

Resource Guide for Unemployment and Insurance Benefits

Health Care Resources

- Individual Plans (i.e. Anthem Blue Cross/Blue Shield)
 - Offered through many different companies
 - Flexibility in cost and coverage
 - Can be less expensive than COBRA
- Healthy Indiana Plan (HIP): <http://www.in.gov/fssa/hip/>
 - Out of Insurance for 6 months
 - Does not require Medicaid
- Consolidate Omnibus Budget Reconciliation Act (COBRA) Insurance
 - Continuation of group health care benefits
 - Pay after paperwork is processed back to date of termination
 - Stimulus packaging may cover 65% of costs for up to 15 months
- Department of Insurance (IDOI): <http://www.in.gov/idoi/2630.htm>
 - Indiana Comprehensive Health Insurance Association (ICHIA)

Unemployment Benefits Resources

- Department of Workforce Development (DWD): <http://www.in.gov/dwd/2345.htm>
 - Weekly claims submission
 - Unemployment insurance benefits
- Family and Social Services Administration (FSSA): <http://www.in.gov/fssa/>
 - Division of Family Resources (DRF: <http://www.in.gov/fssa/2407.htm>)
 - Other Assistance Programs (<http://www.in.gov/dwd/2639.htm>)
 - Medicaid
 - Medicare
 - Child Care Development Fund (CCDF)
 - Temporary Assistance for Needy Families (TANF)
- Indiana Career Connect (<https://www.indianacareerconnect.com/>)
 - State of Indiana's no charge employment service

Career Change Overview

(This two page document serves as “context” for explaining your career direction to others. It provides a framework to explain what you are looking for, what are your strengths, and what makes you different from others.

I view this document as the “how” one works versus the resume which provides the “what” one accomplished)

Summary of purpose of change and future directions in 3-5 sentences.

Give 3-5 words that explain what you are looking to do...

Strengths

- List and explain strengths (no more than 4)
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-
-

Weaknesses

- List 1-2 weaknesses (be prepared to explain how you manage them)

What makes me tick?

-
-

What makes me different?

- Explain 3-4 items that differentiate you from others
 - a. Give examples in one line

Potential Questions/Answers

Why leave (your employer) now?

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What are your values at work?

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-
-

What are your passions?

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-
-

Do you have a life purpose? (if not, read “First Things First” by Steven Covey

What are your favorite quotes?

- Can easily skip. I just like some personal wisdom.

What would you do on a perfect day off?

-
-
-

What is needed for a successful career change?

(Provides an opportunity if someone asks what they can do for you)

Add additional questions if you like...

Visioning Exercise: What is a perfect work week for you?

- On one page, describe the “perfect” work week. What are the key elements you are looking for in your work life? Include some humor, time with family and friends, etc. The goal is to identify what are you looking to find or create for your work environment?

Key words: (at bottom, list the words that capture your perfect week)

Career Self-Assessment Worksheet

Use the following questions to help you think through your developmental needs and goals. Supplement this form with others such as the Rewards Worksheet to pull together a plan for your next developmental step.

Current and Future Work Situation

What's the overall fit between your current position and your interests, values, and skills?

What is your overall level of satisfaction with your current position? Are you beginning to sense it's time for a change?

Do you anticipate that any of the following changes will occur in the foreseeable future? (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Change in supervisor | <input type="checkbox"/> Change in job |
| <input type="checkbox"/> Relocation: another part of country or international | <input type="checkbox"/> Change in workspace |
| <input type="checkbox"/> Corporate downsizing or merger | <input type="checkbox"/> Change in employer |
| <input type="checkbox"/> Change in the type of work you do | <input type="checkbox"/> Promotion |
| <input type="checkbox"/> Transfer to another division or part of the company | <input type="checkbox"/> Job redefined or enlarged |
| <input type="checkbox"/> Change to supervisory role | |

What are the implications of any anticipated changes? Will you need to learn new skills? Will a change result in a more or less favorable position for you in terms of job fit and opportunity?

Skills: Strengths and Gaps

What are your top five skills (i.e., those where you have the most proficiency and/or those you enjoy using the most)?

What are the top two or three skills you need to learn in order to grow in your job, advance to the next level, or seek a new job?

What are your key transferable skills—those skills that are not just job-specific but that can be applied to work in many positions? Example: basic computer skills, negotiation skills, financial analysis.

What do you think others would say are your strengths?

The Next Step and Opportunity

As a next step towards your long-term career goals, where do you see yourself six to twelve months from now?

What are some developmental opportunities you can take advantage of?

What parts of your work would you like to continue doing, or do with more skill?

What new work activities or positions would you like to try?

What are your short-term career-development goals?

What support do you need to achieve them? (Training, people, time, money, etc.)

What do you think others would say about your work and your career aspirations and plans?

Career Planning Workshop Handout

Some Suggested Reading Resources:

Career Assessment

Strength Finder 2.0 by Tom Rath (Includes Online Strengths Assessment)

What Color is Your Parachute 2009? by Richard Nelson Bolles

First Things First by Steven Covey

Halftime by Bob Buford

Man in the Mirror by Patrick Morley

Free Gulliver: Six Lessons in Life Planning by Trip Friedler

If You Want to Walk on Water, Get Out of the Boat by John Ortberg

Small Giants by Bo Burlingham

Communication and Transitions

Transitions by William Bridges

My Next Phase by Sondstrum & Burnham

DNA of Relationships by Smalley

Finding Purpose

Wild at Heart by John Eldridge

The Power of Focus by Jack Canfield

Wide Awake by Erwin Raphael McManus

Seven Habits of Highly Effective People by Steven Covey

Eighth Habit by Steven Covey

Preparing for Economic Turmoil

How to Survive the Economic Meltdown by Bob Morley

available at zpc.org or as papercopy to workshop attendees