

SEMINAR SCHEDULE

#	Seminar Topic	Speaker(s)	Location	Date/Time
1	<p>Resume and Cover Letter Development Learn current best practices to prepare important marketing tools - your resume and cover letter. This seminar provides an overview of the various formats and tips on how to best highlight your experience and accomplishments to attract potential employers. You may bring a finished resume for a brief critique. <i>Sponsored by the Career Center</i></p>	Jill Mead Career Advisor SRJC	Petaluma Campus Our House Intercultural Center Jacobs Rm116	Wednesday February 7 2:00 - 3:00pm
2	<p>Time Management This seminar focuses on two basic behaviors that will save you time daily. Includes easy techniques, priorities and goal setting along with proven methods to overcome delaying, deferring and postponing.</p>	Chance Massaro Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Thursday February 8 3:30 – 5:00 pm
3	<p>Career Vision Board Come and create a "vision board" to assist you in visualizing your career goals and plan for your life. What you visualize, you can materialize. <i>Sponsored by the Career Center</i></p>	Jill Mead Career Advisor SRJC	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Thursday February 22 2:00 - 3:30pm
4	<p>Networking and Informational Interviewing Networking and informational interviewing are important tools in the job/internship search. Networking is a process of building relationships that provide you with advice and information. Informational interviewing is part of the networking process and is a way to build your network.</p>	Patty Engh Work Experience Instructor/SRJC	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Monday March 5 3:30 - 5:00 pm
5	<p>Customer Service I This seminar will teach how to identify the customer, their needs and wants while using effective communication, both written and verbal, as well as other 21st century work skills. Be the employee that employers want. Attendance at both Part I and Part II will provide maximum benefit.</p>	Chance Massaro Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Wednesday March 7 3:30 – 5:00 pm
6	<p>Customer Service II This seminar will teach how to identify the customer, their needs and wants while using effective communication, both written and verbal as well as other 21st century soft skills. Be the employee that employers want. Attendance at both Part I and Part II will provide maximum benefit.</p>	Chance Massaro Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Wednesday March 7 5:30 – 6:30 pm

7	<p>Effective Body Language</p> <p>Human Resource managers notice more than what you say during an interview. Learn how to create a positive professional and personal first impression through non-verbal communication.</p> <p><i>Sponsored by the Career Center</i></p>	<p>Jill Mead Career Advisor SRJC</p>	<p>Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875</p>	<p>Thursday March 8 3:00 - 4:00 pm</p>
8	<p>Networking and Informational Interviewing</p> <p>Networking and informational interviewing are important tools in the job/internship search. Networking is a process of building relationships that provide you with advice and information. Informational interviewing is part of the networking process and is a way to build your network.</p>	<p>Lauralyn Larsen Intern Coordinator/ Instructor Work Experience SRJC</p>	<p>Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875</p>	<p>Thursday March 15 3:00 – 4:30 pm</p>
9	<p>Learn Faster Using Your Unique Style</p> <p>This interactive seminar will acquaint you with the simple processes you can use to design your own super learning power. Include your motivation, senses, diet, sleep, rest, attitude and other people to make a comprehensive plan to learn more effectively. You can double your learning speed!</p>	<p>Chance Massaro Managing Director Power Communications</p>	<p>Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875</p>	<p>Tuesday March 27 3:30 -5:00 pm</p>
10	<p>Women in Technology</p> <p>Featuring a panel of women currently working in technology positions in different fields. They will share their own stories about working and/or breaking into an industry dominated by men.</p>	<p>Panel Presentation TBA</p>	<p>Petaluma Campus Our House Intercultural Center Jacobs Rm 116</p>	<p>Thursday March 29 3:30 - 5:00 pm</p>
11	<p>Resume and Cover Letter Development</p> <p>Learn current best practices to prepare important marketing tools - your resume and cover letter. This seminar provides an overview of the various formats and tips on how to best highlight your experience and accomplishments to attract potential employers. You may bring a finished resume for a brief critique.</p> <p><i>Sponsored by the Career Center</i></p>	<p>Jill Mead Career Advisor SRJC</p>	<p>Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875</p>	<p>Thursday March 29 3:00 – 4:00 pm</p>
12	<p>The Art of Salary Negotiation</p> <p>Did you know most people who learn to negotiate their salary will get something more than they were originally offered? Learn simple techniques to build your confidence while practicing new behaviors that will open the door to additional compensation for every job you accept in the future.</p>	<p>Lauralyn Larsen Intern Coordinator/ Instructor Work Experience SRJC</p>	<p>Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875</p>	<p>Wednesday April 4 3:00 – 4:30 pm</p>

13	Gratitude and Well Being at Work Join this hands-on workshop and learn how gratitude can transform your work environment. Studies have consistently found that people who practice sincere gratitude at work inspire trust, have positive relationships with coworkers and become more motivated, empowered and valuable employees.	Barbara King Coordinator/ Student Employment Services SRJC	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Thursday April 5 3:30 – 5:00 pm
14	LinkedIn Information Use your LinkedIn profile like a resume and provide prospective employers with detailed information on your skills and experience. Come find out some basics on how to set up a LinkedIn account and what to include.	Patty Engh Work Experience Instructor/SRJC	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Monday April 9 3:30 – 5:00 pm
15	Critical Thinking Explore the process to assess situations accurately in order to make better decisions and create better solutions. Learn hands-on techniques to generate breakthrough ideas and solve your most pressing problems. You will discover how to ask the right questions, challenge assumptions and see others' viewpoints with clarity.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Wednesday April 11 3:30 – 5:00 pm
16	Satisfaction at Work Discuss and clarify your values and create realistic goals that you want from your work. Learn how to make your vocation fun, challenging and rewarding.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Wednesday April 11 5:30 – 6:30 pm
17	First Impressions and Interviewing Learn how to present yourself with confidence. This interactive seminar will teach you how to prepare for tough interview questions and convince potential employers that you are the person for the job. <i>Sponsored by the Career Center</i>	Jill Mead Career Advisor SRJC	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	Thursday April 12 2:00 – 3:00 pm
18	Volunteering and Community Involvement This seminar will explore the wide range of volunteer opportunities available in the community and inform you how to use volunteer experiences to promote professional growth and development. We will discuss how strategic volunteering has the potential to improve and advance career skills/knowledge and networking	Kim Kinahan Community Involvement/ Instructor SRJC	Petaluma Campus Our House Intercultural Center Jacobs Rm 116	Thursday April 12 3:00 – 4:00 pm

