



Hanscom AFB Airman & Family Readiness Center

JANUARY - JUNE 2012 JOB SEARCH TRAINING CLASS SCHEDULE

MBTI – CHOOSE/CHANGE CAREERS

Tues, 17 Jan, 10 a.m. - 2 p.m.

Take the Myers-Briggs Type Indicator (MBTI) to learn your personality preferences. This helps you choose a new career or find more satisfaction in your present job. Bring your lunch.

★NETWORKING

Tues, 31 Jan, 11 a.m. - 1 p.m.

Learn **THE** most productive way to find a job, including how to develop and expand a network, tap into the hidden job market of unadvertised jobs, & other job search skills. Bring your lunch.

★US ECONOMY- WHAT'S HOT / NOT

Wed, 8 Feb, 11 a.m.- 1 p.m.

Learn what direction the economy is moving in, regions/occupations improving vs. in decline, where to find what information, much more from a Dept. of Labor specialist. Bring your lunch.

WINNING SALARY NEGOTIATIONS

Thur, 1 Mar, 11 a.m.- 1 p.m.

This intense 2 hour workshop will expose you to negotiating skills yielding top-of-range beginning salary and benefits and more from an HR pro with 30+ years of experience. Bring your lunch.

★SOCIAL MEDIA IN JOB SEARCHES

Thur, 29 Mar, 2:30 - 4:30 p.m.

Join the revolution! Learn personal & company tactics, how to write powerful Social Media

Profiles, do research, & avoid damaging mistakes using LinkedIn, twitter, & facebook.

Federal Résumé Writing for USAJobs

Fri, 30 Mar, 9 a.m. - 12 p.m.

Improve your odds of getting the federal job you want by learning résumé writing basics, how to locate essential skills and keywords to include, how to write accomplishment statements & essays, résumé builder formats, and more.

★EXECUTIVE TAP

Thur, 5 Apr, 8:30 - 11 a.m.

Daniel K. Koslov, Col, USAF (Ret), Director of Officer Placement, MOAA, will address unique challenges of senior officers and enlisted transitioning to civilian life. Spouses welcome. Hanscom AFB Conference Center, Bldg 1106

★TODAY'S COVER LETTERS & EMPLOYMENT PROPOSALS

Tues, 10 Apr, 11 a.m. - 1 p.m.

Learn the essentials of today's cover letter and employment proposal writing, purpose, contents, and more to be competitive in your job search.

★STRENGTHEN YOUR USAJOBS APPLICATION: STEPS & TIPS

Thur, 26 Apr, 12 - 2 p.m.

Learn to decipher USAJOBS Vacancy Announ-

★SPECIAL GUEST PRESENTER

cements, strengthen job applications, and increase odds of success. Taught by HR managers from Dept. of Transportation and VA Boston Healthcare System. Bring your lunch.

★TELEPHONE TIPS, SCRIPTS, AND TECHNIQUES

Tues, 8 May, 11 a.m. - 1 p.m.

Learn how to generate employment leads, develop and deliver telephone scripts, improve your telephone listening and speaking (pace, tone, volume, etc.) skills, develop methods to reach and impress the decision makers, and much more. Bring your lunch.

★TEACHING CAREERS: Troops to Teachers & Jr. ROTC

Tues, 22 May, 11 a.m. - 1 p.m.

Learn how to get into the teaching profession. Troops to Teachers & Jr. ROTC representatives explain their programs and answer questions. 11:00 - Jr. ROTC, 12:00 - Troops to Teachers

JOB FAIR

FRI, 16 Nov 2012

11:30AM – 2:30PM

**HANSCOM AFB CONFERENCE
CENTER, BLDG 1106**

★MILITARY SPOUSE CAREER WORKSHOP

Thur, 24 May, 5 - 7 p.m.

Covers military spouse benefits: \$\$\$ for education, getting a federal job, spouse preference, job search assistance & using the USA-JOBS website. Free paperwork organizer.

