



CREW CAREER ESSENTIALS™

Adding Professionalism To Your Flight Bag!

Becoming a corporate Crewmember requires desire, people-skills, corporate-specific training, and an understanding of the unique nuances of the industry. However, even then... entering the field can be challenging!

While there are no guarantees of your first job or your ongoing success, FACTS® has developed an essential training program to help you market your skills, increase your contacts, improve your self-presentation and make that important positive first impression to "win" the interviews.

The Crew Career Essentials™ workshop will help you learn to manage your "business", your time and your clients like a seasoned professional and to demonstrate your value to the prospective employers you will meet.



Crew Career Essentials™

This intensive half-day program is a valuable workshop made available to scheduled FACTS Emergency Procedures Training programs or may be attended as a stand-alone workshop. The training provides both the fundamentals to better prepare yourself for a corporate aviation career AND the advanced techniques (in a one-on-one workshop setting) to better market your skills, interview to "win", and leave that important lasting impression.

Curriculum Includes:

- Your "Business"
- Resume Assistance
- Cover Letters and Presentation
- Business Card Design
- Business Communications
- Email Etiquette
- Voicemail Do's & Don'ts
- Telephone Etiquette
- Common Mistakes to Avoid
- Dressing for Success
- Interview Guidelines
- Self-Marketing and Promotion
- Tools-of-the-Trade
- "You Are Your Peers"

Workshop Includes:

- Resume Design Assistance
- Telephone Scripts
- Self-Presentation Skills
- Mock Interviews



Crew Career Essentials™

Intensive 1/2-day Training

With FACTS® Training \$475

Without FACTS® \$575

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