



DECEMBER 2011 - PARTICIPANT

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|---|---|---|
| <i>Refer to the back of the calendar for course descriptions</i> | * Denotes LIVE Portal Webinar (needed to attend is telephone & PC) | | 1 12:00-1:00 – Facebook* 2:00-3:00 – LinkedIn 101* 4:00-5:00 – Interviewing* | 2 12:00-1:00 – Resume* |
| 5 10:00-11:00 - Ladders 2:00-3:00 – Networking 101* 4:00-5:00 – Networking 201* | 6 12:00-1:00 – Self-Employment* 2:00-3:00 – Recruiters* 4:00-5:00 – Negotiating* | 7 10:00-11:00 – General Unemployment Questions 2:00-3:00 – 24x7 Live Portal* | 8 10:00-11:00 – Financial Seminar 1 12:00-1:00 – Twitter & RSS Feeds* 2:00-3:00 – LinkedIn 101* 2:00-4:00 – Mission: Job Search 4:00-5:00 – Interviewing* | 9 12:00-1:00 – Resume* 1:00-2:00 – Excellus 2:00-3:00 – Flying Solo* |
| 12 10:00 – 11:00 – General Orientation 2:00-3:00 – Networking 101* 4:00-5:00 – Networking 201* | 13 10:00-11:00 – Birkman (Bring your Assessment) 12:00-1:00 – Self-Employment* 2:00-3:00 – Recruiters* 4:00-5:00 – Stress* | 14 9:00-10:00 – Roberts Wesleyan College 11:00-12:00 – Financial Seminar 2 11:00-12:00 – One Source* 2:00-3:00 – 24x7 Live Portal* | 15 9:00-10:00 – Psychology of Networking 10:00-11:00 – Empire State 12:00-1:00 – Facebook* 2:00-3:00 – LinkedIn 201* 2:00-4:00 – Mission: Job Search 4:00-5:00 – Interviewing* | 16 12:00 – 1:00 – Lunch Friday 12:00-1:00 – Resume* 2:00-3:00 – 100 Days* |
| 19 2:00-3:00 – Networking 101* 4:00-5:00 – Networking 201* | 20 9:00-10:00 – How to Work with Recruiters 12:00-1:00 – Self-Employment* 2:00-3:00 – Recruiters* 4:00-5:00 – Negotiating* | 21 11:00-12:00 Financial Seminar 3 2:00-3:00 – 24x7 Live Portal* | 22 12:00-1:00 – Twitter & RSS Feeds* 2:00-3:00 – LinkedIn 101* 4:00-5:00 – Interviewing* | 23 |
| 26 OFFICE CLOSED | 27 | 28 | 29 | 30 |



Employee Relations Associates
7 Linden Park
Rochester, NY 14625
585.381.0810



●●● Employee Relations Associates

ER Associates (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. Interactive sessions will offer you valuable tips, ideas and insight into a variety of career transition topics. 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.

(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

You did it, and now you find yourself working for someone else. Career transition wasn't all bad, but let's face it, not going through it again would be just fine. So what should you be doing and not doing to maximize success? Find out!

(EW13) CareerPartner 24x7 Introduction (Live Training)

Weekly training on CareerPartner24x7 for the job search. Recommended for all candidate job search programs.

FINANCIAL

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

Seminar 2 – How to Take Control of Your 401 (K) - presented by Patrick Conlan of Wells Fargo

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

Other

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

Excellus – Understanding your medical coverage – **Joeann Flagg**

Mission: Job Search – How do you stay productive during the weeks of job search? Mission: Job Search is a weekly meeting of candidates in transition that will help you stay motivated and on track. Share this week's highlights, next week's priorities and any issue you need help in solving.

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

EDUCATIONAL

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

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