

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	<b>SAVE THE DATE</b> <b>BURLINGTON COUNTY</b> <b>INDUSTRY</b> <b>CAREER FAIR</b>	<b>FRIDAY</b> <b>OCTOBER 20</b> <b>10AM-NOON</b>	<b>KENNEDY CENTER</b> <b>429 JOHN F KENNEDY WAY</b> <b>WILLINGBORO</b>		<b>1</b> 3:00 Advanced Manufacturing Information Session <b>RCBC-MT. LAUREL</b>	<b>2</b>
3	<b>JOB CENTER CLOSED</b> <b>LABOR DAY</b>	<b>4</b> 9:30 Top Notch Resume- I 1:30 Effective Communication 3:00 CISCO-CCENT and CCNA Networking Information Session <b>RCBC-WILLINGBORO</b>	<b>5</b> 2:00 LinkedIn 101 3:00 Solar Ready Information Session 6:30 Transportation, Logistics and Distribution Information Session <b>RCBC-WILLINGBORO</b>	<b>6</b> 1:30 Acing the Job Interview I	<b>7</b> 10:00 Master Art of Networking	<b>8</b> <b>9</b>
<b>10</b> 0 1 2 3 Call Monday 4 5 6 Call Tuesday 7 8 9 Call Wednesday  <b>All Numbers Can Call :</b> <b>Thursday &amp; Friday</b> <b>8:30 am – 2:00 pm</b> <b>Closed Sat. &amp; Sun.</b>	<b>11</b> 10:00 BCIT Career Exploration Presentation 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	<b>12</b> 9:30 Top Notch Resume- II 1:30 Effective Communication 2:30 Career Pathways-Top Industries in NJ	<b>13</b> 2:00 Volunteering: A Door to Employment	<b>14</b> 1:30 Acing the Job Interview II 3:00 Transportation, Logistics and Distribution Info Session <b>RCBC-WILLINGBORO</b>	<b>15</b> 10:00 Tuition Waiver Workshop 11:00 Advanced Manufacturing Information Session <b>RCBC-MT. LAUREL</b> 3:00 Transportation, Logistics and Distribution Info Session <b>RCBC-WILLINGBORO</b>	<b>16</b>
<b>Unemployment Phone #</b> <b>To claim weekly benefits</b> <b>(609) 518-3923</b> <b><a href="http://www.njuifile.net">http://www.njuifile.net</a></b>	<b>17</b> 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	<b>18</b> 9:30 Top Notch Resume- I 1:30 Effective Communication 2:30 Career Pathways-Top Industries in NJ 6:00 911 Dispatch Information Session <b>RCBC-MT. LAUREL</b>	<b>19</b> 2:00 LinkedIn 101	<b>20</b> 1:30 Acing the Job Interview I	<b>21</b> 10:00 Master Art of Networking 11:00 Advanced Manufacturing Information Session <b>RCBC-MT. LAUREL</b>	<b>22</b> <b>23</b>
	<b>24</b> 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	<b>25</b> 9:30 Top Notch Resume- II 1:30 Effective Communication	<b>26</b> 2:00 Volunteering: A Door to Employment	<b>27</b> 1:30 Acing the Job Interview I	<b>28</b> 10:00 Tuition Waiver Workshop	<b>29</b> <b>30</b>

**TRAINING & EDUCATION OVERVIEW**– This is a survey of all training & education programs and services available through the American Job Center

**TUITION WAIVER**– An overview of program, which enables eligible unemployed customers to enroll, tuition free, in courses of instruction at New Jersey public colleges and universities.

**TOP NOTCH RESUME– BASIC**– The use of branding, marketing yourself, and the importance of having a competent resume is discussed. Participants will see the advantages and disadvantages of different resume formats. **ADVANCED**– Participants will see the advantages of targeting custom resumes for a specific employer, job openings and/or industry. Topics will also include creating cover letters and the importance of professional references.

**PATH TO EMPLOYMENT- STARTING YOUR JOB SEARCH**– An in-depth orientation that includes a discussion of the emotional impact of job loss, and setting effective career goals. Traditional work search methods and how to develop job search plans are also discussed.

**VOLUNTEERING: A DOOR TO EMPLOYMENT**– Review the benefits of volunteering including potential networking opportunities. The use of volunteer work to explore new careers & develop new skills. How to include volunteer work on your resume. Research volunteer opportunities.

**TABE MATH TUTORIAL**— A brush-up on Math skills for those customers who will be sitting for the Test of Adult Basic Education (TABE). Held every Monday.

**ACING THE JOB INTERVIEW** – An overview of the interview process, including how to prepare for the interview; and what to expect during each phase of the interview process. How to follow up after the conclusion of the interview is also reviewed.

**LINKEDIN 101** – Learn the basics of using LinkedIn. Find out how to register and build a profile on the site. Job search and building your network through groups will be reviewed. How to modify privacy and account settings will also be discussed.

**MASTER THE ART OF NETWORKING** – An overview of current strategies for effective networking. Topics include use of professional associations, developing an elevator speech, and how to develop your network using social media.

**BCIT CAREER EXPLORATION**— A 1 hour overview of the training opportunities available at the Burlington County Institute of Technology. Held the 2nd Monday of every month

**CAREER PATHWAYS– TOP INDUSTRIES IN NJ**— A 1 hour overview of the transition from education into and through the workforce, focusing on the seven targeted industries as determined by the NJ Department of Labor and Workforce Development. Held the 2nd & 3rd Tuesdays of every month.

**INFORMATION SESSIONS (ADVANCED MANUFACTURING, TLD, 911 DISPATCH, CISCO)**— A presentation on career training programs available through the Rowan College at Burlington County Workforce Development Institute. Additional information and flyers available in the Job Center.

