



CAREER RESOURCE CENTER
YOUR JOB SEARCH PARTNER

November 2019 CALENDAR OF EVENTS

(Closed 11/11, 11/28 & 11/29)

Programs marked with ♦ are open to non-members for a fee of \$20.
Programs are generally 90 minutes in length unless otherwise notated.

1st FRI 10:30 AM -12:30 PM "LINKEDIN – Building the Profile" ♦ Registration Required; Bring your laptop/tablet

Presented by: Ernie Katko, U-Connect, Social Media Consultant and LinkedIn Trainer

LinkedIn is an essential tool in today's job market. It is used not only by job seekers but by recruiters and employers seeking candidates for positions as well. Learning how to begin creating and using your LinkedIn profile can be daunting. This session will focus on how to make LinkedIn a friendlier social media platform and show you the important elements of building your profile. Bring your laptop or tablet and work as you go.

4th MON 1:30 PM "KEYS TO EFFECTIVE CAREER NETWORKING" ♦

Presented by: Stephen Kohler, Executive & Career Coach, CPCC, Audira

Develop your networking skills to boost your job search success. Discover key steps to designing and executing an effective networking strategy and practice real time networking role-playing scenarios.

7th THUR 10:15 AM "CRC FROM A TO Z - MEMBER ORIENTATION" Registration Required; Open to the public, no fee

Presented by: Kelly Clark, Director of Programs, CRC

CRC Members and interested candidates will receive a detailed explanation of services and resources available at CRC. Knowing what services are available and the most efficient way to utilize them will help you land the job faster.

8th FRI 10:30 AM -12:30 PM "LINKEDIN – Steps Beyond the Profile" ♦ Registration Required; Bring your laptop/tablet

Presented by: Ernie Katko, U-Connect, Social Media Consultant and LinkedIn Trainer

You've created your dynamic LinkedIn profile but now what? Learn what else LinkedIn has to offer from finding connections to building your network and personal brand. In this interactive workshop, you'll also discover steps to elevate the visibility of your profile and get noticed by the employers and recruiters who use LinkedIn. Bring your laptop or tablet and work as you go!

18th MON 1:30 PM "RAMP UP YOUR JOB SEARCH FOR THE HOLIDAYS" ♦

Presented by: Lauren Milligan, CEO & Founder of ResuMAYDAY

Have you heard that searching for employment during the holidays is a waste of time? It's easy for job seekers to want to unplug from their job searches during the holidays, but don't make that mistake! There are many reasons to stay active this time of year. Learn holiday search tips that will keep you motivated.

19th TUE 7:00 PM "EXPAND YOUR CONNECTIONS" Open to the public at no charge

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

Understanding how to effectively develop connections is the key to success. It's not about asking for a job, it's about talking with others about common interests and how you may be able to help each other. "Show up" and you might be surprised to find the information and connections you are looking for while helping others.

21st THUR 10:15 AM "WRITING AN EFFECTIVE RESUME" ♦ Registration Required

Presented by: John Strauss, former Senior Principal at Accenture

Your resume must be targeted to the position for which you are applying, highlight your accomplishments, and show the unique value you bring to the table. Learn how to produce an effective resume that will get the attention of employers and accelerate the process. Individual follow-up will be available for CRC Members.

**Hours: M W TH 9:30 am - 4:30 pm
TU 4:00 pm – 9:00 pm
F 9:30 am - 12:30 pm**

**info@CareerResourceCenter.org
847-295-5626
www.CareerResourceCenter.org**



CAREER RESOURCE CENTER

YOUR JOB SEARCH PARTNER

Career Resource Center, Inc.® is the proven confidence-building, employment resource featuring individualized attention, education, training, and coaching by industry professionals. **Results-focused, CRC has assisted nearly 14,000 job candidates during its 29 year history.** Our strength is in energizing and empowering job seekers through relevant, proven job search strategies. Our professionals focus on helping job candidates **optimize their search efforts and maximize their results.** Modest fees are possible as this 501(c)(3) nonprofit is supported by donors and volunteers.

Services

Job Search Coaching Sessions: Private, confidential sessions on identifying and articulating strengths, determining focus, search strategies and tactics; plus coaching throughout your search.

Interview Preparation: Private sessions prepare candidates for interviews: plus mock and video interviews that may be digitally recorded and critiqued.

Job Search Strategies Roundtables: Informal small group sessions facilitated by CRC advisor.

Microsoft Office Tutoring: Word, Excel and PowerPoint.

LinkedIn Tutoring: Optimize your use of this professional network.

Education & Training Programs: Professionals share their expertise with the goal of helping individuals enhance their professional toolkit and gain the knowledge and skills critical for conducting a successful job campaign.

Online Job & Research Specialist: Individual assistance on identifying effective job search websites, researching businesses, finding job opportunities, completing online applications, and more.

Networking Sessions: Outside professionals facilitate an animated exchange of information between participants. *Open to the public at no charge. Bring resumes, business cards, and handbills.*

Resources

Office Away From Home: Wi-Fi along with 5 computer workstations, 3 desks with laptop hook-ups, printer, copier, and paper.

Reference Library: Employment directories, guides, newspapers, etc.

Online Employer Database: ReferenceUSA™ a premier reference tool offering access to a proprietary database of 24 million U.S. businesses.

CRC LinkedIn Group: Engage in dialog regarding job search, expand connections, gather information, and receive job postings.

Kristina Phillips...Executive Director				
Kelly Clark...Director of Programs		Linda Bucher...Development Coordinator		
CRC's Volunteer Team				
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847-295-5626 / info@CareerResourceCenter.org / www.CareerResourceCenter.org
Grove Cultural Campus, 40 East Old Mill Road, Suite 105, Lake Forest, IL 60045