



February 2010 - CALENDAR OF EVENTS

(Closed Monday, February 15th)

Speaker Presentations (◆) are open to the public ~ Non-Members may attend for a fee of \$10 each. CRC Members may attend Speaker Presentations at no charge. Networking sessions are open to the public for no charge.

1st Mon 10:15 am RESUME PREPARATION & PRESENTATION ◆

Presented by: Melissa Jensen, CRC Advisor & former Grainger Director of Employment Development

Getting noticed in today's competitive job market requires a resume that promotes your talents. Melissa will offer you a framework for identifying your strengths and review the content and format that employers are looking for.

2nd Tues 7:00 pm NETWORKING: Making Connections/Gathering Information

Facilitated by: Marc Silver, Partner, Barnes & Thornburg LLP

Because of the competitive nature of today's employment market, job seekers must devote more time in building relationships and engaging others in furthering their search. Bring your resumes, handbills and business cards.

4th Thur 2:00 pm "YES YOU CAN NEGOTIATE A JOB OFFER!" ◆

Presented by: Howard Campbell, CMF, Campbell Career Coaching

In this lively, interactive session you will learn a variety of techniques that will help you get what you want in salary and benefits. We will cover what you need to do before you get the offer, what to say when the offer is made, how to evaluate the offer, set your priorities, and most importantly, how to negotiate and close the deal. You will be able to dodge some of the common pitfalls and take more control in the process.

8th Mon 10:15 am "ENHANCE YOUR VISUAL IMPACT" ◆

Presented by: Maureen Costello, M.A., CIP

Wardrobe choice is one option for improving your personal marketing power. Because designs shift, awareness of what remains constant and what changes can help you select a wardrobe that enhances your credibility. This session is an interactive workshop that covers the 3 C's of business style: communication, credibility and creating visual harmony with color selection. Ms. Costello has worked in the retail and image field for over 18 years.

16th Tues 7:00 pm "JOB SEARCH ROUNDTABLE" –CRC clients only

Facilitated by: John Adams, CRC Advisor, Former Allstate Trainer

Explore effective job search strategies with a CRC Advisor and fellow job seekers. Bring your questions & issues.

18th Thur 2:00 pm "RELATIONSHIPS MATTER – LINKEDIN – A NETWORKING TOOL" ◆

Presented by: Richard A. Moras, St. Joseph Church Employment Ministry

At least 60% of all jobs are found by networking. LinkedIn provides vital networking support for today's modern professional. Using LinkedIn as a part of your job search can increase your visibility and help you quickly locate former colleagues and individuals who work at the very company you are interested in joining. Rich offers an overview on how this venue can improve your success. Whether you are a complete novice or a seasoned LinkedIn user, please come to learn and share your experiences.

22nd Mon 10 am-noon "MAKE YOUR 1st IMPRESSION POSITIVELY POWERFUL" ◆

*Presented by: Susan Fignar, President, Pur*sue™ Inc.*

You know the phrase... "you never get a second chance to make a good first impression". How you look, dress, and sound – even your body language and facial expressions – will contribute to your credibility and success. During this enlightening session, you will gain valuable information on how to develop a professional presence.

23rd Tues 4:30-6:30 pm INTERMEDIATE EXCEL Registration/CRC Clients Only/\$10 Fee

Instructed by: Sherri Peterson, Sponsored by OASIS and AT&T Partnership in Technology

23rd Tues 7:00 pm INTRO TO LINKEDIN – Small Group Workshop – Registration/CRC Clients Only

Instructed by: David O'Brien, CRC Advisor, Infogix Inc., HR Leader

25th Thur 11:45 am BROWN BAG NETWORKING – Bring your lunch!

Facilitated by: Betsy Smith, Entrepreneur

Hours: M W TH 9:30 am – 4:30 pm / TU 4:00 pm – 9:00 pm / F 9:30 am - 12:30 pm
847-295-5626 / info@careerresourcecenter.org / www.careerresourcecenter.org
Grove Cultural Campus, 40 East Old Mill Road, Suite 105, Lake Forest, IL 60045



Your Job Search Team

Strategies - Support - Success

Career Resource Center, Inc.®, established 20 years ago, is a regional, non-profit career transition center that provides professional assistance to adults seeking employment. Our team of professionals energizes and empowers job seekers by offering education, training, and mentoring. CRC's comprehensive re-employment services focus on helping candidates **optimize their search efforts and maximize their results.**

CRC offers its clients comprehensive, individualized, supportive services that address current economic conditions. For a modest processing fee, clients have access to:

Services

Advisor Sessions: private, confidential one-hour sessions on any phase of the job search.

Internet Job Search Training: individual assistance with job sites, database of employers, converting resumes for electronic delivery, etc.

Educational Programs: day or evening sessions on a variety of topics.

Interview Training: private mock interview that may be videotaped and critiqued.

Networking Sessions: outside professionals facilitate sessions.

Job Search Roundtables: small group strategy sessions facilitated by advisor.

Accountability Groups: small goal setting groups that meet on a weekly basis.

Software Training: small group classes in Microsoft Office application.

Resources

Reference Library: a wealth of re-employment directories, guides, newspapers, etc.

On-line database of employers: ReferenceUSA™ - a database of 14 million U.S. businesses.

Computer Lab: Internet access in the eight-station computer lab.

Work Stations: phone and laptop internet access.

Office services: access to printers, telephones, a fax, and photocopier.

Jan Cline Leahy ... Executive Director			
Kelly Clark ... Office Administrator			
Advisors		Support Staff	
John Adams	Jim Kuhn	Charlene Ackerman	Mal Jamieson
Sam Beacham	John Litchfield	Jasmine Blaise	Jane Korczynski
Bill Beanblossom	Bill Maines	Yeongfu Chen	Michele Maeglin
Jack Bigelow	Hugh Mazza	Shelly Cohen	Doug Pitchford
Dave Craigmile	Simon Moughamian	Margaret Dastur	Brooke Plofsky
Andrea Davey	David O'Brien	Meinhard Gerdes	Gene Sikorovsky
Mike Gaines	Jim Rogers	Jane Hadler	Rattha Souk
Norma Hoaglund	Bill Russell	Dave Harmon	Patrick Tallon
Melissa Jensen	Sue Thomas	Chris Hauer	Emmi Wegner
Mike Kramer	Mike Tucker	Carol Hayes	Bernie Winter

Funding provided by foundations, corporations, religious congregations, community groups, townships, United Way, benefactors, alumni, and directors.

Hours: M W TH 9:30 am – 4:30 pm / TU 4:00 pm – 9:00 pm / F 9:30 am - 12:30 pm
847-295-5626 / nfo@careerresourcecenter.org / www.careerresourcecenter.org
Grove Cultural Campus, 40 East Old Mill Road, Suite 105, Lake Forest, IL 60045