

**DRAFT**

**JOB SEARCH PROGRAM  
WEEK ONE**

**August 4 - 8, 2008**



**Career Transition Center  
Foreign Service Institute  
U.S. Department of State**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<p><b>August 4, 2008 Room C-3114</b></p> <p>8:00 – 8:40 <b>Registration &amp; Job Search Networking</b></p> <p>8:40 – 8:45 <b>Welcome</b> Dr. Rose Likins, FSI Deputy Director</p> <p>8:45 – 9:00 <b>Introduction of CTC Staff</b> Ray Leki, Director FSI Transition Center</p> <p>9:00 – 10:00 <b>FSI Orientation</b> Susan Drew Thomas</p> <p>10:15 – 11:30 <b>Transitions from a Different Perspective</b> Susan Drew Thomas</p> <p>11:30 – 4:00 <b>Introductions &amp; FSI Tours - Small Group Workshops</b> Counselors (See Room Schedule)</p>	<p><b>August 5, 2008 Room C-3114</b></p> <p>9:00 – 11:45 <b>Getting Started</b> Susan Drew Thomas</p> <p>12:00 – 12:45 <b>Networking Lunch</b> Optional</p> <p>1:00 – 2:15 <b>Plotting Your Course</b> Nedra Klee Hartzell &amp; John Giusti</p> <p>2:30 – 4:00 <b>JSP Graduate</b> Panel TBA</p>	<p><b>August 6, 2008 Room C-3114</b></p> <p>9:00 – 11:45 <b>21<sup>st</sup> Century Job Searching: Impact of the Internet</b> TBD</p> <p>9:00 – 11:45 <b>Transition Issues for Spouses/Partners</b> AAFSW (Room C-3109)</p> <p>1:15 – 2:15 <b>Legal Restrictions after Separation</b> TBD</p> <p>2:30 – 4:00 <b>Writing and Publishing Panel</b> TBA</p>	<p><b>August 7, 2008</b></p> <p>9:00 – 11:45 <b>20-Year Journey – Mid-size Groups</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM _____</b></p> <p>1:00 – 4:00 <b>Type Preference &amp; Transition –</b> Norma Williamson &amp; Eleanor Quigley MBTI Consultants (Gym)</p> <p>Assignment #1 – Review of MBTI Results</p>	<p><b>August 8, 2008</b></p> <p>9:00 – 5:00 <b>Individual Scheduled Consultations</b> Counselors (See Room Schedule) <b>MY APPOINTMENT: TIME _____ ROOM _____</b></p> <p>Assignment 1: Students bring MBTI Homework Assignment #1, MBTI Report, and 20-Year Journey to Individual Consultations today.</p> <p>9:00 – 5:00 <b>Individual Appointments with Retirement Counselors</b> Room E-2101 (Optional - Sign up at CTC Bulletin Board)</p> <p>9:00 – 5:00 <b>Individual Work on Assignment</b> (retirement process follow-up; information interview; other research and transition issues)</p> <p>Students complete Weekly Evaluation Reports for Week One &amp; submit to their counselors</p>
<p><b>To Receive Messages FSI Registrar's Office Room F-2210 Phone (703) 302-7137 or 7144 Fax (703) 302-7152</b></p>			<p><b>COPIER CODE Room E-31 0-5-2-4-5-ID All others 5-2-4-5-ID</b></p>	