★SMALL BUSINESS WORKSHOP

Tues, 19 Jun, 1 - 3 p.m.

Learn how to start, manage, and finance your small business, including information on development of a business plan, legal considerations, and much more. Presented by Small Business Administration (SBA) and Service Core of Retired Executives (SCORE).

Federal Résumé Writing for USAJobs

Fri, 22 Jun, 9 a.m. - 12 p.m.

Improve your odds of getting the federal job you want by learning résumé writing basics, how to locate essential skills and keywords to include, how to write accomplishment statements & essays, résumé builder formats, and more.

★SUCCESSFUL INTERVIEW

TACTICS & SALARY STRATEGIES

Tues, 26 Jun, 11:30 a.m. - 1:30 p.m.

Learn many practical pointers on salary negotiation and the do's and don'ts of interviewing. You will develop a powerful 60 second commercial to sell your skills/abilities. Bring your lunch.

★SPECIAL GUEST PRESENTER

CLASSES WITHOUT SUFFICIENT ENROLLMENT WILL BE CANCELLED. PLEASE CHECK OUR MONTHLY BULLETIN TO VERIFY CLASS SCHEDULING.

Monthly

RÉSUMÉ WRITING CLASS, 9 - 11 a.m.

6 Jan, 3 Feb, 9 Mar, 6 Apr, 4 May, 1 Jun

This basic résumé writing skills course covers how to write and format an effective private sector résumé and cover letter, and federal résumé basics.

PRIVATE SECTOR RÉSUMÉ CRITIQUE

By appointment only. Résumés are reviewed by an employment specialist with HR experience - an opportunity for feedback to improve your résumé format & content. Email your résumé to 66.fss.fsfr.cmb@hanscom.af.mil & receive a response in 3-5 business days. **Prior attendance at A&FRC or TAP résumé writing class is recommended.**

FEDERAL RÉSUMÉ CRITIQUE

Please email federal résumé & Vacancy Announcement for job applying for to 66.fss.fsfr.cmb@hanscom.af.mil. Appointment made upon completion of review. **Prior A&FRC Federal Resume Writing for USAJOBS class or TAP Federal Employment Opportunities class completion strongly recommended.**

TRANSITIONING FROM A MILITARY TO A CIVILIAN CAREER (TAP SEMINAR)

Mon 11 am - 4 pm, Tues - Thu 8 am - 4 pm, Fri 8 am - 12 noon; 9-13 Jan, 13-17 Feb, 12-16 Mar, 16-20 Apr, 14-18 May, 11-15 Jun

This workshop is designed to assist separating or retiring service members to make a successful career transition. Spouses are welcome. Dress: civilian attire. **REGISTER EARLY. NO WALK-INS!**

Registration is required
Call (781) 377- 4222 to register
and for more information

Weekly

PRESEPARATION COUNSELING

Every Wednesday, 9 - 11 a.m.

Weekly sessions for separating and retiring service members to complete the mandatory DD Form 2648, Preseparation Counseling Checklist. The checklist provides critical information about benefits, resources, and services available as you transition from military to civilian life. *BY LAW, THIS COUNSELING MUST BE PROVIDED AT LEAST 90 DAYS PRIOR TO YOUR DATE OF SEPARATION OR RETIREMENT.*

EMPLOYMENT COUNSELING

Employment specialists assist with career/self assessment and job search strategies.

Monday - Friday, 7:30 a.m. - 4:30 p.m.

Call for an appointment

★VA DISABILITY CLAIMS REVIEW

A representative from AMVETS, a veterans' advocacy/service organization, will assist you with your disability claim and answer questions. **By appointment only.** Call 617-303-5698 (AMVETS, Boston) for appointments. Every Friday, 9 a.m. - 1 p.m.

A&FRC PROGRAMS ARE FREE TO ALL MILITARY PERSONNEL, DOD CIVILIANS, RETIRED MILITARY AND FAMILY MEMBERS

*The Airman & Family Readiness Center
"Providing World Class Support"*