



Lee County Campus  
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### Summer 2015 - Summer 2016 Career Center Workshop Schedule Sanford and Lillington Campuses

The Career Center Workshop Schedule is tentative and subject to change

The Career Center staff on both the Lee and Harnett county campuses of CCCC will be offering a series of career development workshops throughout the 2015-2016 calendar year to assist students and alumni with employability skill building. Employability workshops are a great opportunity to join together with others to strategically plan for a successful career future.

An invitation will be sent to all students and alumni via *Cougarmail* at least two weeks in advance of each scheduled workshop along with a published CCCC.edu *Calendar* event posting on the CCCC college internet homepage containing the agenda and instructions on how to register for each workshop. So, please mark your calendars and plan to attend these great events!

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Date: **Tuesday, June 2nd, 2015 (Harnett Campus)**

Time: 2:00-3:30 pm

Location: Harnett Campus, Miriello Admin. Building Room #TBD

**Title: Summer of Success - Effective Job Seeking for Employment**

Description: Whether you are looking for Full-Time, Part-Time, Temporary or Seasonal Employment this workshop will provide an overview on how to be productive and effective in your job search. This workshop will cover the following topics:

- How to tap in the “hidden job market”
- Ways your Résumé and Cover Letter can catch the employer’s attention
- What you need to do to be competitive in today’s job market
- Strategies on using your time wisely towards your employment search
- An overview of effective job seeking resources to target employment

Date: **Tuesday, June 9<sup>th</sup>, 2015 (Harnett Campus)**

Time: 2:00pm - 3:00pm

Location: Harnett Campus, Miriello Admin. Building Room #TBD

**Title: Summer on Campus Recruitment (OCR) Event Preparatory Workshop!**

Description: This workshop will provide information to participants on effective résumé writing and interviewing etiquette that will attract the attention of visiting hiring staff from a local business seeking to recruit their future workforce from the very skilled and highly trained student and alumni body at Central Carolina Community College.

- Effective ways to market your “professional brand” to potential employers
- How to communicate your strengths and skills
- Ways to research the employer prior to meeting in person
- Résumé, Cover Letter, and Thank you note writing assistance



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**Summer 2015 - Summer 2016 Career Center Workshop Schedule  
 Sanford and Lillington Campuses (continued)**

Date: ***Thursday, June 25th, 2015 (Lee Campus)***

Time: 2:00pm – 3:00pm

Location: Lee Campus, Bell Welcome Center Testing Room #102

**Title: Mock Interview Preparatory Workshop**

Description: Working with an employment professional and getting feedback on your performance in a mock interview is similar to working with a sports coach to learn how to improve your game. Both will enable you to learn where your strengths lie and where you may need work to improve your performance. Time spent practicing for interviews will never be time wasted. In today's world of work it's survival of the fittest and exercising with mock interviews will build muscle and confidence in one's professional interviewing etiquette and skills. So let's go to the gym and prepare for an upcoming sporting event in which we'll be facing hiring managers and professional human resource representative from local businesses and industries in the area who will be coming to CCCC to meet and interview you! Guest Facilitator: Joe Henderson, CCCC HR Specialist

Date: ***Thursday, July 9th, 2015 (Lee Campus)***

Time: 2:00pm – 3:00pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

**Title: Putting Your Best Foot Forward at An Interview**

Description: This event will allow students the opportunity to participate in mock interviews with several managers and human resource professionals from local businesses and industries in the Sandhills area, including Express Employment Professionals, Genesis Healthcare and CCCC Career Center Staff. A mock interview will not only help you perfect your technique, but it will also allow you the opportunity to get valuable feedback and coaching on your performance from business professionals that perform formal interviews regularly as they seek to select quality applicants that meet their employment needs.

Date: ***Tuesday, July 14th, 2015 (Harnett Campus)***

Time: 2:00pm – 3:00pm

Location: Lillington Campus, Miriello Admin. Building, Room #TBD

**Title: Life After Graduation: Your Guide to Success**

Description: This workshop will provide an overview of preparatory steps to take in order to be successful in your transition from a student to a professional. There are many factors to consider when you are nearing and preparing for graduation. This workshop is designed to help you think through critical aspects of graduation and to plan your next steps in life regarding your career.

