



CALENDAR OF EVENTS

January
2017
(closed 1/2)

Programs marked with ♦ are open to non-members for a fee of \$20
Networking sessions marked with 🧑 are open to the public for no charge

5th THUR 1:00 PM "HOW TO CREATE A RESUME THAT ROCKS" ♦

Presented by: Jan Leahy, Executive Director, Career Resource Center, Inc.

Writing a resume can be a daunting task. Your resume is more than just words on a page. It is an advertisement for you that markets your skills and highlights your accomplishments. Jan will offer you a framework for identifying your unique talents and then focus on the essential elements of a resume.

10th TUE 7:00 PM "EXPAND YOUR CONNECTIONS" 🧑

Facilitated by: Michael Gallego, Financial Advisor with Morgan Stanley

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.

13th FRI 10:00 AM-Noon "LINKEDIN – Building the Profile" ♦ Registration Required; Bring your laptop or tablet

Presented by: Ernie Katko, U-Connect, Social Media Consultant and LinkedIn Trainer

Learn the important elements of building your profile and making LinkedIn a more friendly social media platform.

16th MON 1:30 PM "YOUR LEADERSHIP VISION" Open to the Public at No Charge

Presented by: Phil Gafka, Founder and Principal of LEAP Associates, Inc.

It's a new day and new rules are evolving in these challenging economic times. Where do you fit in today's new economy? No matter what point you are in your professional journey, you need to know and understand how to develop your leadership possibilities.

19th THUR 10:15 AM "NEW BEGINNINGS" CRC Members Only – Registration Required

Presented by: Natalie DuBois, MA, LCSW

Beginning a new year is a time of transition and change much like coping with career transition. It is a chance to re-assess, re-educate and energize for a new opportunity. Capitalize on this time of year to begin again.

20th FRI 10:00 AM-Noon "LINKEDIN – Steps Beyond the Profile" ♦ Registration Required; Bring your laptop or tablet

Presented by: Ernie Katko, U-Connect, Social Media Consultant and LinkedIn Trainer

You've created your dynamic LinkedIn profile but now what? Learn what else LinkedIn has to offer from finding connections to building your network and personal brand. In this interactive workshop, you'll also discover steps to elevate the visibility of your profile and get noticed by employers and recruiters.

25th WED 9:30 AM-Noon "FIND YOUR CAREER FIT" Registration Required \$10 for CRC Members/\$25 non-members

Presented by: Barbara Annin, PhD, Executive and Career Coach

Unsure about what to do? The Strong Interest Inventory is one of the most widely respected and frequently used career planning tools and provides individuals with information regarding the types of careers that will offer them the most satisfaction and potentially rewarding work environments.

27th FRI 10:15 AM "JOB SEARCH ROUNDTABLE" CRC Members Only

Facilitated by: Sue Thomas, CRC Advisor, former Executive Recruiter for Worldwide Partners

Explore effective job search strategies during this informal small group session. Bring your questions and issues.

31st TUE 6:30 PM "ENGAGING GENERATIONAL DIFFERENCES" ♦

Presented by: Jeffrey Parsons, President, IGC & Associates

Look around today's work environment. The day of a "one-size-fits-all" leadership and communication style no longer fits with today's workforce. Are you ready to manage or be managed or interviewed by individuals who communicate differently and have a different work style?

Hours: M W TH 9:30 am - 4:30 pm
TU 4:00 – 9:00 pm
F 9:30 am - 12:30 pm



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Your Job Search Partner

Affordable – Individualized – Results Focused

Career Resource Center, Inc.® is the proven confidence-building, employment resource featuring individualized attention, education, training, and coaching by industry professionals. **Results-focused, CRC has assisted more than 12,500 job candidates during its 27 year history, with a success rate averaging 80%.** 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 job candidates **optimize their search efforts and maximize their results.** Modest fees are possible as this 501(c)(3) nonprofit is supported by donors and volunteers.

Services

Job Search Coaching Sessions: Private, confidential sessions on identifying and articulating strengths, determining focus, search strategies and tactics; plus coaching throughout your search.

Interview Preparation: Private sessions prepare candidates for interviews: plus mock interviews that may be digitally recorded and critiqued.

Job Search Strategies Roundtables: Informal small group sessions facilitated by CRC advisor.

Microsoft Office Tutoring: Individual consultation on MS Office applications.

Education & Training Programs: Professionals share

their expertise with the goal of helping individuals enhance their professional toolkit and gain the knowledge and skills critical for conducting a successful job campaign.

Online Job & Research Specialist: Individual assistance on identifying effective job search websites, researching businesses, finding job opportunities, completing online applications, and more.

Networking Sessions: Outside professionals facilitate an animated exchange of information between participants. *Open to the public at no charge. Bring resumes, business cards, and handbills.*

Resources

Office Away From Home: Wi-Fi along with 5 computer workstations, 3 desks with laptop hook-ups, phones, printer, copier, and paper.

Reference Library: Employment directories, guides, newspapers, etc.

Online Employer Database: ReferenceUSA™ a premier reference tool offering access to a proprietary database of 24 million U.S. businesses.

CRC LinkedIn Group: Engage in dialog regarding job search, expand connections, gather information, and receive job postings.

Jan Cline Leahy...Executive Director			
Kelly Clark...Manager-Member Services, Volunteers, Outreach & Office			
Linda Bucher...Development Coordinator/Projects			
Jacqueline Lancioni...Communications and Publicity Coordinator			
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