



# Rochester Works!

## Career Development Workshops

**Professional Workshop Series.** Designed for people who fit ANY of the following: anyone laid off due to a downsizing; anyone with a solid work history or who worked for a single company for several years; anyone with a degree; managers, supervisors, technicians, consultants or business owners; anyone who has held an executive or upper level position; or *anyone who would like instruction beyond the basic level.*

**“Right” Your Resume**  
**Interviewing-Beyond the Basics**  
**Job Search Management**  
**Negotiating Your Job Offer**  
**Networking with an Attitude**

### Holiday Stress Relief (2 hours)

11:00 am -1:00 pm Monday, December 8, 2008 Presented by Ann Marie Walker

Understand how to eliminate or at least limit your holiday stress. Annie Walker will present solutions to reducing stress and making this job seeking holiday more enjoyable.

**LinkedIn Lab (1 1/2 hrs) 12:00-1:30 pm**  
 Wednesday, December 17, 2008

Need help getting started with LinkedIn? In this lab you can create or update your LinkedIn profile, set your privacy options, send invitations and learn how to begin using this professional networking tool.

# Professional Workshop Calendar December 2008

Mon	Tue	Wed
<b>1</b> 9:00-11:00 am Job Network 9:00-11:00 am “Right” Your Resume 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	<b>2</b>	<b>3</b> 10:00-12:00 <i>Networking with an Attitude</i> 1:00-3:00 pm Job Network 2:00—4:00 pm <i>Job Search Management</i>
<b>8</b> 9:00-11:00 am Job Network 9:00 -11:00 am “Right” Your Resume 11:00-1:00 Holiday Stress Relief (P) 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	<b>9</b>	<b>10</b> 9:00-11:00 am <i>The August Group meets at Rochester-Works!</i> 10:00-12:00 <i>Job Search Management</i> 1:00-3:00 pm Job Network 2:00-4:00 pm
<b>15</b> 9:00-11:00 am Job Network 9:00-11:00 am “Right” Your Resume 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	<b>16</b>	<b>17</b> 10:00-12:00 <i>Job Search Management</i> 12:00-1:30 pm <i>LinkedIn Lab</i> 1:30-3:30 pm <i>Job Network Presentation</i>
<b>22</b> 9:00-11:00 am Job Network 9:00-11:00 am “Right” Your Resume 2:00-4:00 pm <i>Negotiating Your Job Offer</i>	<b>23</b>	<b>24</b>
<b>29</b> 9:00-11:00 am Job Network 9:00-11:00 am “Right” Your Resume 2:00-4:00 pm <i>Interviewing-Beyond the Basics</i>	<b>30</b>	<b>31</b>