

Minutes from 10/23/18 meeting.

Here is what I'm putting together for a few of my connections in the field. Feel free to add more topics, etc. If we can even look at doing some of these live on line, I'd be open in learning more about how we can go about it

Please feel free to use / modify and send this to those you feel would want to be part of the schedule, committee, etc.

Job Fairs:

- The Lehigh Valley Business Group has announced two upcoming Job Fairs for 2019.
 - April 27th & August 17th. Both Job Fairs will be held at the Palmer Park Mall.
 - Who can help promote for us. Tri-Outdoor, Adams, Newspapers, CareerLink, etc.
 - Cost will be \$ 150.00 per space / committee members are free
 - Have open jobs and be ready to be hired
 - Maybe have a seminar or something off to the side at the Job Fair

Training / Education:

- The committee is also looking for put together a monthly educational / training program
- Classes will be no more than 2 hours (max)
- Look into the possibility of providing on line / live training
- Top topics we'll be putting together starting Jan: Location, Time and Cost TBD
 1. Resume building - the unknown secrets of building a dynamic resume
 2. LinkedIn / Social Media etiquette – How to build a presence that helps you land the job
 3. Why can't I get hired? What's wrong with me?
 4. Job Mock Interviews - Setting a stage to demonstrate the do's and don'ts of when you're being interviewed
 5. Job Interview perceptions - what is your body language telling the employer
 6. Job interview discrimination (age, tattoos, etc.) Yes, it does happen more than people realize - get someone from legal involved
 7. Who will hire me if I have a record?
 8. Take the gloves off "Round table discussions" - TBD
 9. Let me know if any of these topics or if you'd like to add any are of interest for you to do. We'll be reaching out to Human Resource Professionals, Legal, Hiring Agencies, Employers, and others who wish to be involved.
 10. Behavioral Based Interviewing – Toastmasters?
 11. Other?

I have Dick Cipoletti from RCC Associates who is interested in doing # 1 resumes, # 4 & 5. Here is his website www.rccassoc.com

For the committee:

- Who can you contact?
- What nights work best for the committee?
- Would someone from Toastmasters be interested in one of these?
- What about a legal business? AARP?
- Invite someone to the next meeting
- I am adding my spring community yard sale to the same date as the Job Fair at the Mall to help increase traffic for both events.

There are two locations we can hold these classes at. Emmanuel EC Church in Bethlehem and Centronia Ambulance in Allentown (off route 309 & Tilghman Street)