



# December 2011 - CALENDAR OF EVENTS

(Closed Friday, December 23<sup>rd</sup>, Monday, December 26<sup>th</sup>, and Friday, December 30<sup>th</sup>)

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

**2nd FRI 10:30 AM "12 KEY ATTRIBUTES EMPLOYERS EVALUATE" ◆**

*Presented by: Dr. Stephen Laser, Psychologist*

Are you curious about what employers are really looking for when screening job candidates? The answer lies in the criteria employers evaluate during the selection process. Steve's role in assisting employers screen candidates makes him uniquely qualified to offer insights on the attributes you will want to highlight in your marketing tools. He will also address how psychological tests are used in the employment selection process.

**5th MON 10:15 AM "ARTICULATING YOUR STRENGTHS WITH A COMPELLING RESUME" ◆**

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

Updating and polishing your old resume may be a waste of time. Resumes that get results in today's employment market differ significantly from those that were generally accepted only a few years ago. While a resume will not get you a job, a well crafted one that articulates your accomplishments and capabilities can make an impact in setting you apart from the competition. Melissa will offer you a framework for unearthing your unique talents and then focus on the content and formats that work in today's competitive market.

**6th TUE 7:00 PM EXPAND YOUR CONNECTIONS – Building Your Network**

*Facilitated by: Anne Lawrence, Operations Manager/ Batch Leader at AonHewitt*

The best strategy for building relationships is helping others solve their problems. Re-frame your thinking about what networking is all about. "Show up" and you might be surprised to find the information and connections you are looking for while helping others in their quest for new employment. Come with specifics on what you are looking for, your inventive ideas, handbills, and business cards.

**14th WED 1 – 3 PM "NOT YOUR TYPICAL OFFICE HOLIDAY PARTY!!!"**

Come on by for some fun, networking, and holiday cheer! You'll be surprised to learn about many of your fellow members' talents and hobbies beyond their business credentials. Bring your spouse or a friend for a tour of CRC so they, too, can see and understand where you spend some of your time. Edibles you'd like to bring are most welcome and don't forget business cards to distribute and one for the door prize drawing!

**15th THUR 2 – 4 PM INTRO TO POWERPOINT Office 2007 – CRC Members Only, Registration Required, \$15 fee**

*Instructed by: Dottie Fiedler, BJ, MAT, Computer Instructor*

This hands-on class will introduce you to this powerful presentation application. Dottie will cover the basic design of the program, experiment with color, font and text, inserting pictures and other basic functions. By the end of this class you will be able to begin your first PowerPoint presentation! Knowledge of Windows a necessity.

**27th TUE 7:00 PM INTRO TO LINKEDIN – CRC Members Only – Registration Required**

*Instructed by: David O'Brien, CRC Advisor, Manager of Staffing and Organizational Development, SunCoke Energy*

Join trainer and CRC Advisor, David O'Brien in an introductory session on how to build a LinkedIn profile and take advantage of the vast networking opportunities this social media website has to offer.

**28th WED 10:15 AM "MAKE A BETTER IMPACT" ◆**

*Presented by: Elena Carlson, Inside of Excellence*

The art of public speaking comes naturally to some and is difficult for others. Whether presenting in front of an audience or interviewing for a job, the techniques for effective presentations have common themes. Once learned, they can greatly impact the reception of the speaker to their audience. Elena will walk you through the basics, techniques to control the discussion, and how to present yourself in the best possible way. Please join Elena Carlson for a journey through the tips, techniques, and pitfalls that will refine your ability to make an impact.

**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

*Affordable – Individualized – Results Focused*

**Career Resource Center, Inc.**® is the proven confidence-building, re-employment resource featuring individualized attention and coaching by industry professionals. **Results-focused, CRC has aided over 11,000 individuals over its 21 year history.** Our strength is in energizing and empowering job seekers and helping candidates navigate the process with relevant, proven job search strategies. **Our professionals focus on helping candidates optimize their search efforts and maximize their results.**

## Services

**Advisor Sessions:** (by appointment) Unlimited number of private, confidential one-hour sessions on effective search strategies and tactics plus mentoring throughout one's search.

**Electronic/Internet Job Search Assistance:** (by appointment) Employment web sites, completing on-line applications, researching employers and their leaders, saving documents for electronic transfer, setting up email, plus more.

**Interview Preparation:** (by appointment) Advisors prepare candidates for interviews via personalized discussion and with mock interviews that may be digitally recorded and critiqued.

**Educational Programs:** Professionals bring their expertise to CRC via workshops on topics related to job search, as well as programs on motivational, emotional, and financial issues. *Some open to the public for a fee.*

**Networking Sessions:** Outside professionals facilitate an animated exchange of information between participants. *Open to the public at no charge.*

**Job Search Roundtables:** Informal small group strategy and tactic sessions facilitated by CRC advisor.

**Software Training:** Small group, hands-on classes in Microsoft Office applications. *Members Only - \$15.*

## Resources

**Computer and Internet Access:** Computer lab and workstations with access to the internet and current MS Office applications.

**Reference Library:** A wealth of employment directories, guides, newspapers, etc.

**Employer Database:** ReferenceUSA™ a database of 14 million U.S. businesses.

**Office Space & Equipment:** Workstations & office equipment (phones, printer, fax and copier).

<b>Jan Cline Leahy...Executive Director</b>			
Kelly Clark ... <b>Office Administrator</b>		Pam Leach ... <b>Volunteer Coordinator</b>	
Linda Bucher ... <b>Project Specialist</b>			
<b>Advisors</b>		<b>Support Staff</b>	
<i>John Adams</i>	<i>Hugh Mazza</i>	<i>Charlene Ackerman</i>	<i>Jane Hadler</i>
<i>Mary Beth Barrett-Newman</i>	<i>David O'Brien</i>	<i>Jasmine Blaise</i>	<i>Carol Hayes</i>
<i>Bill Beanblossom</i>	<i>Jim Rogers</i>	<i>Liz Bradner</i>	<i>Mal Jamieson</i>
<i>Jack Bigelow</i>	<i>Bill Russell</i>	<i>Karen Braun</i>	<i>Dan Perham</i>
<i>Andrea Davey</i>	<i>Gary Silvers</i>	<i>Bobbi Brenner</i>	<i>Doug Pitchford</i>
<i>Melissa Jensen</i>	<i>Ron Taylor</i>	<i>Kirsten Caspersen</i>	<i>Gene Sikorovsky</i>
<i>Jim Kuhn</i>	<i>Sue Thomas</i>	<i>Janice Dastur</i>	<i>Rattha Souk</i>
<i>John Litchfield</i>	<i>Mike Tucker</i>	<i>Margaret Dastur</i>	<i>Patrick Tallon</i>
<i>Bill Maines</i>	<i>Frank Walker</i>	<i>Meinhard Gerdes</i>	<i>Bernie Winter</i>
		<i>Pat Grant</i>	

Funding for this 501(c)3 non-profit is provided by foundations, corporations, religious congregations, community groups, townships, United Way, benefactors, alumni, and directors.

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