**JOB SEARCH PROGRAM  
WEEK TWO  
August 11 - 15, 2008**



**Career Transition Center  
Foreign Service Institute  
U.S. Department of State**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<p><b>August 11, 2008 Room D-1103</b></p> <p>9:00 – 9:15 <b>Networking Popup</b></p> <p>9:15 – 11:45 <b>Nuts &amp; Bolts of Resumes</b> Eleanor Quigley &amp; Fred Hecklinger</p> <p>12:00 – 12:45 <b>Transportation Brown Bag Lunch (Optional)</b> Mette Beecroft, Dept. of State Transportation Office</p> <p>1:00 – 4:00 <b>Skills Assessment &amp; Accomplishments</b> Nan Siemer, President, Breakers</p>	<p><b>August 12, 2008 Room D-1103</b></p> <p>9:00 – 9:30 <b>Bringing the Future Into Focus</b></p> <p>9:45 – 11:45 <b>Roadmap for the Future – Mid-size Groups</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM _____</b></p> <p>1:00 – 4:00 <b>Resume Development - Small Group Workshops</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM _____</b></p> <p>Assignment 2: Students bring Getting Started Action Plan, Skills Summary, Accomplishments Statements &amp; 20 Year Journey materials to Mid-size and Small Groups (See assignment list in your JSP resource guide)</p>	<p><b>August 13, 2008 Room C-3114</b></p> <p>9:00 – 10:15 <b>Cover Letters &amp; References</b> TBA</p> <p>10:30 – 11:45 <b>Purchasing Equipment for the Digital Age</b> Tom McMahon</p> <p>1:00 – 2:30 <b>How Not to be De-Selected</b> Thomas Morris III</p> <p>2:45 – 4:00 <b>Experts give tips on How to Get Hired</b> Panel TBA</p>	<p><b>August 14, 2008 Room C-3114</b></p> <p>9:00 – 11:45 <b>Marketing Yourself Through Networking</b> John Giusti, Nedra Klee Hartzell &amp; Bill Owen</p> <p>12:00 – 12:45 <b>International Development Resumes (Optional)</b> Brown Bag Lunch TBA Room E-2120</p> <p>1:00 – 5:00 <b>Independent Work</b> (first draft of resume and cover letter)</p> <p>Bi-Weekly Report for Pay Period 16 due to Ms. Sutton (Room E-2105) by COB</p> <p><b>COPIER CODE 0-5-2-4-5</b></p>	<p><b>August 15, 2008</b></p> <p>9:00 – 2:30 <b>Resume &amp; Cover Letter Evaluations - Small Group Workshops</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM _____</b></p> <p>Assignment 3: Students bring 10 copies each of draft Cover Letters &amp; 1<sup>st</sup> draft of Resumes to Small Groups</p> <p>Students complete Weekly Evaluation Reports for Week Two &amp; submit to their counselors</p> <p>2:30 – 5:00 <b>Independent Work</b> (On resume)</p>

**JOB SEARCH PROGRAM  
WEEK THREE  
August 18 - 22, 2008**



**Career Transition Center  
Foreign Service Institute  
U.S. Department of State**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<p><b>August 18, 2008 Room C-3114</b></p> <p>9:00 – 11:45 <b>Negotiating</b> Nan Siemer</p> <p>1:00 – 5:00 <b>Individual Scheduled Consultations</b> Counselors (See Room Schedule) <b>MY APPOINTMENT:</b> <b>TIME</b> _____ <b>ROOM</b> _____</p> <p>Students bring MBTI Report, 20-Year Journey &amp; the Masterpiece Canvas to Individual Consultations today.</p> <p>1:00 – 5:00 <b>Individual Appointments with Retirement Counselors</b> Room E-2101 (Optional - Sign up at CTC Bulletin Board)</p> <p>Assignment 4: Students E-MAIL RESUME TO OTHER COUNSELOR AS ASSIGNED, BY 5:00 PM</p>	<p><b>August 19, 2008</b></p> <p>9:00 – 11:45 <b>Preparing for Difficult Questions Small Group Workshops –</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM</b> _____</p> <p>1:00 – 5:00 <b>Individual Scheduled Consultations</b> Counselors (See Room Schedule) <b>MY APPOINTMENT:</b> <b>TIME</b> _____ <b>ROOM</b> _____</p> <p>Students bring MBTI Report, 20-Year Journey &amp; the Masterpiece Canvas to Individual Consultations today.</p> <p>1:00 – 5:00 <b>Individual Appointments with Retirement Counselors</b> Room E-2101 (Optional - Sign up at CTC Bulletin Board)</p>	<p><b>August 20, 2008 Room C-3114</b></p> <p>9:15 – 10:30 <b>Part-Time Work Opportunities</b> Vandoster Tabb &amp; John Giusti</p> <p>10:45 – 11:45 <b>Opportunities in Education</b> TBA</p> <p>12:00 – 12:45 <b>Writing an Academic CV</b> <b>Brown Bag Lunch</b> (Optional)</p> <p>1:00 – 2:15 <b>Opportunities in Associations</b> TBA</p> <p>2:30 – 4:00 <b>Establishing a Consulting Practice</b> TBD</p>	<p><b>August 21, 2008 Room C-3114</b></p> <p>9:00 – 11:45 <b>Dress for Success</b> Rita Gworek</p> <p>1:00 – 1:15 <b>Networking Popup</b></p> <p>1:15 – 4:00 <b>Interviewing</b> Susan Drew Thomas</p> <p><b>COPIER CODE 0-5-2-4-5</b></p>	<p><b>August 22, 2008</b></p> <p>9:00 – 10:45 <b>Resume Critique</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM</b> _____</p> <p>11:00 – 4:00 <b>Practice Interview – Small Group Workshops</b> Counselors (See Room Schedule)</p> <p>Assignment 5: Students bring 30-Second Summary, 3 copies of resume, Interview Scenario &amp; Answers to Difficult Questions to Small Groups</p> <p>Students complete Weekly Evaluation Reports for Week Three &amp; submit to their counselors</p>

