



**Getting High Velocity—
Introducing this
Handbook**

About this Handbook

Welcome to *High Velocity—The Handbook for Contract IT Professionals*, your guide to a successful and rewarding career in IT contracting.

What You'll Learn in this Chapter

- an overview of the handbook
- who should use this handbook

High Velocity

How to get it...



Low Drag

How to avoid it...

Use this handbook to learn about what's involved in IT contracting and how you can stand out amongst your peers in this highly competitive field, starting from getting yourself known in the industry, through to winning contracts, performing on the job, and finishing a contract to begin the process anew. Also in this handbook are specific sections on the soft skills that will deliver you higher hourly rates, more contract renewals, longer contracts, and more jobs to work with new technologies. Also, there are tips and techniques for increasing your marketability and for maintaining your reputation of professionalism and expertise.

This handbook is dedicated to enhancing your experience and success as a professional IT contractor.

Who Should Read this Handbook

This handbook is for both novice and seasoned contractors in the IT industry—novices will learn what it takes to set a promising career path; more experienced contractors will learn about the soft skills that help increase their value and improve their professional presence.

What's in this Handbook

To begin improving your career right now, check here to find topics you're interested in learning more about.

Is Contracting for You?	Getting Your Project	Developing your Professional Hard Skills	Developing your Professional Soft Skills
<ul style="list-style-type: none">• Contracting: Benefits and Risks	<ul style="list-style-type: none">• Getting Started• Making the Call• Interviews—Making the Gate• Signing the Contract	<ul style="list-style-type: none">• Working on the Project	<ul style="list-style-type: none">• Communicating Effectively• Adding Value• Finishing Up• Setting Goals

Using this Handbook

Use this handbook to learn about increasing the momentum in your career and decreasing the time and effort required to find out exactly what clients are looking for in an IT contractor. Use the tips and techniques to achieve higher velocity in your career and to boost your performance on any job site.

Aside from the table of contents, use the following to find what you need:

- See **What's in this Handbook**, in this chapter, to find topics of particular interest quickly.
- Use the **Index** to find key topics and terms in this handbook.
- Look in the **Glossary** for definitions of industry-related terms.

Using the Added Features

Included at the end of each chapter are added features you can use to plan your life as a contractor:

- frequently asked questions posed by industry contractors, and the answers to these questions
- checklists to help you remember things you need to do, such as how you should prepare before an interview
- a notes section where you can jot down things to remember, such as important contact names and phone numbers
- things to remember pages that summarize important points discussed in the chapter
- the appendices which contain valuable resources for contractors, including web site URLs and a sample resumé
- worksheets you can use to create your personal success plan

Contact Us

Any comments or questions about this book, our services, or our web site? We'd love to hear from you.

Contact us:

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