

JUNE 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p align="center">Register for workshops by clicking the title or at www.communitycareercenter.org</p>						<p>1 9:30-10:30 INTRO TO THE CCC</p>
2	<p>3 9:00-3:00 THE ART OF SELF MARKETING</p>	<p>4 9:00 – 10:30 MAP MONDAY GROUP</p>	<p>5 9:30-11:00 or 11:30-1:00 JOB CLUB</p>	<p>6 9:30-10:30 INTRO TO THE CCC 12:30-2:30 ASK THE RECRUITER: SIKICH</p>	7	<p>8 9:30-10:30 INTRO TO THE CCC 11:00-12:30 MAXIMIZING INTERVIEW EFFECTIVENESS</p>
9	<p>10 9:00-10:30 MAP MONDAY GROUP 12:30-2:30 MOM, INC. – FROM MOM SKILLS TO BOARDROOM SKILLS WORKSHOP</p>	<p>11 10:00-12:00 TURN YOUR NETWORK INTO YOUR JOB SEARCH SALES TEAM</p>	<p>12 9:30-11:00 or 11:30-1:00 JOB CLUB</p>	<p>13 9:30-10:30 INTRO TO THE CCC 12:30-2:30 LINKEDIN: JUST THE BASICS</p>	14	<p>15 9:30-10:30 INTRO TO THE CCC</p>
16	<p>17 9:00-10:30 MAP MONDAY GROUP 1:00 – 2:30 RESUMES 101</p>	<p>18 10:00-11:30 NON-PROFIT NETWORKING GROUP</p>	<p>19 9:30-11:00 or 11:30-1:00 JOB CLUB 12-1:30 MOM, INC. @ Plainfield Library</p>	<p>20 9:30-10:30 INTRO TO THE CCC 12:30-2:30 DRESS FOR SUCCESS</p>	21	<p>22 9:30-10:30 INTRO TO THE CCC</p>
23	<p>24 9:00-10:30 MAP MONDAY GROUP 12:30-2:30 CULTURAL COMPETENCY</p>	<p>25 10:00-12:00 PROFESSIONAL & WORK ETHIC SKILLS 12:30-2:30 INTERVIEWING SKILLS</p>	<p>26 9:30-11:00 or 11:30-1:00 JOB CLUB</p>	<p>27 9:30-10:30 INTRO TO THE CCC 11:00-4:00 CAREER U: PREPARING STUDENTS FOR CAREER SUCCESS</p>	28	<p>29 9:30-10:30 INTRO TO THE CCC 10:30-12:00 LINKEDIN: BEYOND THE BASICS</p>



JUNE 2013

The Community Career Center provides job seekers with guidance on subjects ranging from goal-setting and resume writing to networking and interview skills.

These consultations are available thanks to the dedicated support of approximately 50 volunteers who are career counselors, recruiters, human resource professionals, and other job search experts.

**1815 W. Diehl Road, Suite 100
Naperville, IL 60563
630-961-5665 (office)
630-961-1271 (fax)**

**Office Hours
Monday—Thursday 9:00-3:00
Friday—Saturday 9:00-1:00**

ccc@communitycareercenter.org
www.communitycareercenter.org



THE ART OF SELF MARKETING: STRATEGIES FOR BRANDING YOURSELF IN JOB SEARCH (June 3rd 9:00-4:00)

The focus of this seminar is to explore the concept of “personal branding”, to help capitalize on your personal brand and opportunities to distinguish yourself from others. Topics will address the art of mastering first and lasting impressions, business protocol savvy, rapport building strategies, crafting a 30-second commercial and how to demonstrate confident body language. *Presenter: Roz Ushero* www.ushero.com Free for members of the Center; \$15 for non-members. RSVP: www.communitycareercenter.org (Bring your own lunch.)

ASK THE RECRUITER: SIKICH (June 6th 1:00-2:30) Each month a guest recruiter answers job seekers’ questions, offers advice from a hiring manager perspective, and spotlights open positions with their company. Sikich is a leading accounting, advisory, technology and managed services firm with 400+ employees in 8 offices, they rank as one of the country’s top 50 largest CPA firms. www.sikich.com Free for members of the Center; \$15 for non-members. RSVP: www.communitycareercenter.org

MAXIMIZING INTERVIEW EFFECTIVENESS (June 8th 11:00-12:30) Through the help of this workshop you’ll be able to identify personal strengths and develop skills to help leverage those personal strengths during the interview process. Increase your self-awareness and communicate positives to potential employers. Know which strengths of past work experience will capture and deliver meaningful stories that highlight key strengths at the interview. *Presenter: Dan Vishny* Free to members of the Center; \$15 for non-members. RSVP: www.communitycareercenter.org

MOM, INC. – MOM SKILLS TO BOARD ROOM SKILLS (June 10th 12:30-2:30) Beginning a job search after taking the time to be a full-time stay-at-home parent can be overwhelming and at times, intimidating. Learn how to assess your skills as a stay-at-home parent returning to the workforce and strategize how to present your experience. Free to all job seekers. RSVP: www.communitycareercenter.org

