

Teaching Syllabus: “Flight Guide for Success”

Although the book focuses on aviation, it can be used as a guide for any career field or discipline. The advice is universal, emphasizing the importance of demonstrating to those who can help you that you’re sincere, dedicated and worth helping. Parallels can be drawn between all 78 articles to each student’s own specific marketing goals.

Chapter 1: Getting Started

Summary: Six articles on how to get started in your chosen career including career suitability, prerequisites, education and age considerations.

1. Planning Your Aviation Career (pg. 17-20)

- What questions should you ask when planning any new career?

2. Is an Aviation Career Right for Me? (pg. 21-22)

- How can you gauge your passion for a particular career?

3. Do I Need A College Degree? (pg. 23-24)

- Why does this (or your prospective) career require a college degree?

4. Big School or Small School? (pg. 25-28)

- List the pros and cons of big schools v. small schools for your chosen field

5. Age: Not the Factor it Once Was (pg. 29-31)

- Recognize age considerations; understand and use them to your advantage

6. Midlife Career Change: Is Faster Better (pg. 32-34)

- What skills are needed to make a successful career change?

Chapter II: Skills and Strategies

Summary: 7 articles on the importance of networking, training progression, financial strategies, crucial skills, ab initio and accelerated training alternatives as well as the importance of simulators.

1. The Networking Factor (pg. 37-40)

- Discuss the importance of networking and demonstrating your passion

2. Which Rating, When? (pg. 41-43)

- What types of training are available and what's the order to complete them?

3. Spending your flying dollars wisely (pg. 44-47)

- Evaluate the high cost programs and their benefits/disadvantages

4. Good Instrument skills are a Must (pg. 48-51)

- Why is this the crucial skill you'll need throughout your career?

5. Ab Initio Training (pg. 52-54)

- Discuss the concept of ab initio training and its pros and cons

6. Accelerated Training: Is it Right for You? (pg. 55-58)

- Is faster learning better and does it guarantee success?

7. Simulators: Help or Hindrance? (pg. 59-61)

- What can you substitute for live experience to accelerate your progress?

Chapter III: Beginning Flying Jobs

Summary: 10 articles on how to find beginning jobs in your chosen field, both paid and volunteer. How to make creditable job moves, given your age and circumstances, and how it changes once you enter the for-profit world.

1. Begin with an Airport Job (pg.65-68)

- Discuss the benefits of spending time at your chosen profession's locale.

2. Early Job Opportunities: Make Your Own (pg. 69-71)

- How can you use your junior status to become more involved?

3. Job Opportunities for Older Pilots (pg. 72-74)

- What's needed for older workers in your new pursuit? Discuss how you'll handle the financial and social requirements of the job.

4. Becoming an Instructor (pg. 75-77)

- Describe the value of teaching. How it will improve your resume?

5. Getting Paid to Fly (pg. 78-80)

- What type of specialized skills are in demand? Describe how you'll use/obtain yours to move up the job ladder.

6. Moving up the Job Ladder (pg. 81-82)

- How will you market your progress and skills? What techniques work best in your profession?

7. From Amateur to Pro: Crossing the Line (pg. 83-86)

- What are the keys to turning professional? Describe unique opportunities.

8. Other Flying Careers (pg. 87-90)

- Discuss the various off-shoots to your primary career goal and how to prepare for them.

9. Career Choices: Making the Right Moves (pg.91-94)

- Discuss the various aspects of specific job opportunities and how they'll affect your progress.

10. Building Quality Flight Time (pg.95-98)

- Why is diversified work experience important? Discuss the importance of leadership skills in your field and how to acquire them.

Chapter IV: Women's Issues

Summary: 6 articles on what's unique about women working in this field, how they can excel, deal with problem areas and balance their work and home lives.

1. Relationships and an Airline Career (pg. 101-105)

- Describe the skill set required to be credible in your field and how you can benefit from coworker's input.

2. Obstacles Facing Women Pilots (pg. 106-108)

- What specific issues concern men when it comes to hiring women in your field?

3. Perceptions: Often of Our Own Making (pg. 109-111)

- Discuss the attributes of a serious female professional in your field?

4. Dealing with Discrimination (pg. 112-114)

- How can you counter perceived discrimination in your field?

5. How Women Pilots Succeed (pg. 115-117)

- List the key concepts of success and how to use them wisely.

6. Balancing Family and Career (pg. 118-121)

- Discuss the skills and strategies available to provide a balanced career.

Chapter V: Marketing Considerations

Summary: 9 articles on marketing issues ranging from self-promotion, alternative career directions, avoiding mistakes, to job continuity, reentry strategies and planning for veterans.

1. Marketing Yourself (pg.125-127)

- Describe the important elements of effective self-promotion during an interview.

2. Career Quandary: Corporate or Airline? (pg. 128-130)

- Discuss various career tracks in your field and how they differ.

3. Don't Let Glitches Stall Your Career (pg. 131-133)

- Discuss common judgement errors in your field and possible fixes.

4. Learn from the Mistakes of Other (pg.134-137)

- What are the crucial skills in your field and how do you apply them to specific problem areas?

