



Training Schedule – November 2020

*All Monday Morning MeetUps and courses are conducted via Zoom**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nov. 2 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	3 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Creating Accomplishment Statements (Davis)	4	5 1:00 – 3:00 Effective Networking Skills (Davis)	6 10:00 – 12:00 Job Circle (Bennison) Free to Non-members 1:00 – 3:00 Resume Boot Camp (Hamersley)
9 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	10 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Creating Accomplishment Statements (Davis)	11 10:00 – 12:00 Effective Interviewing Skills (Bennison)	12 Oral Communication Skills (Miller) <u>Saturdays at 11 a.m.</u>	13 10:00 – 12:00 Job Circle (Bennison) Free to Non-members
16 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	17 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Creating Accomplishment Statements (Davis) <div style="background-color: yellow; padding: 2px; text-align: center;">6:30-8:00pm Board Meeting</div>	18 10:00 – 12:00 Effective Interviewing Skills Lab (Bennison)	19 1:00 – 3:00 Effective Networking Skills (Davis)	20 10:00 – 12:00 Job Circle (Bennison) Free to Non-members 1:00 – 3:00 30-Second Speech and Accomplishments Lab (Hamersley)
23 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	24 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Creating Accomplishment Statements (Davis)	25	26 Closed  HAPPY THANKSGIVING	27 Closed  HAPPY THANKSGIVING
30 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	Dec. 1 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Creating Accomplishment Statements (Davis)	Dec. 2	Dec. 3 1:00 – 3:00 Effective Networking Skills (Davis)	Dec. 4 10:00 – 12:00 Job Circle (Bennison) Free to Non-members 1:00 – 3:00 Resume Boot Camp (Hamersley)

* Monday Morning MeetUp Zoom information is on our website: www.CareerTransitionInstitute.org

Non-members may take any course for \$25 (except Job Circle). You must call early to register: 614-297-0040. If you later decide to join, the \$25 will be applied to your dues.

Updated 11/8/2020



PASSPORT TO SUCCESS

Take the courses you need.

1. **Organizing Your Job Search** – how do I prepare myself to begin my job search.
2. **Introduction to Accomplishment Statements** – these are the on-the-job achievements that go on your resume. We show you how to find and write these statements.
3. **30-Second Speech Lab and Accomplishments Lab** – writing and refining your 30-second speech and refining your accomplishment statements for use on your resume.
4. **Oral Communications Skills** – includes 30-Second speech, effective use of the phone and handling tough questions in interviews.
5. **Written Communication Skills** – includes resume styles and formats and guidelines for writing it; creating your professional profile and writing professional correspondence such as thank you notes and follow-up emails.
6. **Effective Networking Skills** – why network and informational interviews - how to prepare, what to do during and how to follow up.
7. **Effective Interviewing Skills** – learn to confidently handle interviews; how to prepare, what to do during and how to follow-up
8. **Interviewing Skills Lab** – come dressed for an interview; bring your resume and a job description. The instructor records a video of you as he asks you questions. You get to see yourself as the interviewer sees you.
9. **Effective Negotiation Skills** – role play the best ways to negotiate salary and other employment-related matters.
10. **LinkedIn: Ask the Expert** – LinkedIn is the place for professionals to be found by recruiters and others, Ask any questions on any area of LinkedIn. Learn how to use it to your advantage.
11. **LinkedIn: Profile Review** - LinkedIn is the place for professionals to be found by recruiters and others. The instructor looks over your profile and makes suggestions for improvement.
12. **Resume Boot Camp** – your resume critiqued by an experienced resume coach.