

Career Development Workshops

Professional Workshop Series. Designed for 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

Marketing Plan: The Best Guide for Job Search

Negotiating Your Job Offer

Guest Speaker Series

First Impression Management: Making Your First Impression Count

Beth Sears

Wednesday, May 2nd

2:00-4:00 PM

A person only has 3 seconds to make a good first impression and normally they have not even said, “Hello!” This session will help people to discover things which influence a first impression, and find ways to develop some personal power in the situation. Everything communicates, so find out how to come across confident and assured, and how to get your head in the game

LinkedIn for Job Seekers

Monday, May 7th

9:00-11:00 PM

LinkedIn is a social media tool you can use to widen your network, stay better connected, and promote yourself a bit.

This course is for job seekers who are still relatively new to LinkedIn but have a basic understanding of the tool and have attended LinkedIn 100 or a similar workshop.

In this course you will learn the following:

- How to add Recommendations to your Profile.
- Install and benefit from the JobsInsider tool.
- Identify and Research target companies within industries and regions.
- Find Connections at targeted employers.
- Research new career fields and industries.
- Join & benefit by participating in the RochesterWorks Job Network LinkedIn Group.
- Use LinkedIn strategically for your job search..

Mon	Tue	Wed	Thur	Fri
	1 2:00-4:00 pm <i>Job Search Management</i>	2 2:00-4:00 pm <i>Impression Management: making Your First Impression Count</i>	3	4
7 9:00-11:00 am LinkedIn for Job Seekers 11:00-1:00 pm <i>Interviewing Beyond the Basics</i> 2:00-4:00 pm <i>“Right” Your Resume</i>	8 2:00-4:00 pm <i>Job Search Management</i>	9 11:00-1:00 pm <i>Negotiating Your Job Offer</i>	10	11
14	15 9:00-11:00 pm <i>Interviewing Beyond the Basics</i> 2:00-4:00 pm <i>Job Search Management</i>	16 2:00-4:00 pm <i>Job Network Presentation</i>	17 11:00-1:00 pm <i>“Right” Your Resume</i> 2:00-4:00 pm <i>Marketing Plan: Your Best Guide to Job Search</i>	18
21 11:00-1:00 pm <i>Interviewing Beyond the Basics</i> 2:00-4:00 pm <i>“Right” Your Resume</i>	22 2:00-4:00 pm <i>Job Search Management</i>	23	24	25
28 Closed for Memorial Day Holiday	29 2:00-4:00 pm <i>Job Search Management</i>	30 11:00-1:00 pm <i>Negotiating Your Job Offer</i>	31	

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