

Monday Dec. 3	ASSIGNMENT	Wednesday Dec. 5	ASSIGNMENT	Friday Dec. 7
<p>9:00 - 10:15 -Schedule Overview -Networking Introductions (Alex)</p> <p>Break 10:15- 10:25</p> <p>10:30 - 12:00 Job Search Elements (Sarah Jo)</p>	<p>*Assignment: Bring in a job posting that you want to apply for, or that best typifies the kind of work you want to do.</p>	<p>9:00 - 10:30 Analyzing the Job & Identifying Key Transferable Skills (Alex)</p> <p>Break 10:30 - 10:40</p> <p>10:45 - 12:00 Communicating your Transferable Skill (Alex)</p>	<p>*Assignment: Watch the assigned video presentations on STAR Stories and submit 2 of your own STAR Stories using the worksheet provided.</p>	<p>9:00 - 10:30 STAR Stories (Jim)</p> <p>Break 10:30 - 10:40</p> <p>10:45 - 12:00 Developing Impactful Accomplishment Statements (Alex)</p>
<p>Lunch 12:00 - 1:00</p>		<p>Lunch 12:00 - 1:00</p>		<p>Lunch 12:00 - 1:00</p>
<p>1:00 - 2:30 Owning Your Story: Crafting a Career Narrative (Holley)</p> <p>Break 2:30 - 2:45</p> <p>2:45 - 4:00 Telling Our Stories (Alex)</p>	<p>*Assignment: Work on your Career Narrative. Edit as needed so the connective tissue between your choices is clear to you. Be prepared to use it in class on Friday.</p>	<p>1:00 - 2:15 Creating an Authentic Elevator Pitch (David)</p> <p>Break 2:15 - 2:20</p> <p>2:30 - 4:00 Working With Your Materials While Targeting Your Job Search (Alex)</p>	<p>*Assignment: Make sure you have a LinkedIn account and can access it in class on Friday.</p>	<p>1:00 - 2:15 Resume Development Workshop (Holley)</p> <p>Break 2:15 - 2:30</p> <p>2:30 - 4:00 LinkedIn (David)</p>

KEY



Saturday Dec. 8	Sunday Dec. 9
<p>*Prep work: Polish & practice 2 STAR Stories in preparation for your mock interviews next week!</p>	<p>*Self-Care work: Commit to one act of Self-Care over the weekend. Be prepared to share how it went on Monday!</p>
<p>PRE-WORK</p>	<p>PRE-WORK</p>
<p>*Write one Accomplishment Statement for each job listed on your resume.</p>	<p>*Watch Lynda.com playlist on resume best practices. Be prepared to share what you learned on Monday.</p> <p>*Bring one hard copy of your resume to class on Monday.</p>

KEY



Tuesday Dec. 10	ASSIGNMENT	Wednesday Dec. 12	ASSIGNMENT	Friday Dec. 14
<p>9:00 - 10:30 Resume Check-in (Alex)</p> <p>Break 10:30 - 10:45</p> <p>10:45 - 12:00 Tell Me About Yourself (David)</p>	<p>*Assignment: Review interview questions and follow directions posted in Classroom.</p> <p>*Assignment: Send out 2 informational meeting requests.</p>	<p>9:00 - 10:15 GUEST SPEAKER: Working with Recruiters & Staffing Agencies (Sarah Jo)</p> <p>Break 10:15 - 10:30</p> <p>10:30 - 12:00 How To Stay Motivated In Your Job Search (Alex)</p>	<p>*Assignment: Practice your Tell Me About Yourself, & Interview Prep questions posted in Classroom!</p>	<p>9:00 - 9:30 Prep for Mock Interviews (Sesa & Jason)</p> <p>9:30 - 12:00 Mock Interviews with JVS Employer Volunteers! (Sesa & Jason)</p>
Lunch 12:00 - 1:00		Lunch 12:00 - 1:00		Lunch 12:00 - 1:00
<p>1:00 - 2:45 Informational Interviews (Kate)</p> <p>Break 2:45 - 3:00</p> <p>3:00 - 4:00 Creating a Job Search Action Plan (Alex)</p>	<p>*Assignment: Electronically submit your tailored resume and target job posting in Classroom.</p>	<p>1:00 - 2:45 Panel Interview Practice (Alex)</p> <p>Break 2:45 - 3:00</p> <p>3:00 - 4:00 Mock Interview Prep (Sesa)</p>	<p>*Assignment: Engage in one act of self care in preparation for tomorrow's mock interviews.</p>	<p>1:00 - 2:30 -ERS - Results -Action Planning (Alex)</p> <p>Break 2:30 - 2:45</p> <p>2:45 - 4:00 -Reflection -Graduation (Keith & Jason)</p>

KEY



David Robins - Instructor

David has experience as a corporate trainer and consultant and has been an instructor and facilitator for over 10 years. He specializes in networking, including LinkedIn skills, and has a focus on working with clients over 50.

Keith Anderson - Senior Program Coordinator

Keith brings 10+ years of customer service experience to JVS, where he specializes in client recruitment. His goal is to empower jobseekers to realize their potential and meet or exceed their job search goals.

Jason Kruta - Program Assistant

Jason graduated from Columbia University with a degree in History, and has worked in nonprofits, politics, and instruction his entire career. He utilizes his people skills and passion for change in community outreach and education.

Jim Dowling - Program Manager, Technology Training

Jim, a Certified Career Development Facilitator, helps people get beyond their stuck places and assists them in developing new tools and resources for personal and professional success. Previously, Jim was the Training and Logistics Manager of the San Francisco Department of Elections and the owner of Change With Purpose Coaching.

Alejandra (Alex) Vila - Training Coordinator, Job Search Programs

Alex has 28 years of experience in education and human development, with 20 of those years spent in executive leadership roles. She is a well-known trainer and keynote speaker who uses dynamic professional development techniques. Her focus on evidence-based practices and replicable strategies create programs that are high quality and relevant for job seekers.

Sarah Jo Neubauer - Director, Job Search Accelerator

Sarah Jo has over 15 years of experience in nonprofit capacity building, training, outreach and program development. Most recently, she was Director of Capacity and Leadership Development at Foundation Center, where she provided strategic and operational leadership for in-person, online and customized training programs.

Sesa Pabalan - Strategic Corporate Relations Coordinator

Sesa brings a wealth of skills to her role including outreach, event planning, marketing, recruitment, and customer success. Sesa currently works to identify, develop, and grow volunteer and employer relationships for JVS programs to benefit and result in making connections for job seekers and deepen partnerships for JVS.

Holley Newmark - Instructor

After a successful career in sales and as a corporate sales trainer, Holley found her calling in nonprofits and brought her passion for helping others and exceptional presentation skills to JVS. She specializes in helping people learn how to present themselves to employers.