



Empowering Job Seekers ~  
Strengthening Communities

# November 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
			1 9:00-10:00 Ask HR (Networking, Matt Rohr)	2	3 9:00-10:00 Orientation to the CCC 10:00-1:00 Intro to Excel Pivot Tables (Kevin Glover)	4
5 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) 10:30-12:30 7 Habits of Highly Effective People In Job Search (Bill Schrack)	6 9:15-10:45 Managing You Mid-Career Job Search and the New World of Work (Betty Flasch)	7 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 1:00-4:00 Re-Launch	8 9:15-10:45 <i>The Microsoft Office Series</i> Intermediate Excel (Judy Beaver)	9	10 9:00-10:00 Orientation to the CCC 10:00-11:30 Business Roundtable Discussion (John Joseph)	11
12 CCC Closed for Veteran’s Day	13	14 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 12:30-2:00 A Time for Transformation (Kristen Bauer)	15 9:30-10:30 MNG-Men’s Networking Group Topic: Elevator Speech (Tom Martens)	16	17 9:00-10:00 Orientation to the CCC	18
19 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) <b>THE HIGHLY EFFECTIVE JOB SEARCH SERIES- Keith Owens</b> 10:30-12:30 Strengthening Your Job Search 12:45-3:00 Creating a Job Search Project Plan	20 9:15-10:45 Lean In-Women’s Networking Group (Ginger Neenan)	21 CCC Closed for Thanksgiving	22 CCC Closed for Thanksgiving	23 CCC Closed for Thanksgiving	24 CCC Closed for Thanksgiving	25
26 9:00-10:30 MAP – “Make a Plan” Accountability Group (networking) 10:30-2:00 Interview Skills (John McCarthy)	27 5:00-7:00 <b>Evening Workshop</b> -LinkedIn (Orin Albrecht)	28 9:00-10:00 Orientation to the CCC 10:30-12:30 Job Club (networking) 12:30-2:00 Digital Interviewing (Lisa Callahan)	29 9:15-10:45 Beating the Age Bias: Job Search Tips for the Mature Professional (Terri Craig)	30		

Workshops are included in CCC membership. Non-member fee for workshops: \$20. Networking events are free to all job seekers.

For Workshop Descriptions and to RSVP go to [www.communitycareercenter.org](http://www.communitycareercenter.org)