



LEHIGH VALLEY BUSINESS GROUP



Introductions:

Agenda:

- **Committee Chairs:**
 - Do you have up to 5 hours per month to help. This is approx. all you need

Job Fairs:

- Two tentatively scheduled for 2019 at the Palmer Park Mall in Easton
 - Saturday April 27th
 - Saturday August 17th
 - Costs per vendor \$ 50-\$ 200?
 - Do we target job specific (Veterans, Customer service, etc.)
 - Each employer hires on the spot – brings real jobs to job fair
 - What about a 2-day Job fair with Classes/training for resume building

Training:

- How do we reach the working person who's looking for a new job, training, education, etc.
- Monthly classes after hours!
- Who do we know that can teach about Social media rules in general
 - LinkedIn / Social Media etiquette – How to build a presence that helps you land the job.
 - Thoughts on setting up a LinkedIn training program
 - Educate what employers / hiring agencies look for or see on your social outlets – what are you doing or saying that could jeopardize your job or career
- Professional photos? Look professional
- Teaching general networking Skills (personal networking cards, why you “don't fit,” personal image and brand building.)
- Mock Interviews
- Resume Building, Resume Writing:
 - Two part possibly, one-part general format, layout, and utilization of space, and the other focused on the specific language and phrasing.
- Behavioral Based Interviewing

Open discussion:

- **All meeting to be held at Lehigh Valley Business Group, 4418 Wagner Drive, Bethlehem**
 - November 20th, 2018 @ 6:00 pm
 - January 22nd, 2019 @ 6:00 pm
 - February 26th, 2019 @ 6:00 pm
 - March 26th, 2019 @ 6:00 pm