

Career Development Workshops

Professional Workshop Series. Designed for people who fit ANY of the following: anyone laid off due to a downsizing; anyone with a solid work history or who worked for a single company for several years; anyone with a degree; managers, supervisors, technicians, consultants or business owners; anyone who has held an executive or upper level position; or *anyone who would like instruction beyond the basic level.*

“Right” Your Resume
 Interviewing-Beyond the Basics
 Job Search Management
 Negotiating Your Job Offer
 Networking with an Attitude

Guest Speaker Series

50+ Job Search: Debunking the Myths (2 hours) 9:00-11:00 am
 Friday, October 9, 2009 Presented by Dr. Rita Carey

Learn the facts about job search for the 50+ or nearly 50 job seeker. How not to become part of the stereotypical beliefs.

50+ Job Search: Where Have All the Jobs Gone? Mastering the Online Job Search (2 hours) 11:00-1:00 pm
 Wednesday, October 21, 2009 Presented by Dr. Rita Carey

The latest research on how employers are hiring today. The best places to conduct your online search. Steps for getting more benefits from the features of online job boards.

50+ Job Search: Interviewing at 50+: How to Counteract the Age Factor (2 hours) 9:00-11:00 am
 Friday, October 23, 2009 Presented by Dr. Rita Carey

Discover how to prevent mistakes the experienced worker sometimes makes during the interview.

An Introduction to Twitter, Facebook and LinkedIn for Job Seekers (2 hours) 11:00-1:00 pm
 Wednesday, October 7, 2009 Presented by Bill “Skeeter” Harris

Mon	Tue	Wed	Thur	Fri
			1	2 9:30-11:30 am <i>Interviewing-Beyond the Basics</i>
5 9:00-11:00 am <i>Job Network</i> 11:00-1:00 pm “Right” <i>Your Resume</i> 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	6 2:00-4:00 pm <i>Job Search Management</i>	7 9:00-11:00 am <i>An Introduction to Twitter, Facebook and LinkedIn for Job Seekers</i> 11:00-1:00 pm <i>Job Search Management</i> 1:00-3:00 pm <i>Job Network</i> 2:00-4:00 pm <i>Networking with an Attitude</i>	8	9 9:00-11:00 am <i>50+: Job Search: Debunking the Myths</i> 9:30-11:30 am <i>Interviewing-Beyond the Basics</i>
12 <i>Closed Columbus Day Holiday</i>	13 9:00-11:00 am “Right” <i>Your Resume</i> 2:00-4:00 pm <i>Job Search Management</i>	14 11:00-1:00 pm <i>Job Search Management</i> 1:00-3:00 pm <i>Job Network</i> 2:00-4:00 pm <i>Networking with an Attitude</i>	15	16 9:30-11:30 am <i>Interviewing Beyond the Basics</i>
19 9:00-11:00 am <i>MBTI</i> 9:00-11:00 am <i>Job Network</i> 11:00-1:00 pm “Right” <i>Your Resume</i> 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	20 2:00-4:00 pm <i>Job Search Management</i>	21 11:00-1:00 pm <i>Job Search Management</i> 11:00-1:00 pm <i>50+ Job Search: Where Have All the Jobs Gone? Mastering the Online Job Search</i> 1:30-3:00 pm <i>Job Network Presentation</i> 2:00-4:00 pm <i>Job Search Management</i>	22	23 9:00-11:00 am <i>50+ Job Search: Interviewing at 50+: Counteracting the Age Factor</i> 9:30-11:30 am <i>Interviewing-Beyond the Basics</i>
26 9:00-11:00 am <i>Negotiating Your Job Offer</i> 9:00-11:00 am <i>Job Network</i> 11:00-1:00 pm “Right” <i>Your Resume</i> 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	27 2:00-4:00 pm <i>Job Search Management</i>	28 11:00-1:00 pm <i>Job Search Management</i> 1:00-3:00 pm <i>Job Network</i>	29	30 9:30-11:30 am <i>Interviewing-Beyond the Basics</i>