This workshop will cover the following topics:

- Transition from a "Student" to a "Professional"
- Résumé, Cover Letter and Thank you Writing Assistance
- Job Seeking Strategies
- Social Networking Etiquette and Tips
- Time Management and Goal Setting Strategies



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**Summer 2015 - Summer 2016 Career Center Workshop Schedule  
Sanford and Lillington Campuses (continued)**

Date: ***Tuesday, September 14th, 2015 (Harnett Campus)***

Time: 2:00pm - 3:00pm

Location: Lillington Campus, Miriello Admin. Building, Room #TBD

Title: **Learn to Write an Impressive Résumé and Cover Letter Workshop**

Description: Does your resume and cover letter need some updating or don't have either? Let the CCCC Career Center at the Harnett County Campus help! At this workshop you will increase your understanding of how your resume and cover letter are used in the job search process and make sure that they target your career goals. Learn how to compose a resume that reflects your greatest strengths and talents and explore different resume formats. By the end of this workshop your resume will say, "Interview me!"

This workshop will cover the following topics:

- Do's and Don'ts of Resume and Cover Letter Writing
- Discussion on Four (4) Types of Resume Formats and the advantages & disadvantages
- Overview of how to keep your resume and cover letter professional in tone and content
- Introduction to ONET Online as a resume writing tool
- How to utilize your References to your advantage

Date: ***Thursday, September 17th, 2015 (Lee Campus)***

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Sharpen Your Edge: Learn to Write a Résumé that Cuts Directly to the Chase**

Description: The following topics will be covered:

- Professional Résumé Formats and the advantages & disadvantages of when to use each.
- How to write an employment objective that shows potential employers that you have direction.
- Make the most of your work experience.
- Introduction to ONET Online as a résumé writing tool.
- The Purpose of Cover Letters and what they should say.
- Discover how to use References to your advantage.

Date: ***Monday, September 21<sup>st</sup>, 2015 (Harnett Campus)***

Time: 2:00pm - 3:30pm

Location: Lillington Campus, Miriello Admin. Building, Room #TBD

Title: **Undecided 101: Career and Academic Major Exploration Workshop**

Description: Deciding on a Career and Academic Major doesn't have to be hard! If you are currently undecided and trying to choose the right major for you then this workshop is for you! This workshop will cover the following topics:

- Discover strategies and resources which are available to assist in the major selection process
- The opportunity to take a Career Assessment within the workshop
- How to carefully weigh in the Pros and Cons of majors that are of interest
- Learn how your interests, values, and personality play into deciding on your academic major
- Find out more about what Academic programs we offer at CCCC and which one is right for you!



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### Summer 2015 - Summer 2016 Career Center Workshop Schedule Sanford and Lillington Campuses (continued)

Date: **Wednesday, October 7th, 2015 (Lee Campus)**

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Practice Really Does Make Perfect...Let's Mock Interview!**

Description: This workshop will provide information on the different methods employers are using in today's market to interview and select its future employees. Each one is unique, and demands a tailored approach to its preparation. Let's familiarize ourselves with these methods and how to successfully perform in them.

At least one of these four methods will be used to interview you:

1. Live interviews
2. Phone interviews
3. Video or Skype interviews
4. Recorded interviews

Date: **Monday, October 19th, 2015 (Harnett Campus)**

Time: 2:00pm – 3:30pm

Location: Lillington Campus, Miriello Admin. Building, Room #TBD

Title: **Job Search Techniques and Social Media Networking: Find the right career for you!**

Description: Students with questions about how to find jobs and careers: look no further! This workshop will answer all your questions about how to start the process of looking and finding part-time or full-time jobs utilizing Social Media and other job searching methods. Leave with specific steps on how to decide what to look for, where and when to search, and who to talk with. Get started on your search with confidence!

