



Corporate and Continuing Education Division

Career Exploration and Planning Series

Jobseekers today are facing a complex and rapidly changing society. There have been significant economic, social, political and technological changes that have impacted the workplace. Our Career Exploration and Planning series will provide participants an opportunity to investigate new career paths, plan for future goals, and develop strategies for career decision making and future job attainment.

Session 1. **Career Basics and Planning** (CIC 1326)

Explore the desirable skills employers are looking for today and match to a suitable career choice. Session begins with a self-assessment followed by a systematic approach to making a career choice, decision making techniques, and current occupational information.

February 17 & 24, 2011 5:30pm–7:30pm Thursday

Session 2. **The Art & Science of Finding a Job** (CIC 1325)

If your current job search methods are not achieving results, this session may be able to help. Learn the various methods of job searching including networking techniques, selling yourself to others, and harnessing the power of the Internet as a job search tool.

March 16, 2011 5:30pm–7:00pm Wednesday

Session 3. **Resumes that Work** (CIC 1327)

Want your resume to stand out from the rest and increase your chances of getting an interview? An average employer spends 20-30 seconds screening each resume. How do you make sure your resume gets noticed? This session covers the process of creating a marketable resume that will improve your chances of getting a job interview. Different resume formats and crucial content decisions are discussed.

April 13, 2011 5:30pm–7:00pm Wednesday

Session 4. **Resume Development Clinic** (CIC 1328)

If your resume is not bringing you calls for interview, it may be you are not creating a targeted, dynamic picture of your capabilities. Bring your resume to this clinic for a personal one-on-one critique session that includes development of your personal job value statements.

April 21, 2011 5:30pm-7:30pm Thursday
May 19, 2011 5:30pm-7:30pm Thursday

Session 5. **Effective Interviewing Strategies** (CIC 1329)

When competition is tough, exemplary job interviewing skills are essential. This session is designed to teach you what to do before, during, and after an interview. Learning what to expect in the interviewing process will lessen your anxiety and increase your confidence and improve your chances for success.

May 25, 2011 5:30pm–7:00pm Wednesday

\$25 each - Enroll in all 5 sessions at the discounted rate of \$100

For more information or to register please call 803-325-2888 or visit us online at www.yorktech.edu