5. Mistakes You Wish You'd Never Made (pg.138-140)

- Describe gross errors in your field and how to avoid them

6. Acknowledge Your Shortcomings (pg.141-144)

- How can you mitigate deficiencies in your field?

7. Job Continuity: How Crucial Is It? (pg.145-148)

- Explain important considerations when changing jobs

8. Getting Back into Flying (pg.149-151)

- How can you frame job changes to your advantage?

9. Military to Airline – Plan Ahead (pg.152-155)

- Discuss the important considerations for making a transition to your field if your prior experience was military. What are the differences to consider?

Chapter VI: Logs/Resumes/Job Apps

Summary: 8 articles discussing the importance of properly presenting your credentials to prospective employers. How your portfolio will be viewed and what it says about you. What techniques are crucial when it comes to allowing your work to speak for you in terms of content, presentation, delivery and marketing.

1. Logbooks 101: Neatness Counts (pg. 159-162)

- Why is completeness, neatness and presentation important when selling your skills?

2. Logbooks: An Interviewer's Perspective (pg. 163-169)

- What affects your credibility when it comes to recordkeeping?

3. A Current Resume: Your Best Sales Tool (pg. 170-172)

- What qualities distinguish a good resume in your field?

4. Will Your Resume Get You and Interview? (pg. 174-176)

- Why is a good resume the stepping step to getting a job interview?

5. Resume Etiquette (pg. 177-179)

- Discuss the important specifics of resumes for your particular field.

6. Job Applications (pg. 180-182)

- What are the crucial points when completing a job application?

7. Job Applications: Dos and Don'ts (pg. 183-185)

- What skills do you need to compose a quality job application?

8. Job Applications: What Companies Want (pg. 186-188)

- Does brevity assist you in marketing yourself on a job application?

9. Scrutinizing Your Own Airline Application (pg. 189-194)

- How can you deal with negatives and shortcomings on your application?

Chapter VII: Interview Basics

Summary: 8 articles describing the various preparatory steps, the importance of research and practice before an interview. The crucial elements include applicant attitudes, looks and honest responses as well as understanding what the interviewers want...and how to give it to them.

1. Interview Preparation: A Multistep Process (pg. 197-200)

- What preparatory tasks are crucial before your upcoming interview?

2. Interview Attitudes: Are Yours Appropriate? (pg. 201-104)

- Why is attitude such an important part of interviewing?

3. Why Won't They Interview Me? (pg. 205-208)

- Describe the causes and cures for not being asked to interview in your field.

4. Avoiding Canned Responses (pg. 209-212)

- What's the problem with canned responses and how do you avoid them?

5. Why Won't They Hire Me? (pg. 213-216)

- Discuss various possible solutions to no post-interview job offered.

6. What Interviewers Really Want (pg. 217-221)

- How can you provide an interviewer with the insights into the real you?

7. Interview Post Mortem (pg. 222-224)

- How do you analyze a failed interview and use it to prepare for the next one?

Chapter VIII: Interview Secrets

Summary: 7 articles describing the key areas which all interviewers probe to find successful applicants. Each article discusses what's needed to demonstrate that you possess these crucial skills.

1. Have You Got What It Takes? (pg. 227-229)

- Describe what a prospective employer wants to know about you?

2. Selling Yourself: Sing Your Own Praises (pg. 230-233)

- Discuss what aspects are important when you tell “your” story?

3. Technical Knowledge: An Interview Must (pg. 234-238)

- What technical knowledge will you need to discuss during an interview in your own field? Why?

4. Career Commitment: Does Yours Measure Up? (pg. 239-241)

- How will you demonstrate your passion, commitment and motivation?

5. Playing by the Rules (pg. 242-244)

- Why are policy and procedures questions important to interviewees?

6. Leadership Skills: Are Yours up to Par? (pg. 245-247)

- Describe your leadership skills and how you'll demonstrate them

7. Plays Well with Others (pg. 248-251)

- Why are personality skills so important? How will you discuss them?

Chapter IX: Airline Job Preparation

Summary: 7 articles describing the key areas you'll need to master in order to succeed as a professional in your field. Each article discusses what's needed to demonstrate that you possess these crucial skills.

1. Flying the Simulator: It's not an Airplane! (pg. 255-257)

- Describe how you'll keep your skills sharp for your chosen profession.

2. You're Hired! Now What? (pg. 258-260)

- What preparatory steps will help you succeed at your new job?

3. Ground School Starts Monday: Are You Ready? (pg. 261-264)

- What must you do to excel during indoc training at your new job?

4. Surviving New Hire Training (pg. 265-269)

- Describe the lifestyle changes needed to successfully complete training.

5. Adapting to Life at an Airline (pg. 270-272)

- What are the crucial aspects of any new job? How will you handle them?

6. Airline Culture: Do You Fit In? (pg. 273-275)

- Why is a company's culture important and what's required to fit in?

7. The Exceptional Copilot - Is that You? (pg. 278-281)

- Discuss the attributes of a new hire and why they are important.

8. The Exceptional Copilot has Many Skills (pg. 282-285)

- Describe the qualities of a valued employees and how will you demonstrate them?