This workshop will cover the following topics:

- Learn how to create, develop and monitor your best online image
- Effective methods for networking in your job search
- Exploration of Careers using LinkedIn, Facebook and Twitter
- Learn effective ways to find positions utilizing up to date job search techniques
- How to set effective goals for your career and job searching
- Discussion on how to stay motivated and encouraged on your job search

Date: **Wednesday, November 4th, 2015 (Lee Campus)**

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Techniques and Strategies for Job Search Success**

Description: This workshop will provide information on job searching methods that will move you one step ahead of the massive amount of job seekers flooding social media and networking site and allow you the opportunity to position yourself to be face-to-face with employers that can boost and expedite gainful employment. Techniques and theories being covered include:

- Informational Interviews
- Professional Staffing Agencies
- Volunteer Service
- Job Fairs

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**Summer 2015 - Summer 2016 Career Center Workshop Schedule  
Sanford and Lillington Campuses (continued)**

Date: **Tuesday, November 17th, 2015 (Harnett Campus)**

Time: 2:00-3:30 pm

Location: Lillington Campus, Miriello Admin. Building, Room #TBD

Title: **Mock Interviews: Mastering the Art of Interviewing Workshop**

Description: Come to one of our interview prep workshops to learn tips and strategies to present the "best you". Attendees of this workshop will learn ways to impress your interviewers in your next interview with your poised manner, your well-prepared answers, and your proper interview etiquette.

This workshop will cover the following topics:

- The various types of interviews you could encounter with an employer
- Ways to showcase your professional self within an interview environment
- How to communicate effectively through a verbal and nonverbal manner
- Learn confidence building tips and strategies to excel within your interview

Date: **Tuesday, December 1<sup>st</sup>, 2015 (Harnett Campus)**

Time: 2:00pm - 2:30pm

Location: Lillington Campus, Miriello Admin. Building, Room #TBD

Title: **Employment Essentials: Learn How to Gain and Maintain Employment!!**

Description: Are wondering how you can gain and maintain employment in today's job market? This workshop will answer your questions on how to gain employment but also how to maintain your position and advance within your field. This workshop will cover the following topics:

- Effective Job Searching strategies
- Resume, Cover Letter and Thank you Note Writing
- How to market your skills to a potential employer
- Tips on various interview types
- How to maintain peak performance within your new role
- Ways to advance yourself as a professional within your field

Date: **Tuesday, December 8th, 2015 (Lee Campus)**

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Tips for Making A Successful Transition After Graduation**

Description: You are about to embark on a new adventure; the next plateau of your professional life—making a successful transition from life as a student to life as a professional. We will review some key points to keep in mind when making this transition:

- Good time management
- Professionalism in the workplace
- Looking for a job or my “true calling”
- Setting expectations that are expected
- Understanding your new hire role
- Manage the impressions you make
- Understand the organization’s culture
- Be a good follower to become a good leader

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**Summer 2015 - Summer 2016 Career Center Workshop Schedule  
Sanford and Lillington Campuses (continued)**

Date: **Thursday, February 18th, 2016 (Lee Campus)**

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Career Fair Etiquette and Networking Strategy**

Description: The following topics will be covered:

- *How to prepare for a Career Fair before the day arrives*
- *What you must take with you to A Career Fair*
- *Ways of getting noticed by Recruiters*
- *Key questions to ask Recruiters during the limited time you have with them*
- *The Five Taboos to avoid during a Career Fair*
- *The Letter to send after the Career Fair*

Date: **Monday, February 22nd, 2016 (Harnett Campus)**

Time: 2:00pm – 3:00pm

Location: Harnett Campus, Miriello Admin. Building, Room #TBD

Title: **CCCC 2016 Annual Career Fair Etiquette and Networking Strategy**

Description: If you have any questions about how to find and prepare for the 2016 CCCC Annual Career Fair on Thursday, March 17<sup>th</sup>, 2016 from 10:00am until 2:00pm in the Dennis A. Wicker Civic Center in Sanford, look no further! This workshop will answer your questions about how to start the process of how to prepare for a Career Fair and ways to effectively network with employers and professionals within your field.

