



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 10:00-11:00 Workshop 1 Taking Stock in Yourself 11:30-1:00 Workshop 2 Art of Resume Dev.	3 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 9:30-10:30 - Workshop 3 Art of Networking 10:45-12:45 - Workshop 4 & 5 Art of Interviewing and Negotiations 2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	4	5
8	9 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 10:00-11:00 Workshop 1 Taking Stock in Yourself 11:30-1:00 Workshop 2 Art of Resume Dev. 10:30-11:30 <u>Excel Securities</u> - Learn how to tackle your financial goals – Jennifer Lotta	10 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 9:30-10:30 - Workshop 3 Art of Networking 10:45-12:45 - Workshop 4 & 5 Art of Interviewing and Negotiations 2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	11 9:00-10:00 <u>Roberts Wesleyan College</u> – Work Experience Transferred to College Credit – Susan Sullivan 11:00-12:00 – Ladders Workshop (Six-figure income and up) Jill Knittel or Dave Calus 2:00-3:00 OneSource Training (See instructions on back of calendar)	12 1:00-2:00 – <u>Excellus</u> Understanding your medical coverage – JoeAnn Flagg
15	16 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 10:00-11:00 Workshop 1 Taking Stock in Yourself 11:30-1:00 Workshop 2 Art of Resume Dev. 9:00-10:00 – <u>Morgan Stanley</u> – Making Important Financial Decisions during Transition – Brian Craig	17 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 9:30-10:30 Workshop 3 Art of Networking 10:45-12:45 Workshop 4 & 5 Art of Interviewing and Negotiations  2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	18 <p style="text-align: center;">Office Closed</p> <p style="text-align: center;"><i>We look forward to seeing you at our NEW offices on Monday, March 22nd</i></p>	19 <p style="text-align: center;">Office Closed</p> <p style="text-align: center;"><i>We look forward to seeing you at our NEW offices on Monday, March 22nd</i></p>
22 <p style="color: red;">Office Reopens</p>  <p style="color: red;">8:00 a.m. at NEW facility located at:</p> <p style="color: red;">7 Linden Park Rochester, NY 14625</p>	23 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 10:00-11:00 Workshop 1 Taking Stock in Yourself 11:30-1:00 Workshop 2 Art of Resume Dev. 1:30-2:30 – <u>First Investors</u> – Taking Control of your Retirement Assets - Robert Peters	24 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 9:30-10:30 Workshop 3 Art of Networking 10:45-12:45 Workshop 4 & 5 Art of Interviewing and Negotiations 2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)	25 9:30 – 10:30 <u>Review your Birkman (bring your birkman)</u> Annette DiPalma 11:00-12:00 – <u>LINKED-IN 101 Workshop</u> - ERA Recruiting Team 1:00-2:00 – <u>Exeter Advisors, a Manning & Napier Company</u> - Workshop – Craig Houck	26 12:00-1:00 – <u>Pizza Friday</u> (sign-up on bulletin board)
29	30 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 10:00-11:00 Workshop 1 Taking Stock in Yourself 11:30-1:00 Workshop 2 Art of Resume Dev.	31 WORKSHOPS-bring CPI Workbk <i>Presenter: Tom Quinn</i> 9:30-10:30 Workshop 3 Art of Networking 10:45-12:45 Workshop 4 & 5 Art of Interviewing and Negotiations 2:00-3:00 CareerPartner 24x7 (See instructions on back of calendar)		

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. 2nd 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 Carignan

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

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