



WORKSHOPS FOR PARTNER ORGANIZATIONS 2021-2022

CTC provides career management workshops at faith communities and other community institutions in an effort to help recent college graduates and mid-career professionals seeking employment or to change careers. They can be presented in 1 hour 1 ½ hour or 2-hour sessions.

Job Search During Covid

The pandemic has made it necessary for job seekers to shift their strategy to virtual networking and interviewing, using tools such as Zoom. There are some excellent Web resources to explore career direction, research job opportunities, assure key words and criteria on your resume and in your LinkedIn Profile, and prepare for interviews and conversations. Learn about our “go-to” resources to help you make the most of today’s online resources. Part of the impetus behind this program is to help job seekers use the Internet effectively, not scouring listings, reading career advice or blasting out their résumé. While we recommend time be spent researching companies and the Internet can be a great source of information, to move you to successful outcome, you need to focus your efforts on networking and meeting people face to face. Resources include: LinkedIn, Social Media, O*Net, etc.

It's Your Call: Making a Positive Impact in Virtual Interviews.

Create a positive and lasting impression in phone and Zoom interviews. This program examines the various types of interviews and provides practical tips and opportunity to help you improve your performance and confidence in any interview. Learn how to prepare, research and make the most of the interview experience. Gain insights into the interviewers’ perspective. Salary negotiation and your toughest questions will be addressed in this engaging and memorable program.

Networking: An Essential Tool for Career and Life!

Networking is recognized as essential to job search success. Yet, it is one of the least understood (and most feared) of all the parts of search and ongoing career management. This session helps participants get a grasp on networking as a "learnable skill" and key to career opportunity and connection. They will develop a values statement (elevator pitch) and learn how to broaden their networks and to utilize them for job search and career transition.

Powerful Communication

The focus will be on the development of a Values Statement (otherwise known as an Elevator Pitch). This workshop will help you examine success, values and aspirations to develop your values statement. It is critical during a job search that you can clearly and compellingly convey how you impact an organization or group of people through what you offer. It helps others help you. Getting the word out about who you are and how you contribute is at the heart of the job search process. The values statement helps you with branding and positioning on your resume and LinkedIn profiles.

Strengthening Resume and Communications for Job Opportunity

In today's marketplace, you need to be smart and distinctive in your online and offline career communications to promote yourself for new jobs and career advancement. Don't wait to update your resume until someone asks you for it. Learn how to build your brand and put yourself forth for the opportunities you want! In this hands-on clinic, CTC coach (or staff) will help you examine success, values, and aspirations to develop a professional, results-focused resume. Being able to clearly and compellingly convey how you can impact an organization is crucial and the heart of the job search process. We will share insights on how to create and use a values statement to better brand and position yourself on a resume and LinkedIn profile. And you'll work with additional CTC coaches who will be available throughout the clinic to answer questions and assist with editing resumes. Please bring five copies of your current resume.

Career Launch for New Grads: Know Yourself and Where You Are Going

As the saying goes, "If you don't know what you want, you're not likely to get there." CTC Executive Director, Anita Jenke is a firm believer that in career and in life, "you've got to name it to claim it." In this program, you'll have a chance to examine values, aspirations, skills and strengths, creating a go-to-market "Value Statement" and begin to develop a winning strategy for the job search. Anita will lead recent graduates in navigating the Discovery phase of the Job Search process for better, faster results.

Over 40 & Hired!

For seasoned professionals navigating challenges of career change and potential age bias in today's job market, CTC addresses head-on the "dinosaur in the room," providing tips, strategies and real life examples to give the competitive edge to those in career transition. Covering use of informational interviews, positioning and outreach critical to all job seekers, we will share insights that will help all in transition better position themselves for greater distinction and success!

Volunteering: Making It Count

Join us we examine the ways to stay engaged and keep your skills current during a period of transition. Volunteering is one key way to continue practicing, learning, and growing. It can also lead to valuable contacts and experiences, serve to expand your network and even result in job opportunity. When you are asked, "What are you doing currently?" by friends, recruiters and hiring managers, you'll feel good about yourself and confident when you respond. Goal: Help participants determine how best to use volunteer work; community service practicum and clinical/business practicums to further their career and how to position these activities on their resumes, CVs and LinkedIn profiles.