The workshop will cover the following topics:

- *How to prepare for a Career Fair before the day arrives*
- *What you must take with you to A Career Fair*
- *Ways of getting noticed by Recruiters*
- *Key questions to ask Recruiters during the limited time you have with them*
- *The Five Taboos to avoid during a Career Fair*
- *The Letter to send after the Career Fair*

Date: **Tuesday, March 1st, 2016 (Harnett Campus)**

Time: 2:00pm – 3:30pm

Location: Harnett Campus, Miriello Admin. Building, Room #TBD

Title: **Effective Résumé and Cover Letter Writing for the CCCC 2016 Annual Career Fair**

Description: If you have any questions about how to prepare a Resume and Cover Letter for the 2016 CCCC Annual Career Fair 03/17/2016 Thursday 10 a.m.-2 p.m. in the Dennis A. Wicker Center in Sanford, NC: look no further! This workshop will answer your questions and provide you with helpful suggestions and tips!

This workshop will cover the following topics:

- Do's and Don'ts of Resume and Cover Letter Writing
- Effective strategies to network and connect with employers and recruiters.
- Discussion on the Four Types of Resume Formats with the advantages and disadvantages.
- Overview of how to keep your resume and cover letter professional in tone.
- Introduction to ONET\* Online as a resume writing tool.
- How to utilize your references to your advantage.

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**Summer 2015 - Summer 2016 Career Center Workshop Schedule  
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Date: **Thursday, March 3rd, 2016 (Lee Campus)**

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **The Art of Writing a Résumé for a Career Fair**

Description:

The following *how-to* topics will be covered:

- *Researching Career Fair Companies*
- *Developing Multiple Versions of Your Résumé*
- *Keeping Your Résumé Direct and to the Point*
- *What Supporting Documents to Attach*

Date: **Monday, April 11<sup>th</sup>, 2016 (Harnett Campus)**

Time: 2:00pm – 3:30pm

Location: Harnett Campus, Miriello Bldg., Room # TBD

Title: **It's Time to Graduate from CCCC! Effective Strategies to Prepare and Plan for Your Professional Future!**

Description: It's time to Graduate from CCCC! Effective strategies to prepare and plan for your professional career!

This workshop will provide an overview of preparatory steps to take in order to be successful in your transition from a student to a professional. There are many factors to consider when you are nearing and preparing for graduation. This workshop is designed to help you think through critical aspects of graduation and to plan your next steps in life regarding your career.

This workshop will cover the following topics:

- Transition from a "Student" to a "Professional"
- Résumé, Cover Letter and Thank you Writing Assistance
- Job Seeking Strategies
- Social Networking Etiquette and Tips
- Time Management and Goal Setting Strategies

Date: **Wednesday, April 13<sup>th</sup>, 2016 (Lee Campus)**

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Techniques and Strategies for Job Search Success**

Description: This workshop will provide information on job searching methods that will move you one step ahead of the massive amount of job seekers flooding social media and networking site and allow you the opportunity to position yourself to be face-to-face with employers that can boost and expedite gainful employment. Techniques and theories that will be covered in depth include:

- Informational Interviews
- Professional Staffing Agencies
- Networking groups
- Volunteer Service
- Job Fairs





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**Summer 2015 - Summer 2016 Career Center Workshop Schedule  
Sanford and Lillington Campuses (continued)**

Date: **Wednesday, June 8th, 2016** (*Lee Campus*)

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Uncommon Techniques and Strategies for Job Search Success**

Description: This workshop will provide information on job searching methods that will move you one step ahead of the massive amount of job seekers flooding social media and networking site and allow you the opportunity to position yourself to be face-to-face with employers that can boost and expedite gainful employment. Techniques and theories that will be covered in depth include:

- Informational Interviews
- Professional Staffing Agencies
- Volunteer Service
- Job Fairs

Date: **Thursday, July 7th, 2016** (*Lee Campus*)

Time: 2:00pm – 3:30pm

Location: Sanford Campus, Bell Welcome Center Testing Room #102

Title: **Guide to Writing an Effective Résumé**

Description: The following topics will be covered:

- Professional Résumé Formats and the advantages & disadvantages of when to use each.
- How to write an employment objective that shows potential employers that you have direction.
- Make the most of your work experience.
- Introduction to O\*NET Online as a résumé writing tool.
- The Purpose of Cover Letters and what they should say.
- Discover how to use References to your advantage.