

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02 Preparation: Job Zones & O*Net 10-11 AM	03	04	05	06
07	08	09	10	11 Preparation: Job Zones & O*Net 3-4 PM	12	13
14	15	16 Preparation: Resumes & What Employers Are Looking For 10-11 AM	17	18	19	20
21	22	23	24	25 Preparation: Resumes & What Employers Are Looking For 3-4 PM	26	27
28	29	30				

TRAINING SESSIONS

Preparation: Job Zones & O*Net	Determine not just what you want to do but what makes the most sense for you. What job(s) fit your life. <ul style="list-style-type: none"> • Job Zones • O*Net
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Preparation: Resumes & What Employers Are Looking For	Getting an employer's attention! What they're looking for and how to stand out. <ul style="list-style-type: none"> • Resume building • Job Seeker Best Practices
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Getting Started: Interview Prep, CAR Model, Talking About Your Experiences to Highlight Skillset & Character	Getting selected, why they should choose you. <ul style="list-style-type: none"> • Interview preparation <ul style="list-style-type: none"> ◦ Telling your story to highlight your skillset and character
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Getting Started: Employer Expectations & Onboarding	What you'll need to know - setting yourself up for success! <ul style="list-style-type: none"> • Employer Expectations
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Maintaining & Advancing: Workplace Etiquette & Conflict Resolution	Succeeding at work. What will set you apart <ul style="list-style-type: none"> • Workplace etiquette • Conflict Resolution
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Maintaining & Advancing: Making a Strong First Impression & Building a Strong Reputation	Long term success. Becoming the boss's favorite <ul style="list-style-type: none"> • Making a strong first impression • Building a strong reputation
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