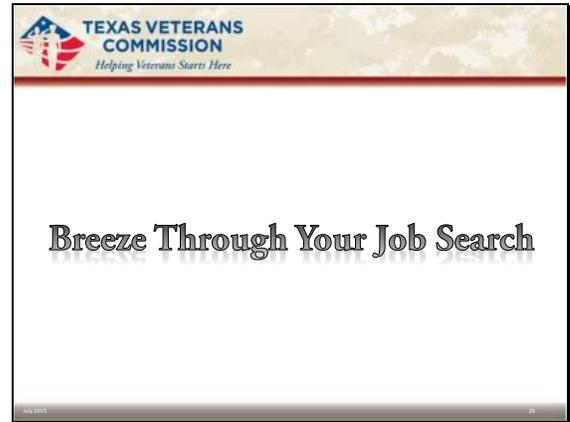
TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Who looks more professional???

 Or 

July 2015 Image Source: www.istockphoto.com

Slide Deck: Content Module 3



TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Example

B-2 Weapons Loader/ Aircraft Armament Systems (2W1X1)

- Directly supervise and coordinate the activities of mechanics, installers, and repairers.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Use ??? software to enter maintenance orders and completed tasks.

Turn these into P/SAR statements like...

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Example Cont...

B-2 Weapons Loader/ Aircraft Armament Systems (2W1X1)

- Directly supervised and coordinated the maintenance activities of 20 personnel to ensure maximum output of work.
- Trained employees daily on using aircraft handling equipment, resulting in zero discrepancies during annual safety inspections.
- Utilized Core-Automated Maintenance System (CAMS) to record training records and completed tasks for supervised employees.

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Example Cont...

B-2 Weapons Loader/ Aircraft Armament Systems (2W1X1)

Highlighted skills and experience in:

- Management
- Leadership
- Training
- Safety
- Quality Assurance
- Customer Service
- Computer Systems
- Clerical



TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Remember...



You only get **ONE** chance to make a first impression!
Make it count.

TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Interview Tips

- Three types of interviews:
 - Panel
 - One-on-one
 - Phone
- Panel is most common
- Situational/ Behavioral type questions




TEXAS VETERANS COMMISSION
Helping Veterans Start Here

Confidence During Your Interview

- Bring copies of resume and/or handouts for presentations
- Maintain eye contact when speaking
- Have a strong voice
- Take a second before answering questions

TEXAS VETERANS COMMISSION
Helping Veterans Starts Here

Confidence During Your Interview



July 2015 Image Source: Shutterstock, sbrufuck.blogspot.com 38

TEXAS VETERANS COMMISSION
Helping Veterans Starts Here

Delayed Entry



Getting Back into the Workforce...

July 2015 39

TEXAS VETERANS COMMISSION
Helping Veterans Starts Here

Women Veterans Program Contact Info

Women Veterans Employment Coordinator: Julie Puzan
512.463.0619
julie.puzan@tvc.texas.gov

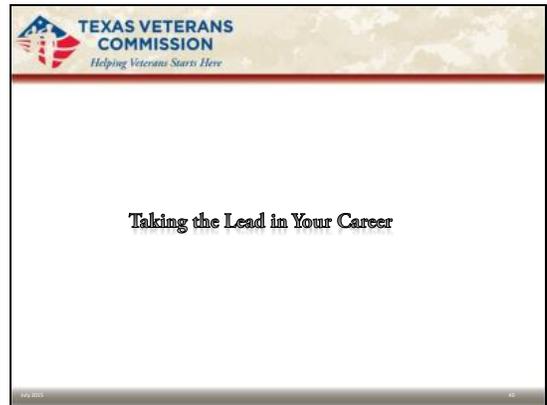
Women Veterans Claims Coordinator: Pam Maercklein
512.936.6678
512.565.7430 (cell)
pam.maercklein@tvc.texas.gov

Women Veterans Outreach Coordinator: Carrie Sconza
512.463.1054
carrie.sconza@tvc.texas.gov

Women Veterans Program Manager: Edie Disler
512.463.2333
edith.disler@tvc.texas.gov

July 2015 43

Slide Deck: Content Module 4

The slide features the Texas Veterans Commission logo at the top left. The title "Taking the Lead in Your Career" is centered. Below the title is a bulleted list of statistics. To the right of the list is a photograph of four business professionals standing in front of a world map.

- **YOU** are responsible for your career, no one else!!!
- Only 24 of America's 500 largest companies had female CEOs
- Of the 52 Fortune 500 companies headquartered in Texas, every one is led by a man

The slide features the Texas Veterans Commission logo at the top left. The title "Just Ask" is centered. Below the title is a bulleted list of statistics. In the bottom right corner, there is a photograph of a hand holding a fan of cash.

- Women make 78 cents to the man's dollar
- Men are 4 times more likely to ask for a raise
- Snowball effect- can result in losing out on \$1 million to \$1.5 million
- They may say no, but they could say YES!!!



Women Veterans Program Contact Info

Women Veterans Employment Coordinator: Julie Puzan
512.463.0619
julie.puzan@tvc.texas.gov

Women Veterans Claims Coordinator: Pam Maercklein
512.936.6678
512.565.7430 (cell)
pam.maercklein@tvc.texas.gov

Women Veterans Outreach Coordinator: Carrie Sconza
512.463.1054
carrie.sconza@tvc.texas.gov

Women Veterans Program Manager: Edie Disler
512.463.2333
edith.disler@tvc.texas.gov

July 2015 43

Slide Deck: Content Modules 5 & 6

