

ProMatch Calendar — November 2008

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10:00–10:30 Business meeting	8:15–12:00 ProMatch Enrollment	8:15–12:00 Orientation	9:30–12:00 General meeting	9:30–11:30 Stuart Phillips workshop: Surviving the Layoff (2 of 2)
10:00–12:00 Business mtg: Team break-outs	1:00–3:00 Career / Life coaching w/ David (appt.)	8:45–12:00 Excel drop-in coaching w/Larry (appt.)	12:00–12:45 Brown bag: Success team speed-forming w/Earl & the Jump Start Team	
10:30–12:00 New Member: 2nd meeting		1:00–3:00 Job search w/Fred	1:00–4:00 PSR 1	
12:00–1:00 Interview drop-in		1:00–4:00 Jump Start Your Job Search	1:00–4:00 Behavioral-Based Interviewing	
12:00–1:00 PSR / Résumé / Profile drop-in		2:00–4:00 Coaching w/Judi (appt.)		
1:00–4:00 Networking Fundamentals				
1:00–2:00 <i>Planning Your Job Search</i>	9:00–10:30 <i>Career Exploration</i>	1:30–4:30 <i>Presenting Accomplishments</i>	1:00–2:30 <i>Résumé Facts</i>	1:00–2:30 <i>Who Am I?</i>
	1:00–2:30 <i>Networking</i>		3:00–4:00 <i>Interview Practice: PSR</i>	3:00–4:00 <i>Ace the Interview</i>
	3:00–4:00 <i>Interview Practice: Opening/Closing</i>			
10	11	12	13	14
10:00–10:30 Business meeting	9:00–12:00 Telephone Interview	8:15–12:00 Orientation	9:30–12:00 General meeting	9:00–12:00 Negotiations w/Rick (1 of 2)
10:00–12:00 Business mtg: Team break-outs	9:00–12:00 Negotiations w/Rick (1 of 2)	9:00–12:00 Excel: Pivot class w/Larry	12:00–12:45 Brown bag: Stuart Phillips on making successful career transitions	
10:30–12:00 New Member: 1st meeting	1:00–3:00 Career / Life coaching w/ David (appt.)	9:00–12:00 Entrepreneur / Start-up coaching w/Jeff (appt.)	1:00–4:00 Team Up for Success	
12:00–1:00 Interview drop-in	1:00–4:00 Targeting Your Résumé	1:00–3:00 Job Search w/Fred		
12:00–1:00 PSR / Résumé / Profile drop-in		2:00–4:00 Coaching w/Judi (appt.)		
1:00–2:30 Job search group w/Steve				
1:00–4:00 LinkedIn				
1:00–4:00 PSR 2				
2:30–4:00 Steve (appt.)	9:00–10:00 <i>Interview Practice: Sandwich</i>	9:00–10:30 <i>Job Application</i>	9:00–10:30 <i>Career Exploration</i>	9:00–10:30 <i>Using LinkedIn</i>
1:00–2:30 <i>Strategizing Your Job Search</i>	1:00–4:00 <i>Informational Interviewing</i>	1:00–2:30 <i>Who Am I?</i>	11:00–12:00 <i>Interview Practice: Salary Screen</i>	2:30–4:00 <i>Résumé Facts</i>
			2:30–4:00 <i>Ace the Interview</i>	
17	18	19	20	21
8:30–9:30 LinkedIn: Drop-in	8:15–12:00 ProMatch Enrollment	8:15–12:00 Orientation	11:30-2:30 Special Event: ProMatch Thanksgiving Potluck	9:00–12:00 PSR 1
10:00–10:30 Business meeting	1:00–3:00 Career / Life coaching w/ David (appt.)	1:00–3:00 Job Search w/Fred		
10:00–12:00 Business mtg: Team break-outs		1:00–4:00 Jump Start Your Job Search		
10:30–12:00 New Member: 2nd meeting		2:00–4:00 Coaching w/Judi (appt.)		
12:00–1:00 Interview drop-in				
12:00–1:00 PSR / Résumé / Profile drop-in				
1:00–4:00 Interview Dress Rehearsal				
1:00–4:00 Network Now				
1:00–4:00 <i>Presenting Accomplishments</i>	9:00–11:30 <i>Managing Change</i>	9:00–12:00 <i>Behavioral-based Interviewing</i>	1:00–2:00 <i>Interview Practice: PSR</i>	9:00–10:30 <i>Ace the Interview</i>
	1:00–2:00 <i>Interview Practice: Opening/Closing</i>	9:00–10:30 <i>Who Am I?</i>	11:00–12:00 <i>Résumé Facts</i>	11:00–12:30 <i>Career Exploration</i>
	2:30–3:30 <i>Planning Your Job Search</i>			1:00–4:00 <i>Negotiating the Offer</i>
24	25	26	27	28
10:00–10:30 Business meeting	9:00–12:00 PSR 2	8:15–12:00 Orientation	THANKSGIVING HOLIDAY CONNECT! Job Seeker Center CLOSED	
10:00–12:00 Business mtg: Team break-outs	9:00–12:00 Networking Fundamentals	9:00–12:00 Entrepreneur / Start-up coaching w/Jeff (appt.)		
10:30–12:00 New Member: 1st meeting	1:00–3:00 Career / Life coaching w/ David (appt.)	9:00–12:00 Core Interview Skills		
12:00–1:00 Interview drop-in		1:00–3:00 Job search w/Fred		
12:00–1:00 PSR / Résumé / Profile drop-in		2:00–4:00 Coaching w/Judi (appt.)		
1:00–2:30 Job search group w/Steve				
1:00–4:00 Marketing Yourself				
2:30–4:00 Steve (appt.)				
1:00–2:30 <i>Using LinkedIn</i>	9:00–10:30 <i>Strategizing Your Job Search</i>	9:00–10:30 <i>Ace the Interview</i>		
	11:00–12:00 <i>Interview Practice: Sandwich</i>	1:00–2:30 <i>Résumé Facts</i>		
	1:00–4:00 <i>Discover You</i>			

The CONNECT! drop-in advisors are available between 8:30 a.m. and 4:30 p.m., Monday through Friday. They can assist with résumés, PSRs, interviewing, networking, and negotiating.