



Empowering Job Seekers ~
Strengthening Communities

August 2018

Community Career Center
1815 W. Diehl Road, Suite 900
Naperville, Illinois 60563
630-961-5665

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		11 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking)	212 9:00-10:00 Ask HR (Matt Rohr)	3	4 9:00-10:00 Orientation to the CCC 10:30-12:00 Introduction to OneNote (Julie Brown)	5
6 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) THE HIGHLY EFFECTIVE JOB SEARCH SERIES- Keith Owens 10:30-12:30 Strengthening Your Job Search 12:45-3:00 Creating a job Search Project Plan	7 9:15-11:15 Working With Excel Tables & What If Analysis (Judy Beaver)	8 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 12:30-2:00 Building Unbreakable Confidence (Kristin Bauer)	9 1:00-2:00 IT Career Lab Info Session	10	11 9:00-10:00 Orientation to the CCC 10:00-11:30 Business Roundtable Discussion 10:00-12:00 Photo Branding Shoot (contact staff for appt)	12
13 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) 10:30-12:00 The 80% Rule-Networking (Mike Doody)	14	15 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 12:30-2:30 Answering the Tough Questions (John McCarthy)	16 9:30-11:00 Handbills & Elevator Speech (Sarah Breithaupt)	17	18 9:00-10:00 Orientation to the CCC	19
20 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) THE HIGHLY EFFECTIVE JOB SEARCH SERIES – Keith Owens 10:30-1:00 Getting the Interview and Nailing It 1:15-3:00 Resume-Creating Compelling Messages	21 10:30-12:00 Put down the Doritos, and Network Like It’s Your Job! (Bruce Martin) 12:00-1:00 Lean-In Women’s Networking Group (Ginger Neenan)	22 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 12:30-1:30 Ask the Manager (Laura Spencer, PermaSeal)	23	24	25 9:00-10:00 Orientation to the CCC 10:30-12:45 LinkedIn (Orin Albrecht)	26
27 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) THE HIGHLY EFFECTIVE JOB SEARCH SERIES- Keith Owens 10:30-1:00 Cracking the Code of the Job Description 1:15-3:00 Compensation Conversations	28	29 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 12:30-2:15 Creating Your Own Goal Setting & Time Management Plan (Ginger Neenan)	30	31 CCC Closed for Labor Day		

Workshops are included in CCC membership. Non-member fee for workshops: \$25. Networking events are free to all job seekers.

For Workshop Descriptions and to RSVP go to www.communitycareercenter.org

Workshops are included in CCC membership. Non-member fee for workshops: \$25. Networking events are free to all job seekers.
For Workshop Descriptions and to RSVP go to www.communitycareercenter.org