



March 2010 - CALENDAR OF EVENTS

Speaker Presentations (◆) are open to the public ~ Non-Members may attend for a fee of \$10 each.
CRC Members may attend Speaker Presentations at no charge.
Networking sessions are open to the public for no charge.

1st Mon 10:15 am RESUME PREPARATION & PRESENTATION ◆

Presented by: Melissa Jensen, CRC Advisor & former Grainger Director of Employment Development

Getting noticed in today's competitive job market requires a resume that promotes your talents. Melissa will offer you a framework for identifying your strengths and review the content and format that employers are seeking.

2nd Tue 4:30-6:30 pm INTRO TO POWERPOINT – Registration/CRC Clients Only/\$10 fee

Instructed by: Sherri Peterson, Sponsored by OASIS and AT&T Partnership in Technology

9th Tue 7:00 pm “INTERVIEW PREP – WATCH & LEARN!” ◆

Presented by: Terry Kozłowski, Career Strategist and Interview Expert

This novel approach to interview prep will have you watching and critiquing video clips of actual candidate interviews. Terry will share the 3 most common interview mistakes and alert you to 5 action strategies. This interactive session is for anyone who wants to learn how to present themselves more effectively to get the job offer they really want.

10th Wed 1:30 – 3 pm “BOOST YOUR EMOTIONAL WELL BEING” Registration/CRC Clients Only

Presented by: Julie Learner, MSW, LSW, Therapist at Family Service: Prevention, Education & Counseling

How are you feeling these days? Come join us to talk about boosting your emotional strength. Julie will lead a discussion group that focuses on feelings that may arise during periods of unemployment and help you channel them better, fostering the positive in your life, and creating a better emotional network for yourself.

16th Tue 4:30-6:30 pm INTRO TO EXCEL - Registration/CRC Clients Only/\$10 Fee

Instructed by: Sherri Peterson, Sponsored by OASIS and AT&T Partnership in Technology

16th Tue 7:00 pm NETWORKING: Making Connections/Gathering Information

Facilitated by: Glen Enggram, HR Coach & Consultant

Because of the competitive nature of today's employment market, job seekers must devote more time in building relationships and engaging others in furthering their search. Bring your resumes, handbills and business cards.

18th Thur 2:00 pm “LEARN TO WIN THE INTERVIEW AND GET HIRED!” ◆

Presented by: Don Paullin, Principal and President of Hiring Firing Experts, Inc.

Frustrated and tired of interviewing and not getting hired? Wonder what owners and hiring managers are looking for? Stumped on how to respond to interview questions? Don will address these issues and provide time to practice interviewing skills that will empower you to win the job.

22nd Mon 11:45 am BROWN BAG NETWORKING – Bring your lunch!

Facilitated by: Betsy Smith, Entrepreneur

23rd Tue 7:00 pm INTRO TO LINKEDIN – Small Group Workshop – Registration/CRC Clients Only

Instructed by: David O'Brien, CRC Advisor, Infogix Inc., HR Leader

David will review the characteristics of well crafted LinkedIn profiles and highlight how to use LinkedIn effectively.

25th Thur 1:30 pm “WHAT IS AN ELEVATOR SPEECH?” ◆

Presented by: Jill MacFadyen, SPHR, ACC, Career and Life Coach

Imagine yourself attending a business/social event this week; a perfect opportunity to make connections. What would you say? In order to obtain referrals you will have to tell friends, neighbors, relatives, and acquaintances who you are, your passions, and what you are looking for. To be effective, your speech must be *INTERESTING AND CONCISE*.

29th Mon 1:00 pm “JOB SEARCH ROUNDTABLE” – CRC clients only

Facilitated by: Andrea Davey, CRC Advisor & former Baxter VP of HR

Explore effective job search strategies with a CRC Advisor and fellow job seekers. Bring your questions & issues.

Hours: M W TH 9:30 am – 4:30 pm / TU 4:00 pm – 9:00 pm / F 9:30 am - 12:30 pm
847-295-5626 / info@careerresourcecenter.org / www.careerresourcecenter.org
Grove Cultural Campus, 40 East Old Mill Road, Suite 105, Lake Forest, IL 60045



Your Job Search Partner

Strategies - Support - Success

Career Resource Center, Inc.®, established 20 years ago, is a regional, non-profit career transition center that provides professional assistance to adults seeking employment. Our team of professionals energizes and empowers job seekers by offering education, training, and mentoring. CRC's comprehensive re-employment services focus on helping candidates **optimize their search efforts and maximize their results.**

CRC offers its clients comprehensive, individualized, supportive services that address current economic conditions. For a modest processing fee, clients have access to:

Services

Advisor Sessions: private, confidential one-hour sessions on any phase of the job search.

Internet Job Search Training: individual assistance with job sites, database of employers, converting resumes for electronic delivery, etc.

Educational Programs: day or evening sessions on a variety of topics.

Interview Training: private mock interview that may be videotaped and critiqued.

Networking Sessions: outside professionals facilitate sessions.

Job Search Roundtables: small group strategy sessions facilitated by advisor.

Accountability Groups: small goal setting groups that meet on a weekly basis.

Software Training: small group classes in Microsoft Office application.

Resources

Reference Library: a wealth of re-employment directories, guides, newspapers, etc.

On-line database of employers: ReferenceUSA™ - a database of 14 million U.S. businesses.

Computer Lab: Internet access in the eight-station computer lab.

Work Stations: phone and laptop internet access.

Office services: access to printers, telephones, a fax, and photocopier.

Jan Cline Leahy ... Executive Director			
Kelly Clark ... Office Administrator			
Advisors		Support Staff	
John Adams	Jim Kuhn	Charlene Ackerman	Jane Korczynski
Sam Beacham	John Litchfield	Jasmine Blaise	Pam Leach
Bill Beanblossom	Bill Maines	Shelly Cohen	Michele Maeglin
Jack Bigelow	Hugh Mazza	Margaret Dastur	Doug Pitchford
Dave Craigmile	Simon Moughamian	Meinhard Gerdes	Brooke Plofsky
Andrea Davey	David O'Brien	Jane Hadler	Gene Sikorovsky
Mike Gaines	Jim Rogers	Dave Harmon	Rattha Souk
Norma Hoaglund	Bill Russell	Chris Hauer	Patrick Tallon
Melissa Jensen	Sue Thomas	Carol Hayes	Emmi Wegner
Mike Kramer	Mike Tucker	Mal Jamieson	Bernie Winter

Funding provided by foundations, corporations, religious congregations, community groups, townships, United Way, benefactors, alumni, and directors.

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