



Urban League of
Greater Kansas City

Presents

Career Fitness Workshops

May-June 2009

WORKSHOPS ARE FREE AND OPEN TO THE PUBLIC

To register, contact Receptionist at 816-471-0550 or receptionist@ulkc.org

Networking: The Best Way To Find A Job

Thursday, May 7, 2009

10:00 a.m. - Noon

If you're sitting behind a computer answering online postings, your missing the majority of job openings and your job search will take longer. It's a fact that 70 percent of jobs are never posted or advertised. Find out how to tap into the "hidden" job market by networking.

Temporary Layoff, Permanent Power

Tuesday, May 12, 2009

9:00 a.m. to 11:00 a.m.

Turn your time off into dollars and cents! You read that correctly. This session is designed to help you generate ideas on how to generate income while you look for a job. Session includes a motivational presentation and a "think tank" segment to get your creative juices flowing and hopefully some cash flowing as well. *Facilitated by Michelle Gines, Urban League staff.*

How to Read a Job Posting and Write a Targeted Resume

Wednesday, May 20, 2009

10:00 a.m. to Noon

Learn what employers really mean by some of the things they say in job postings and want ads, and how employers really select people for interviews. Also, learn how to write a resume that matches your qualifications to the needs of the employer's job, how to enhance your resume for Internet job search, and formatting do's and don'ts. Bring a copy of a job posting of interest to you and a copy of your resume.

Facilitated by Benita Ugoline, Urban League staff.

There will be no workshop the week of May 25th. Happy Memorial Day!

Interviewing Techniques & Tips

Wednesday, June 3, 2009

10:00 a.m. to Noon

ITT, one of the Career Marketplace's corporate partners will be on hand to talk about interviewing, so you get a different perspective. This presentation includes what employers want to hear and see during an interview...what gets them excited about a candidate. Then you'll get to ask questions. Now's your chance to learn about interviewing from the employer's side of the desk. *Facilitated ITT Technical Institute.*

The Attitude Clinic: "Chicken Soup for the Job Seeker"

Thursday, June 11, 2009

1:00 p.m. to 3:00 p.m.

Whoever said that attitude, not aptitude, determines your altitude, wasn't kidding. Did you know that your personality makes up 2/3 of your attitude? Are you struggling with staying motivated? Is your due diligence in the doghouse? Let's take a look at what your attitude is doing or not doing for you in the marketplace. Get the "RIGHT" attitude for your search, your work and your future!! Think of this as your very own personal stimulus during this economic crisis. *Facilitated by Michelle Gines, Urban League staff.*

Job Clubs & Job Fairs: How to Make the Most of Them

Tuesday, June 16, 2009

10:00 a.m. to 11:30 a.m.

Never been to a job fair and don't know how to network with employers? Or maybe you've attended job fairs before and come away disappointed? And, how have you fared at the Job Clubs? Never been to one? Think they're just pity parties? This workshop offers tips on how to have a better experience at your next job club meeting or next job fair. Be prepared as together, we'll develop a targeted 30-second commercial to introduce yourself in any setting related to your job search. *Facilitated by Benita Ugoline, Career Marketplace director.*

Salary Negotiation: How to Make the Most of a Job Offer

Wednesday, June 24, 2009

2:00 p.m. to 4:00 p.m.

Forget about what you're worth in the market. The employer sets the salary and you can only negotiate within the employer's range. Do you know how to determine what the employer's range is? Do you know how to effectively talk about salary *before* an offer is made, so you can negotiate for more when an offer comes? Do you know what to say to convince an employer s/he should start you at a higher salary? If you're wondering, this workshop's for you. *Facilitated by Benita Ugoline, Career Marketplace director.*

There will be no workshop the week of June 29th. Happy Independence Day!

**PLEASE REGISTER TO ATTEND THE WORKSHOPS
OF YOUR CHOICE.**

**To register, contact Receptionist at 816-471-0550 or
receptionist@ulkc.org.**

**All workshops are held at the
Urban League Complex
1710 Paseo Blvd
Kansas City, Missouri 64108**

**The Urban League is a professional environment,
please wear professional business attire or business casual clothes.
No street clothes including jeans, tee shirts, ball caps, baggy
clothes, sweat suits, etc.**