



Wednesday, August 22, 2012

7:30 am to 3:30 pm, Doors Open at 7:00 am

Cousins Center, 3501 South Lake Drive, Milwaukee, WI 53235

# Career T.O.O.L.S. Conference

An all-volunteer event featuring free Educational Sessions, Coaching, Interactive Workshops and Networking Opportunities for Job Seekers

**T**ransform your job search  
**O**ne-on-one resume review  
**O**ne-on-one interview practice  
**L**earn from experts  
**S**trengthen your network

## Plan for a Successful Day!

- Bring three to five copies of your resume
- Wear interview attire and a smile
- Come with a positive attitude, ready for a day of learning
- Lunch & Refreshments offered for purchase (or bring your own)
- Take plenty of notes (bring pen and notebook)

## Register Early—Limited Seating.

Advance, on-line registration required.

Registration opens Monday, July 16, 2012.

Registration closes when seats are full.

Admission ticket will be e-mailed and is required for entrance.

Go to: <http://tinyurl.com/CareerToolsConference> to register.

## Contact Information:

CareerToolsConference2012@yahoo.com

### SPECIAL THANKS TO OUR VOLUNTEERS!

40 Plus of Southeast Wisconsin  
 American Welding Society Foundation & Miller Electric  
 \*Archdiocese of Milwaukee  
 Barclay Institute of Technology  
 Bell Ambulance, Inc.  
 Cardinal Stritch University  
 \*Catholic Charities  
 Center for Driver's License Recovery & Employability  
 \*Center for Veteran Issues, Ltd.  
 \*Community Advocates  
 Competitive Edge Seminars  
 \*Goodwill Industries of Southeastern Wisconsin, Inc.  
 \*Hunger Task Force  
 International Association of Administrative Professionals  
 Innovative Client Solutions  
 \*Interfaith Conference of Greater Milwaukee  
 \*Job Service – Milwaukee  
 Manpower Group (Manpower, Experis & Right Management)  
 MCFI Solutions  
 \*Milwaukee Area Workforce Investment Board  
 \*MICAH  
 Milwaukee Bar Association  
 \*Milwaukee Career Cooperative  
 \*Milwaukee Community Service Corps  
 \*Milwaukee Homicide Review Commission  
 Milwaukee Metropolitan Sewerage District  
 \*North West Side Community Development Corporation  
 Percival Enterprises  
 \*Policy Studies, Inc.  
 \*Social Development Commission  
 \*STEP Industries, Inc.  
 Toastmasters International & District 35 Speakers Bureau  
 \*The Milwaukee Urban League  
 \*UMOS  
 \*Urban Faith Roundtable  
 Waukesha County Technical College  
 \*YWCA Greater Milwaukee  
 \* Milwaukee Transitional Jobs Collaborative

# Career T.O.O.L.S. Conference

## Proposed Schedule & Activities

### 7:00 am – 8:15 am

- Registration
- Exhibits & Networking
- Refreshments available for purchase

### 7:30 am – 8:05 am

- One-on-One Resume Review (15 min)
- One-on-One Interview Practice (15 min)

### 8:15 am – 8:30 am

Welcome to Career T.O.O.L.S. Conference!

### 8:30 am – 9:20 am

Employer Panel Discussion

### 8:30 am – 3:30 pm

Dedicated day-long, hands-on Construction Track; includes related OSHA training

### 9:20 am – 9:30 am

- Break, Exhibits & Networking
- Refreshments available for purchase

### 9:30 am – 10:30 am

- Secrets of the Hiring Manager
- Set the Record Straight
- Trusting Your Transition™: Triumph, Thrive & Transcend into Your Dream Life
- Secret Ingredients to Successful Employment
- One-on-One Sessions

### 9:30 am – 11:40 am

Turning Job Loss into Action (2 hr session)

### 10:30 am – 10:40 am

- Break, Exhibits & Networking
- Refreshments available for purchase

### 10:40 am – 11:40 am

- How to Stand Out in an Overcrowded Market
- \*Age is an Advantage
- \*Network Your Way to a New Job
- \*Verbal Communication is only 7% – What about the other 93%?
- \*Trends, Opportunities & In Demand Skills
- Industry Specific Break-out Sessions
- \*Internships, Apprenticeships and Earn & Learn
- Enhanced Transitional Jobs Program
- Continuing Education Opportunities
- One-on-One Sessions

### 11:40 am – 12:00 noon

Lunch Break, Exhibits & Networking

### 12:00 noon – 1:00 pm

- Resumes that Lead to Interviews
- LinkedIn Basics for Job Seekers (Beginner)
- Marketing Your Skills in a Hidden Job Market
- \*Your Job Skills Portfolio: Giving You an Edge
- \*Verbal Communication is only 7% – What about the other 93%?
- \*Trends, Opportunities & In Demand Skills
- Industry Specific Sessions
- \*Internships, Apprenticeships and Earn & Learn
- One-on-One Sessions

### 1:00 pm – 1:15 pm

- Break, Exhibits & Networking
- Refreshments available for purchase

### 1:15 pm – 2:15 pm

- \*Network Your Way to a New Job
- LinkedIn BasicsPLUS for Job Seekers (Intermediate)
- Interview Skills that Get You Hired
- One-on-One Sessions

### 1:15 pm – 3:30 pm

\*Turning Job Loss into Action (2 hr session)

### 2:15 pm – 2:30 pm

- Break, Exhibits & Networking
- Refreshments available for purchase

### 2:30 pm – 3:30 pm

- Motivation and Personal Branding
- \*Age is an Advantage
- Handling Difficult Interview Questions
- How Well do You Know Yourself? Use Your Strengths and Weaknesses to Your Advantage
- \*Your Job Skills Portfolio: Giving You an Edge
- One-on-One Sessions

\* session repeats during the day

### One-on-One Sessions Include:

- One-on-One Resume Review (15 min)
- One-on-One Interview Practice (15 min)
- One-on-One Image Consult (15 min)
- One-on-One Driver's License Recovery (15 min)