2018 CTHIMA ANNUAL MEETING

TAKE CONTROL OF YOUR CAREER: NEW RULES ABOUT MANAGING YOUR HIM CAREER

Presented by: Tania Hazley, RHIA

PRESENTATION TOPICS

- Conference Game Plan
- Establish your brand
- New Resume Rules
- Linked In
- Phone Etiquette

CONFERENCE GAME PLAN

MAXIMIZE YOUR TIME

Prepare for each stage of the conference

- Before
- During
- After

PLAN FOR EACH STAGE

Optimize your time at conferences

Before
- Go with an agenda
- Have your intro ready
- Get your power packing list

During
- Connect with people
- Be thankful
- Be inclusive

After
- Review your notes
- Follow up
- Evaluation

ESTABLISH YOUR BRAND

What do you bring to the table?

- Define your unique skillset
- Follow new resume rules
- Get on LinkedIn

NEW RESUME RULES

Keep it to one page
Tell your story
KISS your accomplishments
Tailor with keywords

Rule One
Tell your story

Rule Two
KISS your
accomplishments

Rule Three
Tailor with
keywords

LINKEDIN

- Build your online presence
- Curate your work history
- Engage with your peers

PHONE ETIQUETTE

- Smile
- Introduction/Greeting

Keep in mind

YOU CANNOT BUILD A REPUTATION ON WHAT YOU'RE GOING TO DO.

CONFUCIUS

CONTACT ME

Tania Hazley, RHIA

taniahazley.com/cthima

Email address

hello@taniahazley.com

LinkedIn

linkedin.com/in/taniahazley