

## 5 MINUTE COUNTDOWN GROUP LIST FROM DWI 2/2021

### Job Seeker - 46 VIDEOS

5 minutes before an interview
5 Minutes before A Difficult Question
5 Minutes before A Panel Interview
5 Minutes before A Digital or Webcam Interview
Pivot to the Positive
5 Minutes before A Job Fair
5 Minutes before You Have to Look the Part
5 Minutes before An Important Introduction
5 Minutes before An Important Moment
5 Minutes before you attend an event with Food and Drink
5 Minutes before you Offer your Resume
5 Minutes before you need to set goals
5 Minutes before a Networking Event
5 Minutes before you need to master the art of Chit Chat
5 Minutes before you hand over your portfolio
5 Minutes before a Public Introduction
5 minutes before you need to remember names
5 minutes before you tackle the scenario interview
5 minutes before you present in an Interview
5 minutes before you need to expand your skills
5 minutes before You Self Assess for an Interview
Finding Your Confidence
Creating Your Back-Up Plan
Tailoring Your Resume
411 on Labor Market Information and Your Job Search
Interview Phone Etiquette Basics
Do your homework and exceed expectations
Understanding Unwritten Rules
Written Communication that Really Delivers
Upsell Your Job Search
E-Portfolios, No Problem
Being Persistent While Respecting Boundaries
Get Judged by this Cover
It's WHO You Know
Sign Here, You're Hired!
Intention Directed Communication
Plan Your Personal Mission
Move Forward or Get Out of the Way
See It - Create it!
Job Hunting Strategies
Develop your Career Vision
Close the interview
5 minutes before a phone interview
Your Job Search, Your Life!
Virtual Meeting: Technology
Show Your Skills with Examples

### Job Readiness - 30 VIDEOS

Seizing the Constructive Out of Criticism
Assessing your Talent
Turn to your Internal Filter
Awakening Your Enthusiasm
Be Yourself, a True Original!
Speak Clearly without Speaking a Word
Effortless Conversation Know-How!
Read Between the Lines to Empower Yourself
Cultivate Resilience
Nice Guys Finish First
See the Person, NOT the problem
Uncertainty Is A Reality
Character DOES Count
Triumph Every Time Being People Smart
Take Initiative to Succeed
Delegation Works
Instruction Giving
Becoming More Reliable
Showing Your Best Character
Critical Observation
Tactfulness
Art of Negotiation
Responsibility and Accountability
Maintaining Motivation
Lift the Anchor - Set a New Course
When Facing a Roadblock
Its all in the Tone
Make Limitless Ideas Possible
Be your own Keynote Speaker
Becoming a Better Listener

### Community Footprint - 9 VIDEOS

Credit, What is it?
Market Yourself
Embracing Change
Finding a Job Using Facebook & Twitter
I need Passion in my Life
Why Network
Entrepreneurial ship: The First Step
Upselling 101
Finding a Job Using LinkedIn

### Professional Development - 15 VIDEOS

Multi-Tasking
Deadline Pressure
Taking Risks
Workplace Violence
Sales
The Best Leader in You
Crisis management
Humor in the Workplace
Product Knowledge
Selective Listening
Handling Bad Mouthing
Identifying Training Needs Skills Gap
Diligently Debating
Effectively Multi-Task Online
Sharpen Your Creativity

### Mid-Level Worker - 35 VIDEOS

Where did the Time Go
Time Burglar Defense Tactics
Efficient Task Reporting
Capitalizing on Organization
What I Meant to say...
Answer Questions with Class
Are You Listening?
Inspire Your Audience
Let's Negotiate
Receiving Feedback
Acting on Feedback
What's Your Call to Action?
Don't Let Ambiguity Confuse You
Set the direction of your next presentation
The only thing you have to fear is... NOT PUBLIC SPEAKING
Working it Out
Houston, We have a problem!
Effective Arguing
Why Can't Everybody Be Just Like Me?
Are you a Team Player?
Excel with Diverse Teams
Service with Gusto!
Positive Customer Relationships
Making "S.M.A.R.T." Goals
Set Your GPS for Success
Expect the Unexpected
Ouch That Hurts! What are my emotional band aids?
Less Is Actually More
Empathy, a Positive Emotion
Handling Bad Mouthing on the Job
Identifying Training Needs Skills Gap
Diligently Debating
Effectively Multi-Task
Sharpen your Creativity
Winning with a Win-Win Attitude

### Supervisor/Managers - 30 VIDEOS

Hit the Ground Running
I'm a ticking time bomb
Help! I'm Drowning in My Own "Stuff"
Keep the Meeting Moving
Go with the Flow
Help! I'm so Burned Out
Is Everyone Clear?
Mediation and Negotiation
Peer to Boss, Now What?
Delegate Responsibilities? No Way!
That's not what I expected
Treat Employees Like Customers?
I didn't Say That
Smooth Sailing in Changing Waters
Wow your Stakeholders
Motivate the Team
Key Performance Measures
Decision Trees
Managing Expectations
Facilitator Role and Characteristics, Part 1
Facilitation, Part 2
Providing Feedback for Performance Improvement
Winning with Strategic Hiring
Managing Team Dynamics
Analyzing and Observing Expressions
Trusting Leadership
Time Management for Supervisors
Disability Awareness
Coaching Management, Positive Results
The Virtual Meeting Technology

### 5 Minute Countdown Series - 165 VIDEOS

All of the videos in this group