

# Roundtable & Seminar Schedule February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>“Better to be prepared for an opportunity and not have one, than to have an opportunity and not be prepared.”</i></p> <p><i>- Whitney Young</i></p>		1	<p>2 <i>Candidate Roundtable</i></p> <p>5 Strategies to Jumpstart Your Search</p> <p>Jim Dodgen 10:00 a.m.—12:00 p.m.</p>	<p>3</p> <p><i>“Being defeated is often a temporary condition. Giving up is what makes it permanent.”</i></p> <p><i>- Marlene vos Savant</i></p>
6	<p>7</p> <p><b>Closing the Deal: Reference Checks and Offer Negotiation</b></p> <p>Jim Dodgen 10:00 a.m.—12:00 p.m.</p>	<p>8</p> 	<p>9 <i>Candidate Roundtable</i></p> <p>LinkedIn 201: Fine Tuning Your LinkedIn Strategies</p> <p>Jim Dodgen 10:00 a.m.—12:00 p.m.</p>	10
<p>13</p> 	<p>14</p> <p><b>Perfecting Your Brand</b></p> <p>Jim Dodgen 10:00 a.m.—12:00 p.m.</p>	<p>15</p> <p><i>“The future belongs to those who believe in the beauty of their dreams.”</i></p> <p><i>- Eleanor Roosevelt</i></p>	<p>16 <i>Candidate Roundtable</i></p> <p>Strategic Interviewing</p> <p>Steve Knutsen 10:00 a.m.—12:00 p.m.</p>	<p>17</p> 
<p>20</p>  <p><i>Presidents' Day</i> ECS Office is OPEN!</p>	<p>21</p> <p><b>Blog Talk: Your Networking Connection</b></p> <p>Glen Hansen 10:00 a.m.—12:00 p.m.</p>	22	<p>23 <i>Candidate Roundtable</i></p> <p>SkillScan</p> <p>Judy Hay 9:30 a.m.—12:00 p.m. <i>(Seating is limited to 8 participants)</i></p>	24
27	28	29	<p><i>March 1</i></p> <p><i>LinkedIn 301</i></p>	

# TOPIC DESCRIPTIONS

## **5 STRATEGIES TO JUMPSTART YOUR SEARCH**

**Thursday, February 2, 2012**

Sometimes a job search just needs “a shot in the arm”. This session will help you review and rejuvenate your search. Jim will introduce *five focus points* designed to help you clarify who you are, what you want, and how to express that in a way that comes across as “engagingly authentic”. This will be an interactive session with lots of time for lively discussion.

## **CLOSING THE DEAL: REFERENCE CHECKS & OFFER NEGOTIATION**

**Tuesday, February 7, 2012**

Why do external recruiters and HR personnel still check references? When should you discuss compensation with a prospective employer? This session will provide Do’s and Don’ts for choosing and offering your references, and a perspective on what you are selling, where you are selling it, how much it is worth, and how to get the best offer.

## **LINKEDIN 201 (FINE TUNING YOUR PROFILE AND SETTINGS)**

**Thursday, February 9, 2012**

Progressing beyond “The Basics”, this session will focus on using more of the “tools” provided in the LinkedIn platform. Jim will take you through an in-depth examination of Account Settings, Home Page links, additional LinkedIn Applications, Events, setting up a Reading List, adding Contact Information and learning “Who’s Looking at Your Profile.” He will also review the Search Jobs tab and how to find, join and leverage a LinkedIn Group. The session will include a detailed explanation of how to add a connection and acquire recommendations.

## **PERFECTING YOUR BRAND**

**Tuesday, February 14, 2012**

Marketing yourself in today’s competitive market is not an easy task. Learn why a strong personal brand matters, and how to build a brand to distinguish you from competitors and make you relevant to your target prospects. Discover how to cut through all the “communication clutter” with a compelling value proposition and core message that will be heard. This session will also offer tips for managing your brand across all touchpoints to ensure your “brand promise” is reflected in everything you do. Learn how to become the CEO of Me, Inc.!

## **STRATEGIC INTERVIEWING**

**Thursday, February 16, 2012**

What are the advantages of *Strategic Interviewing* vs. Traditional Interviewing? This session will focus on interview strategies, including interview preparation, "mutual fit", non-verbal communications, commonly asked questions, and questions you should be prepared to ask.

## **BLOG TALK: YOUR NETWORKING CONNECTION**

**Tuesday, February 21, 2012**

In today’s online social environment, blogs can assist your search efforts by providing an opportunity to network, stay educated, and promote your expertise. The first goal of every good blog is to make a personal connection. Are you ready, willing, and able to connect as a blog reader? Former ECS candidate, Glenn Hansen, utilized blogs to assist his own search efforts and develop his current business. By reading and commenting on blogs he was able to increase his skillsets, build a network, and promote his own brand and generate business growth. In this seminar, Glenn will facilitate a discussion on how to search the blogosphere, how to organize a blog library, and how to comment for best results, enabling you to leverage critical networking efforts. If you are interested in writing your own blog, Glenn will also discuss that topic. Please join ECS for an informative seminar on this strategic marketing platform.

## **SKILLSCAN**

**9:30 a.m., Thursday, February 23, 2012**

SkillScan is a tool that helps you identify the skills, preferences, and information critical for decision making, resume writing, interviewing, and skill development. Have you ever wondered which of your skill sets are transferable to other industries or postings you are targeting? If so, this valuable seminar will help you determine and define skills critical to job performance, select preferred skills that capitalize on your own personal strengths, and identify a variety of skill sets to expand the range of career opportunities.

**Session begins at 9:30 a.m. • RSVP REQUIRED -- Seating is Limited to 8 participants.**