

November 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JVS Cincinnati Career Network	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Begin the Process: Job Search Prep 1:00-2:30 p.m.	16	17	18	19	20
21	22 Job Search Boot Camp: 1:00-2:30 p.m.	23	24	25 JVS Closed Thanksgiving	26 JVS Closed Thanksgiving	27
28	29	30 <i>Career Huddle: Get Out & Network</i> 1:00-2:30 p.m.				

Reservations are required. Workshops are free. Call Kim Slaton at (513) 347-1500 or email kslaton@jvscinti.org with your reservation.

JVS Cincinnati Career Network - Workshop Descriptions

Begin the Process, Job Search Preparation

Searching for a new job, position or career can be intimidating. A successful job search requires effort, organization, planning, setting priorities and scheduling activities. Even before you begin updating your résumé, writing cover letters or securing networking appointments, take the time to consider learning ways to make the process of seeking employment as easy and effective as possible.

Job Search Boot Camp

Intensive session for job-searchers. Reflect upon your current employment situation, including your current and past experiences, interests, and most important priorities. Discover career options. Learn effective marketing tools, including how to write résumés and cover letters. Find the hidden and apparent job markets. We will offer tips about how to “wow” the employer at the interview and how to negotiate the best deals for you.

Mock Interview Questions - Group

Interviewing is your real opportunity to present yourself in a positive light to the potential employer. This is your chance to win a job! This workshop prepares you to interview with confidence and increase your chances of getting the job. The class includes group feedback on responses to interview questions, so please be ready to practice with the group!

Open Résumé Critique

Your résumé is often an employer’s first impression of you. It is your first opportunity to “market” your skills and background to employers. Learn valuable tips on how to write résumés and cover letters that stand apart from the crowd. Receive feedback on your own materials.

Get Out and Network

Want to take the mystery out of networking? Are you interested in tapping the vast network of unadvertised positions? In this workshop, participants will learn how to leverage their existing network of contacts and gain valuable skills to help expand that network. This workshop will focus on networking techniques that help you get closer to the community that interests you and the jobs within it.

Social Networking 101

Learn how to begin using social media in your job search. This is a hands-on workshop that will walk you through the steps necessary to create a profile on LinkedIn, how to make connections, how to get recommendations, and how to search for jobs.

LinkedIn & You

This workshop is for people who already have a profile and are using LinkedIn. Explore advanced techniques and upgrade your social networking skills, including how to grow your professional network of contacts, how to be more visible to recruiters, and how to impress prospective employers.

Career Huddles

Join us for discussion groups about various topics that affect your job search. Learn new ways to overcome hurdles and upgrade your materials and techniques. Topics include: Résumés, Interviews, networking, goal-setting, and job search research.

Whether you are unemployed, underemployed, need to update your skills or are new to the job market, you can utilize the JVS Cincinnati Career Network workshops to fine-tune your job seeking skills at no cost to you.