TURN YOUR NETWORK INTO YOUR JOB SEARCH SALES TEAM (June 11th 10:00-12:00) Everyone knows that networking is a crucial component of any job search, but do you really know what to do with your network once you have one? This presentation will clearly identify steps and tactics that will greatly increase your chance of finding a new job through the art of networking. *Presenter: Lauren Milligan* www.resumayday.com Free to members of the Center; \$15 for non-members. RSVP: www.communitycareercenter.org

LINKEDIN: JUST THE BASICS (June 13th 12:30-2:30) In this demonstration workshop, learn the first steps of LinkedIn from creating a profile, populating the profile, connecting with others, groups, and conducting a job search using this valuable tool. Free to members of the Center; \$15 non-members.

Presenter: Becky Brillon, Program Director – Community Career Center RSVP: www.communitycareercenter.org

RESUMES 101 (June 17th 1-2:30) For people needing to write a new or updated resume, this overview presents current best practices for resume content and formatting. Whether you have an existing draft or are just starting out, you will come away with ideas to incorporate before scheduling an individual resume session at the Center. Free to members of the Center; \$15 for non-members. RSVP: www.communitycareercenter.org

NON-PROFIT NETWORKING GROUP (June 18th 10:00-11:30) Whether your career has spanned many years of non-profit networking or you’re exploring the opportunities to transition to a career in the sector, attend this group to meet other non-profit professionals and share leads and advice. *Facilitator: Kimberly White, Executive Director – Community Career Center.* Free to all job seekers. RSVP: www.communitycareercenter.org

DRESS FOR SUCCESS (June 20th 12:30-2:30) First impressions are formed in seven seconds or less. Is your outer appearance helping or hurting your job search? Pick up some ideas for how to portray a message of professional appearance through wardrobe basics and easy personal upkeep. *Presenter: Charmaine Smith* Free to members of the Center; \$15 for non-members. RSVP: www.communitycareercenter.org

CULTURAL COMPETENCY (June 24th 12:30-2:30) Cultural competence refers to an ability to interact effectively with people of different cultures. Cultural competence comprises four components: awareness of one’s own cultural worldview, attitude towards cultural differences, knowledge of different cultural practices and worldviews, and cross-cultural skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures: a skill highly desirable to employers. Free to members of the CCC, \$15 for non-members. *Presenters: The Culture Club at the CCC* RSVP: www.communitycareercenter.org

PROFESSIONAL AND WORK ETHIC SKILLS (June 25th 10:00-12:00) *Accenture Skills to Succeed* Attendees will learn about working in a professional setting, how to dress, and how to interact with co-workers. Basics of ethics and the employer/employee relationship will also be discussed. Accenture volunteers will moderate discussion in small groups, as well as facilitate activities. Free to all job seekers. RSVP: www.communitycareercenter.org

INTERVIEW SKILLS (June 25th 12:30-2:30) *Accenture Skills to Succeed.* Learn what to expect in a job interview and how to answer interview questions succinctly and comprehensively. Free to all job seekers. RSVP: www.communitycareercenter.org

CAREER U: PREPARING STUDENTS FOR CAREER SUCCESS (June 27th 11:00-4:00) Students: The actions and decisions you make now will determine your salary for the next 25 years. Are you equipped to make a good first impression and land the position that begins your career? This workshop will wrap all the important topics into one day - Personal Branding, Interviewing, Networking Skills, Resume Writing, and Social Media for Career Development. \$15/\$20 (includes lunch). RSVP: www.communitycareercenter.org

LINKEDIN: BEYOND THE BASICS (June 29th 10:30-12:00) Build upon basic LinkedIn knowledge to maximize 2nd and 3rd tier connections and learn how to most effectively use the Jobs, Companies, and Groups tabs. *Presenter: R. Dave Rahn, What’s That Noise?* Free to members of the Center; \$15 for non-members. RSVP: (630)961-5665

WEEKLY EVENTS

MAP (Make A Plan) MONDAYS GROUP Mondays 9:00-10:30

Facilitator: Becky Brillon. Start your week off with a plan. Stay focused and move forward by joining this committed small group to share goals, strategize, and motivate each other toward success. Free to all job seekers; no need to RSVP.

LISLE TOWNSHIP JOB CLUB

Facilitator: Joy Maguire-Dooley, Lisle Township Youth & Family Services and CCC Board Member
Wednesdays 9:30-11:00 or 11:30-1:00
Held in large group format, this club allows job seekers the time to broadcast their targets to the group and offer support to others. Bring copies of your handbill/resume to share. Free to all job seekers; no need to RSVP.

ORIENTATION TO THE COMMUNITY CAREER CENTER Thursdays and Saturdays 9:30-10:30

Learn about the services and resources available at the Community Career Center. Prioritize the steps of your search after learning about each type of the one-on-one career counseling sessions offered with membership. Tour the Center and optimize your search efforts. Membership is \$50 for a one-year period, \$25 renewable during anniversary month.