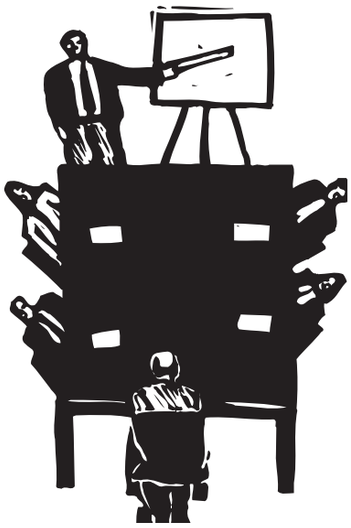

Job and Career Programs

January - June 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 Michelle Foyt at 860-347-2528, ext. 121 or mfoyt@russell.lioninc.org in advance.

Introduction to the New Job Search Paradigm: 6 Steps to Standing Out in the Crowd

Saturday, January 23 • 1-3pm (snow date: Saturday, January 30)

Career Coach Donna Sweidan will focus on how job seekers need to reconfigure their job search role and reframe their approach in today's intensely competitive job market. Donna is a credentialed career coach, resume writer, and founder of Careerfolk, LLC.*

Intensive Resume & Cover Letter Workshop: A Two Part Workshop

Tuesdays, February 2 and 9 • 6:15-8:15pm (snow date: Thursday, February 11)

Business professional Jeff Thierfeld will demonstrate how to develop a polished resume which focuses directly on target employers. Teams will share experiences and draft custom tailored resumes and cover letters that showcase specific talents and proficiencies. Limited enrollment.*

Managing Job Loss

Thursday, February 25 • 6:15-8:15pm (snow date: Wednesday, March 31)

Dr. Ginger Blume, a psychologist and personal coach, will explore job loss as a process tied to one's unique perception. She will also discuss the role of grief and how to manage the various emotions triggered by a job loss while creating an emotional cushion.*

Dynamic Career Workshop for New and Recent College Graduates

Monday, March 8 • 6:15-8:15pm (snow date: Wednesday, March 31)

Jan Melnik will concentrate on: 1) key strategies for differentiating yourself in your resume and cover letter, 2) the best ways to capitalize on your educational (and internship) experience, and 3) optimal methods for networking and gaining access in a competitive job market. She is a Career Management Expert with CareerThoughtLeaders.com and President of Absolute Advantage. This program is funded by the Hoffman Foundation.

Perfect Your Pitch

Monday, March 15 • 6:15-8:15pm (snow date: Wednesday, March 31)

Kathy McAfee will show how changing key actions and attitudes improves elevator speech and networking results. She will focus on relationships (not transactions) and conversations (not sales pitches). She is a professional speaker, executive presentation trainer and leadership coach. To learn more, visit www.MarketingMotivator.net *

LinkedIn for Job Seekers

Monday, March 29 • 6:15-8:15pm (snow date: Wednesday, March 31)

Thomas Clifford will teach how to maximize job searches with LinkedIn by creating a powerful profile, effectively communicating with networks, discovering the best contacts, joining worthwhile groups, and obtaining strong recommendations. Thomas is an award-winning business media producer and communications enthusiast, is an "Expert Blogger" for FastCompany.com with his own blog ranked among the world's best leading marketing and media sites by AdAge.*

Highly Effective Job Search and the Use of Job Search Work Teams

Tuesday, April 6 • 6:15-8:15pm

Orville Pierson will teach professional, managerial and salaried job hunters a performance-based approach to job searching. He will also give an overview of the job search work team strategy. Author of several books including **The Unwritten Rules of the Highly Effective Job Search**, Orville also creates websites and videos to teach career management and job search techniques. He works as Senior Vice President, Corporate Director of Program Design and Service Delivery for Lee Hecht Harrison (LHH).*

Charm School for Mavericks: Moderate Your Wattage So Your Power Doesn't Wane

Monday, April 12 • 6:15-8:15pm

Attorney L. Kay Wilson will focus on how to moderate your wattage so that it is appropriate to the situation and context while accurately reading social situations. After working for the U.S. Post Office Law Department, she received widespread recognition for developing training programs on interpersonal skills and harassment prevention for managers and supervisors.*

How to Start and Use the Original Job Hunting Accountability Group, the Job Search Work Team

Tuesday, May 4 • 6:15-8:15pm

Orville Pierson, creator of the Job Search Work Team (JSWT), will describe in detail how to start these teams and make them successful for participating job hunters. All participants are required to read Orville Pierson's **The Unwritten Rules of the Highly Effective Job Search** (McGraw-Hill, 2009) and **Highly Effective Networking: Meet the Right People and Get a Great Job** (Career Press). Copies will be available in the Career Center for loan. In preparation for this program, attendees can register for one of the following reading group meetings: Wednesday, March 24, 1-3pm or Thursday, April 1, 6:15-8:15pm.*

The Job Market Is Not Fierce! It's Different!

Monday, May 10 • 6:15-8:15pm

Duane Cashin will show job seekers how to adjust and take advantage of new opportunities. This presentation is designed to inspire you to take action, as well as help you see the possibilities, have focus and maintain confidence on your journey. In his 24-year business career, Duane has held multiple positions ranging from CEO of his own multi million-dollar specialty graphics company to executive sales leadership positions in Fortune 500 companies.*

Use Advanced LinkedIn Techniques to Take Days off Your Job Search

Thursday, June 3 • 6:15-8:15pm

Jan Wallen will discuss LinkedIn Advanced Strategies and insider secrets for job seekers. She will show you success stories, companies and people who can hire you, interview prepping, and three action steps to do now. Jan is the author of **Mastering LinkedIn in 7 Days or Less**. She is a career and business coach and publishes an e-Column (www.LinkedInWorks.com) with articles, tips and advice from the experts on how to use LinkedIn to find a job and boost your sales.*

**** Funded by a Community Development Block Grant***

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

Scheduled twice monthly.

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 30 minutes. Please call 860-347-2520 to sign up.

Job Coaching Appointments

Persephone Hall, Associate Director of the Wesleyan Career Center, offers individual career coaching sessions from January through March. Call (860) 347-2520 for more information and to sign-up.