

# WELCOME TO ER ASSOCIATES, INC. CAREER CENTER SCHEDULE

Phone: 585-381-0810

7 Linden Park

August 2010

Please note: Office Hours: 8:00 a.m. – 4:00 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 <b>WORKSHOPS-bring CPI Workbk</b> <b>Presenter: Mark Kenny</b> <u>9:30:10:30</u> - Workshop 3 Art of Networking <u>10:45-12:45</u> - Workshop 4 & 5 Art of Interviewing and Negotiations	4 <b>Seminar #1</b> 11:00 – 12:00 – <u>The 1-2-3's of Investing &amp; Finance</u> – presented by Robert Peters of <u>First Investors</u>  2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	5	6
9 9:30 a.m. – 10:30 a.m. “ <u>Psychology of Networking</u> – Tracey Aiello, past participant who has landed and also heads up “The August Group””	10 <b>WORKSHOPS-bring CPI Workbk</b> <b>Presenter: Annette DiPalma</b> <u>1:30-2:30</u> Workshop 1 Taking Stock in Yourself <u>2:30-3:30</u> Workshop 2 Art of Resume Dev.	11 9:00-10:00 <u>Roberts Wesleyan College</u> – Work Experience Transferred to College Credit – Susan Sullivan  <b>Seminar #2</b> 11:00 -12:00 – Retirement Saving - presented by Brian Craig of <u>Morgan Stanley</u>  1:30-3:00 <u>The Entrepreneur Authority Consulting Group</u> “Franchising A-Z” Dean LoBrutto  2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	12 2:00-3:00 OneSource Training (See instructions on back of calendar)	13 1:00-2:00 – <u>Excellus</u> Understanding your medical coverage – JoeAnn Flagg
16	17 <b>WORKSHOPS-bring CPI Workbk</b> <b>Presenter: Mark Kenny</b> <u>9:30:10:30</u> - Workshop 3 Art of Networking <u>10:45-12:45</u> - Workshop 4 & 5 Art of Interviewing and Negotiations	18 <b>Seminar #3</b> 11:00 -12:00 – Destroying Debt/Identity Theft - presented by Craig Houck of <u>Exeter Advisors</u>  2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	19 10:00-11:00 – <u>Empire State College</u> – Should I go back to school? Laura Jezsik  2:30 p.m. – 3:30 p.m. <u>Review your Birkman</u> (bring your birkman) Annette DiPalma	20
23	24 <b>WORKSHOPS-bring CPI Workbk</b> <b>Presenter: Annette DiPalma</b> <u>1:30-2:30</u> Workshop 1 Taking Stock in Yourself <u>2:30-3:30</u> Workshop 2 Art of Resume Dev.	25 11:00-12:00 – Ladders Workshop (Six-figure income and up) Mark Kenny to Conduct  <b>Seminar #4</b> 11:00 -12:00 – Advanced Investing - presented by Jen Lotta of <u>Excel Securities</u>  2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	26 11:00-12:00 – <u>LINKEDIN 101 Workshop</u> – Mark Kenny to Conduct  1:30-3:00 – <u>ESource Coach</u> – Exploring Alternative Career Options Workshop – What About Self-Employment? - Robert Lewis	27 12:00-1:00 – <u>Pizza Friday</u> (sign-up on bulletin board)
30	31 <b>WORKSHOPS-bring CPI Workbk</b> <b>Presenter: Mark Kenny</b> <u>9:30:10:30</u> - Workshop 3 Art of Networking <u>10:45-12:45</u> - Workshop 4 & 5 Art of Interviewing and Negotiations			

## Course Descriptions

### *Workshop 1 – Taking Stock in Yourself*

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.

### *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.

### *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.

### *Workshop 4/5 – Art of Interviewing & Negotiations*

*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.

*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.

## **CareerPartner 24x7 – 2 Options:**

**1. 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>

**2. CareerPartner 24x7™ Introduction (Live Training)**– Weekly training on CareerPartner24x7 for the job search.

**When: Every Wednesday 2pm Eastern**

Login by copying and pasting this link into your browser: <https://www1.gotomeeting.com/register/566587832>

Enter your name

Enter your email address

(If this does not work, go to <https://www.gotomeeting.com>, click "Join Meeting" and enter in Meeting ID: 566-587-832)

Audio Info: Dial 1-866-910-4857 or 1-719-387-5500 - Passcode: 228860#

## **One Source Training 2:00 – 3:00 p.m. 2<sup>nd</sup> Thursday of every month**

### **Training for OneSource Business Browser**

One of your resources through CareerPartner 24x7™ is OneSource Business Browser. There are weekly trainings on "OneSource Business Browser" to help you get maximum benefit of the robust search tool. This training is intended for new OneSource Business Browser users or those that require refresher training. The session will provide an opportunity for users to ask questions and learn "hints and tips" in day-to-day use of One Source Business Browser.

Click the "Resources" menu item from your portal and select the "Online Tools" category to attend our "OneSource Business Browser – Live Training" or visit our website to review the schedule. <https://www.cpiworld.com/en/cms/?7235>

**Logistics: Conference Call and Web Meeting**

**Conference Call Tel Number: 866-676-7154**

**Conference Call Participant Code: 7623817**

**Web Meeting URL: <http://e-meetings.verizonbusiness.com/nc/join.php?i=SV147494&p=OneSource&t=c>**

**Meeting Number: SV147494**

**Meeting Passcode: OneSource**

**Meeting Host: Justin Carigan**

**[Linked-In – Training – Video/Audio – Refer to CareerPartner 24x7](#)**

**[Click on "Resources" and then "Training Sessions"](#)**