

* Date	Sess	Topic	Assignment
20 Sep	1	Course Goals Gifts, Accomplishments and Stories	List work, volunteer and personal Accomplishments Write Stories from accomplishments (from different periods in your life)
27 Sep	2	Build Gifts Inventory from Stories	Write work and/or volunteer related Stories (Build and Reflect on Gifts Inventory)
4 Oct	3	Expand, Discuss and Review Stories / Gifts Inventory	Write more work and/or volunteer related stories (Consolidate into Summary Gifts Inventory Evaluation)
11 Oct	4	PARs from Expanded Stories	Write PARs for work-and volunteer related stories (Add PARs to your Expanded Stories)
18 Oct	5	Summary and Ideal Objective and Build Best Fit Description	Write description of Work Summary and Ideal Job Objective Write Best Fit Description from Gifts Inventory (Revise PARs as needed)
20 Oct 6:00 – 9:00 PM	T5	Transitioning Ideal Objective	Help with Transitioning Ideal Objective (Revise Transitional PARs as needed)
25 Oct	6	Resumes and Letters	Write Resume and Letter using PARs to prove you are the ideal candidate for your ideal job (Revise Ideal Job, Summary, as needed)
1 Nov	7	Profile and Brand	Write a Profile and try a Brand statement (Revise resume and letters as needed)
8 Nov 5:00 PM Sr. Exec Group	B7	Branding Boot Camp	Detail discussion on Branding and better understanding on brandingyourself Lead by Dick Singer?
8 Nov	8	Networking	Develop elevator speech (Revise profile and brand as needed)
15 Nov	9	Interviews	Answer common interview questions (Write more network discussion points)
22 Nov	10	Portfolios, Additional Skills and Wrap-up	Put it all together! (Write answers to more interview questions)

Register for the Career Marketing Workshop at Priority Two office via phone at 724.935.0252; or email at EventRSVP@ptwo.org with subject of P2 CMW1009 Registration. Prerequisite is competition of Priority Two Skills Seminars or prerequisite waiver from the Executive Director, e-mail director@ptwo.org with subject P2 CMW0904 Prerequisite Waiver Request.

CMW cost is \$150.00 with payment due at the first session. Career Marketing Workshop (CMW) main sessions meet on Mondays from 7:00 to 9:30 pm in North Venue North Way Christian Community (NWCC) Worship Center (W/C). Priority Two Sr. Executive / Professional Group meetings are Mondays from 5:00 to 6:30 pm in Room 231 NWCC W/C. The CMW Extended Triad Sessions meet on Thursdays 2:00 to 4:30 pm Room 320 NWCC Ministry Center, 6051 Wallace Rd Ext., Wexford, PA 15090. If possible, please e-mail reservations to attend each Extended Triad session to director@ptwo.org with subject Attending P2 CMW0904 Extended Triad Session.

* Schedule dates and location subject to change without notice.
See Priority Two web site at www.ptwo.org for updated schedules.