



Career Workshop Series

September - December 2010

Hubbard Room • Russell Library

All programs require pre-registration. Sign up at the Information Desk or by calling 860-347-2520. If you need any special accommodation, contact Jason Neely at 860-347-2528, ext. 121 or jneely@russell.lioninc.org in advance.

The Russell Library Job and Career Program is funded by a Middletown Community Development Block Grant, the Thomas J. Atkins Memorial Trust Fund, Bank of America Trustee, and the Maximilian and Marion O. Hoffman Foundation, Inc.

Strengthen Your Communications: Vocal Power and Body Language Intelligence for Job Seekers with Kathy McAfee

Tuesday, September 14 • 6:15 - 8:15pm

Learn how your personal presentation and communication skills during the interview process will help you land the job. Kathy McAfee (<http://www.MotivatedSpeaker.com>) will show you how small shifts in your body language and use of your voice can position you as a more confident, likable and desirable candidate. Kathy coaches business professionals so they project more of their power, talent and influence when they present themselves and their ideas to others.

Online Job Search Strategies with Marcia LaReau, Ph.D.

Monday, September 27 • 6:15 - 8:15pm

Marcia LaReau, Ph.D. will walk participants through each step of finding online job opportunities, teach key principles of online searching, and demonstrate solutions to audience requests. Participants will leave fully prepared to conduct an efficient and effective search for online opportunities. With a Ph.D. in Adult Education, Marcia taught in universities throughout the U.S. for over 15 years before shifting to Fortune 500 corporations where she gained an insider's view of hiring and retention practices. Currently, she is President of Forward Motion, LLC and a motivational speaker.

Powerful Strategies for Writing Resumes with Impact with Jan Melnik

Tuesday, October 19 • 6:15 - 8:15pm

Job-search strategist Jan Melnik (<http://www.janmelnik.com>) will present expert approaches to creating a resume that will distinguish you in a saturated market. Learn key approaches to presenting your unique value proposition and the #1 secret of translating an effective resume into exceptional interviewing. President of Absolute Advantage, Jan practices as professional career coach, resume writer, and has authored 7 books including **The Executive's Pocket Guide to ROI Resumes and Job Search**.

Top Career Search How-To's Using Social Media/Networking with Jan Melnik

Tuesday, October 26 • 6:15 - 8:15pm

Learn top ways to harness electronic networking tools to build your online identity, gain traction in your job search, and improve your overall career management. Although networking remains #1 for finding a job, the rules have changed. President of Absolute Advantage, Jan (<http://www.janmelnik.com>) consults job seekers at all levels nationwide, appears on NBC and syndicated radio as a career expert, and has authored 7 books.

Interviewing and Communicating Into Your Next Job with Jeff Thierfeld

Monday, November 1 • 6:15 - 8:15pm

Learn how to show you're the best person for the job by honing interviewing skills, rehearsing questions and answers, role playing, asking direct questions of the interviewer and interjecting statements. Teams will discuss how to react to difficult questions and respond with positive answers. Jeff Thierfeld will teach you how to send the clear and distinct message that you are the best choice for the job. With an MBA in Communications, Jeff has taught and consulted widely on career issues, while maintaining a professional position in a large corporate environment for over 30 years.

Get Hired by the Federal Government with Linda Kobylarz

Wednesday, November 10 • 6:15 - 8:15pm

Take advantage of the federal government's increased hiring by learning about the process, how to submit successful applications/resumes, and the vast federal career resources that can enhance your job search prowess. Award winning consultant Linda Kobylarz (M.Ed.), a career coach and President of Kobylarz & Associates, offers a wealth of information and expertise in workforce competitiveness, sales and marketing, and job seeking strategies.

Job Search 2010 – Play to Beat the Odds with Abby Kohut

Monday, November 15 • 6:15 - 8:15pm

In today's job market, you must network your way into companies using face-to-face connections and social media. Abby will discuss a variety of on-line and in-person networking methods, unique ways to get your resume in front of the hiring manager, and different kinds of employment beyond a 9-5 job. Abby Kohut is Lead Consultant and President of Staffing Symphony, LLC and author of **Absolutely Abby's 101 Job Search Secrets** (2010). She also gives career advice on radio, television, in person and on-line (AbsolutelyAbby.com, CareerWakeUpCalls.com, 101JobSearchSecrets.com).

How to Build and Maintain Your Confidence During the Job Search with Deborah Ketai

Monday, December 6 • 6:15 - 8:15pm

Recruiters and hiring managers look for the spark of confidence in job candidates. But what if you don't feel confident? This workshop teaches you to feel confident and in control by perceiving, quantifying, and minimizing your sense of personal risk. Deborah Ketai is a certified project manager in business and IT for organizations including Prudential, Bank of America, ING, and Cigna HealthCare. She also helps individuals manage change through personal coaching and her workshop series "Confident Communication in a Changing Business World."

Ongoing Skill Building Activities:

Weekly Job Group

Every Thursday, 9:30-12noon • Hubbard Room or MiddleOak Cafeteria

Take the opportunity to network with other job seekers, and get the advice of expert professionals. Guest speakers will focus on the job market and provide industry information. No advance sign-up is required.

Practice Interviews

Volunteer professionals from the community will assist you by evaluating your interviewing skills. These sessions can be videotaped (at your request) and replayed confidentially for you to assess. The appointments last about 45 minutes and are scheduled twice monthly. Please call 860-347-2520 to sign up.

Job Coaching Appointments

James Kubat, Associate Director of the Wesleyan Career Center, offers individual career coaching sessions. Call (860) 347-2520 for more information and to sign-up.

Interview Coaching Appointments

Individual, private, confidential interview coaching appointments offered by Jeff Thierfeld, Business Professional and Consultant, are available twice monthly on Saturday mornings from September through December. Please call (860) 346-2520 to sign up.