***Logo

Description automatically generated CareerReady! Fall 2022 Session Schedule***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SESSION # | DATE | COURSE | LEVEL 1  Thursday 3:00- – 4:30 PM ET | LEVEL 2  Thursday -1:00–2:30 PM ET |
| 1 | 9/29 | Introduction | Program Expectations, Goal Setting, Transferable Life Skills | Program Expectations, Goal Setting, Transferable Life Skills |
| 2 | 10/6 | *Disability Disclosure/Advocacy* | Advocating for yourself. Disclosing disability  Reasonable accommodations | - Advocating for yourself.  - Disclosing disability before, during, and after the interview  - Creating your Disability Script |
| 3 | 10/13 | *Branding: the 30-Second Pitch* | Why and how to prepare your 30-second pitch. | Create and deliver an effective 30-second Pitch. |
| 4 | 10/20 | *Dressing 4 Impact* | Components of an effective  Job interview wardrobe—the dos and don’ts. | Components of an effective Job Interview wardrobe—the dos and don’ts.  Create your interview wardrobe. |
| 5 | 10/27 | *10 Steps to Resume Writing* | 10 steps to creating an effective resume.  Create or update your resume. | 10 steps to creating an effective resume.  Review, Create and update your resume. |
| 6 | 11/3 | *LinkedIn* | LinkedIn- How to set up an account, what to include. | Using LinkedIn for job search.  Setting up a LinkedIn account/updating existing accounts. How effective is your LinkedIn page? |
| 7 | 11/10 | *Federal Jobs/Resumes* | Introduction to USAJobs for US Government Jobs.  What you need to know about WRP and Schedule A. | Introduction to USAJobs for US Government Jobs. Setting up a USAJobs.com account for job search.  What you need to know about WRP and Schedule A. |
| 8 | 11/17 | *Interviewing Skills* | Intro—What to expect in a job interview | Practice Mock Interviews using the most asked questions. |
| 9 | 12/1 | Internships | Why internships are important | Internship Resources |
| 10 | 12/8 | Graduation | Combined Graduation Session |  |