



AUGUST 2011 - PARTICIPANT

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 10:30-11:30 (WS) Workshop 1 Taking Stock in Yourself	3 11:00-12:00 – Financial Seminar 1 2:00-3:00 – 24x7	4 10:00-11:00 Review your Birkman	5
8	9 10:30-11:30 (WS) Workshop 2 Art of Resume Development	10 9:00-10:00 Roberts Wesleyan College 11:00-12:00 – Financial Seminar 2 2:00-3:00 – 24x7	11 9:00-10:30 How to Work with Recruiters	12 9:00-10:00 – Breakfast Friday
15 10:00-11:00 Psychology of Networking	16 10:30-11:30 (WS) Workshop 3 Art of Networking	17 11:00-12:00 – Financial Seminar 3 2:00-3:00 – 24x7	18 10:00-11:00 Empire State College	19
22	23 10:30-11:30 (WS) Workshop 4 Art of Interviewing	24 2:00-3:00 – 24x7	25 10:00-11:00 General Unemployment Questions	26 10:00-11:00 - Excellus
29	30 10:30-11:30 (WS) Workshop 5 Art of Negotiations	31 2:00-3:00 – 24x7	Sept 1 <i>Refer to the back of the calendar for Course Description</i> Rev 7/22/11 – 11:00 am	Sept 2 OFFICE CLOSED



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Workshop (WS) Course Descriptions- Sign up for workshops on the bulletin board

(WS) Workshop 1 – Taking Stock in Yourself / Assessments A session meant to discuss the facts and emotions in career transition which will confirm that you are not alone and that you are unique and there is a light at the end of the tunnel regarding your job search and that now could be an ideal opportunity to secure a position that is more challenging, allows more freedom and is more rewarding than your previous position.

(WS) Workshop 2 – Art of Resume Development This session will present a comprehensive discussion and the basic elements needed to provide a professional resume including content, positioning, transferable skills and visual layout. Resumes will be reviewed and time will be given to develop effective public statements, profile statements, accomplishments and other resume components. We will also discuss the necessity and opportunities for providing references to future employers.

(WS) Workshop 3 – Art of Networking This in depth session is meant to develop a strategy with regards to seeking positions. During this session, the goal is to develop a marketing plan and help think through desirable industries that are conducive to your skills, attributes and uniqueness. There will also be some interaction with how to work with computers and retain search firms and different ways to look for positions in today's current marketplace.

(WS) Workshop 4 – Art of Interviewing Participants will review various interview and question formats, which prevail in today's employment marketplace and identify response strategies. They will learn to anticipate sensitive and difficult questions.

(WS) Workshop 5 – Art of Negotiations This session presents a way to deal with salary questions, negotiable issues and develop effective negotiation behaviors. Participants will discuss techniques for negotiating a mutually beneficial agreement with the potential employer or opportunity.

CPI is proud to announce our New series of Live Enrichment Webinars! (EW) Register by clicking on the "Live Webinars" link in your portal

Presented by highly skilled, specialized coaches from throughout the Career Partners International organization, these engaging, interactive sessions will offer you valuable tips, ideas and insight into a variety of career transition topics. Limited to just 25 participants, you will be exposed to a wealth of information as well as get answers to questions you may have. You can take as many, or as few as you would like. All you need is a phone and access to a PC and you're good to go! The catalog of webinars being offered and brief descriptions is listed below. Take a look at them, and when you're ready to sign up, click the title of the webinar. You'll then be taken to a site that will show you when they are being offered and allow you to sign up for whatever you would like on a day that fits your schedule. But don't delay as space for each is limited. Enjoy the webinars and best of luck in your job search.

(EW1) Taking Control and Managing Stress

You knew finding a job was going to be a tough, but this is turning out to be far worse. Bills are adding up and the pressure is mounting. What's a person to do? For starters, check out this specially developed webinar on how to manage the stress.

(EW2) The Art of Working With Recruiters

Confused on the differences between contingency, retained, blended, contract and temp? Are any of them right for me? How do I get them to return my call? Are they any good? Answers to these and more on learning how to get "headhunters" on your side.

(EW3) Exploring Self-Employment

Entrepreneurship. Being your own boss. Owning your own business. It's not for everyone, but this could be your chance to find out what it's all about, if it's for you and if it could be your path to rags, riches or something in between.

(EW4) Writing Winning Resumes

Is your resume doing everything it should? Are you getting interviews, or waiting for the phone to ring? When was it last updated? Whatever the case, it may be time to take a look at your resume and make sure it's doing what it's supposed to.

(EW5) Social Media Series - LinkedIn

Part of our Social Media series, we'll discuss how LinkedIn has radically changed the face of recruiting. This session will help you construct a memorable and compelling LinkedIn profile that sets you apart from your competitors so you'll "get spotted."

(EW6) Interviewing With Confidence

So your resume is helping to get you in the door, but those offers just don't seem to be coming your way. Time to review what you should and shouldn't be saying. Or maybe something else that is or isn't going on. Whatever the case, check this one out!

(EW7) Basic Networking

The first of this two part series is designed to provide an overview of networking, what it is and why it's important for you. If you're new to networking this will take the mystery out of the process and give you the tools you'll need to get started.

(EW8) Advanced Networking

For the more advanced networker that perhaps has exhausted their initial round of contacts and needs some advice on how to either "reconnect" or expand that list, this session is for you.. If networking is an absolute must for your search, sign up now.

(EW9) Social Media Series - Facebook, Twitter and RSS Feeds

The second part of the series will cover Facebook, Twitter and RSS feeds. You've probably heard about the first two, but are you using them to your full advantage? And RSS feeds. If you don't know, then you definitely need to sign up for this one.

(EW10) Successful Negotiating

So you got the offer. Congratulations! But wait. Is it in writing? What about the benefits? Is there still money on the table? How do you know? And more important, how do you get your fair share? You'll only get one chance at this, so learn how. Now!

(EW11) Flying Solo

Well, the market was tougher than you thought and your transition support either ended or will shortly. No place to go, no coach to talk to, no office to use. Now what? Find out how you can be as effective as ever on your own without all that support.

(EW12) Your First 100 Days on the Job

FINANCIAL

Seminar 1 – The 1-2-3's of Investing & Finance - presented by Robert Peters of First Investors

Seminar 2 – Retirement Saving - presented by Brian Craig of Morgan Stanley

Seminar 3 – Financial Decisions Through Career Transition- presented by Craig Houck of Exeter Advisors

EDUCATIONAL

Empire State College - Should I go back to school?-Laura Jeszik

Roberts Wesleyan College – Work experience transferred to college credit – Susan Sullivan/Sandy Ferguson

Other

Birkman – Review your Birkman (bring your Birkman) – Annette DiPalma

Excellus – Understanding your medical coverage – Joeann Flagg

Ladders – Workshop for Six-figure income and up

Psychology of Networking – Tracey Aiello, past participant who has landed and also heads up "The August Group"

CareerPartner 24x7™ Introduction (Pre-Recorded) – Available anytime by copying and pasting this link into your web browser: <http://www.cpiworld.com/Webinar/CP24x7/CP24x7.HTML>

CareerPartner 24x7™ Introduction (Live Training)– Weekly training on CareerPartner24x7 for the job search. When: Every Wednesday 2pm Eastern. Recommended for all candidate job search programs

Register for a session now by clicking on the following link: <https://www.cpiworld.com/careerpartner24x7---live-technology-training/>