

"In-Transitions"

Introduction	The HRACO In-Transition program is designed to assist members who are in a transitional point in their careers.
Purpose	Whether the transition is from one employer to another, from school to work or from mid-level positions to executive level positions, HRACO provides a forum to get assistance and resources to make a successful move.
Overview	The In-Transitions Program will offer free quarterly meetings to those who are looking for assistance in this area. The meetings will last approximately 1 hour and will feature guest speakers, recommended resources, and networking opportunities. In addition, special events focused on making career transitions will be held throughout the year.
Proposed Meeting Schedule	Below is a proposed schedule for 2007. Each session will be offered prior to our regular lunch meetings.

Date	Time	Topic
April Julie Holbein	10:30 – 11:30	Reduction In Force Transitions – The Forced Job Search <ul style="list-style-type: none">• First Steps<ul style="list-style-type: none">○ Reaching Out○ Mental Preparation○ Resume Preparation• Job Search• Overcoming Obstacles• Juggling Offers/Timelines• In-Transitions options<ul style="list-style-type: none">○ Contracting○ Volunteering○ Temping○ Student Teaching

July Terri Vetter	10:30 – 11:30	<p>Moving Up – From the Cube to the Corner Office</p> <ul style="list-style-type: none"> • First Steps <ul style="list-style-type: none"> ◦ Setting SMART Goals ◦ Letting your Manager know your goals • Preparation <ul style="list-style-type: none"> ◦ Formal Training ◦ OTJ training and experiences ◦ Stretch assignments ◦ Visibility • Overcoming Obstacles • In-Transition Options to gain more experience <ul style="list-style-type: none"> ◦ Volunteer ◦ Become a member ◦ Get more education/licenses • Moving Up – What to do first?
October	10:30 – 11:30	<p>Welcome to the Real World – From the classroom to the Cube.</p> <ul style="list-style-type: none"> • First Steps <ul style="list-style-type: none"> ◦ Knowing what you want to do ◦ Knowing what you like to do ◦ Exploring careers and companies ◦ Knowing your work style • Preparation <ul style="list-style-type: none"> ◦ Resume & Cover Letters ◦ Networking • Job Search • Overcoming Obstacles • In-Transition Options

November	10:30 – 11:30	<p>Moving Out - From Cube to Consultant</p> <ul style="list-style-type: none"> • First Steps <ul style="list-style-type: none"> ○ Research ○ Business Planning ○ Securing financing • Preparation • Client Search • Overcoming Obstacles • In-Transition Options • Growing Your Business
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Proposed Special Events

Below are two special events that the In-Transitions Program could offer or integrate into other HRACO functions.

Date	Time	Event
August	10 – 11:00	<p>Speed Interviewing – similar to “speed dating” format.</p> <p>Employers would register (free of charge) and list openings.</p> <p>Participants would “apply” prior to meeting. Resumes will be sent to employer prior to meeting through HRACO contact. At the session, participants would be scheduled for 10 minute speed interview with up to 5 employers.</p>
July	1 hour prior to Networking Event	<p>“How to Network” meeting. Guest speaker to address:</p> <ul style="list-style-type: none"> • Networking etiquette • Effective Techniques • Following up • Practice <p>After this session, meeting participants would attend the annual networking event and utilize skills.</p>