



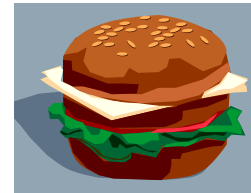
# Job Search Workshop Agenda

See Monthly Calendar for Dates/Times (<http://eccc.guhsd.net>)

- Build participant confidence
- Develop effective job finding skills
- Create W.A.R. Statements / Verbal Sandwich
- Identify Work Skills
- Cover letters / Résumés / Thank You Notes
- Define interviewing / negotiating techniques

## WORKSHOP SCHEDULE

**DAY 1:**  
**Blue**  
Introduction to ECCC  
Exploring Transition / Fear Busting  
Trends / Survival Skills / Qualifications  
What are you selling? / Skills – Knowledge - Traits  
W.A.R. Statements  
Verbal Sandwich Discussion



**DAY 2:**  
**Green**  
Hidden Job Market  
Effective Marketing Strategies  
Applications  
Reasons for Leaving  
Dress and Appearance



**DAY 3**  
**Yellow**  
Informational Interviewing  
Interview Checklist  
Researching Companies  
Anatomy of an Interview / IMPRESS  
Thank You Notes



**DAY 4:**  
**Gold**  
Common Interview Questions  
Closing / Follow-up  
Salary Negotiation

**DAY 5:**  
**Pink**  
Resume Preparation Discussion  
Cover Letters  
Electronic Resumes  
Emailing Résumé as attachment  
Pasting / Uploading to website