**JOB SEARCH PROGRAM  
WEEK FOUR  
August 25 - 29, 2008**



**Career Transition Center  
Foreign Service Institute  
U.S. Department of State**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<p><b>August 25, 2008 Room D-1103</b></p> <p>9:00 – 10:15 <b>TBA</b></p> <p>10:30 – 11:45 <b>Opportunities in NGO's &amp; Non-profits</b> Panel TBA</p> <p>1:00 – 5:00 <b>Individual Videotaped Interviews</b> (Rooms C-3108, C-3112 and C-4112 per schedule)</p> <p>1:00 – 5:00 <b>Independent Work</b> (Job Fair preparation - 30 second summary, resume updated and copied, research companies, and what to wear; Information Interview Report)</p>	<p><b>August 26, 2008 Room D-1103</b></p> <p>9:00 – 9:15 <b>Networking Popup</b></p> <p>9:15 – 10:30 <b>Federal Government Work After Separation</b> Vandoster Tabb</p> <p>10:45 – 11:45 <b>Security Clearances after Separation</b> Vandoster Tabb</p> <p>1:00 – 4:00 <b>JOB FAIR</b> Employers TBA (Gym)</p> <p style="text-align: center;"><b>COPIER CODE 0-5-2-4-5</b></p>	<p><b>August 27, 2007 Room C-3114</b></p> <p>9:00 – 10:30 <b>Financial Aspects of Starting or Buying Your Own Business</b> Deric Mims, Sun Trust Bank</p> <p>10:45 – 11:45 <b>Talking to Small Business Experts</b> TBA</p> <p>1:00 – 5:00 <b>Individual Videotaped Interviews</b> (Rooms per schedule)</p> <p>1:00 – 5:00 <b>Independent Work</b> (final resume, Information Interview Report)</p>	<p><b>August 28, 2008 Room C-3114</b></p> <p>9:00 – 10:15 <b>Opportunities for Volunteer Work</b> Vandoster Tabb</p> <p>10:30 – 11:30 <b>Tell Us What You Think</b> Susan Drew Thomas &amp; John Giusti</p> <p>11:30 – 11:45 <b>Association for Diplomatic Studies &amp; Training</b> Kenneth Brown, Director</p> <p>1:00 – 5:00 <b>Individual Videotaped Interviews</b> (Rooms per schedule)</p> <p>1:00 – 5:00 <b>Independent Work</b> (final resume, Information Interview Report, Week 4 Evaluation)</p> <p>Bi-Weekly Report for Pay Period 17 due to Ms. Sutton (Room E- 2105) by COB</p>	<p><b>August 29, 2008</b></p> <p>9:00 – 10:45 <b>Wrap-up &amp; Small Groups</b> Counselors (See Room Schedule) <b>MY GROUP MEETS IN ROOM</b></p> <p style="background-color: #e0e0e0;">Assignment 5: Students bring Information Interview Report, Final Resume, and Week 4 Evaluation to Counselor.</p> <p>11:00 – 12:00 <b>Stepping Into the Future</b> Susan Drew Thomas (Room C-3114)</p> <p>12:00 – 1:00 <b>Appreciation Reception</b> Sponsored by AFSA &amp; DACOR (Room E-2118 &amp; E-2120)</p> <p>1:00 – 5:00 <b>Individual Videotaped Interviews</b> (Rooms per schedule)</p>

**JOB SEARCH PROGRAM  
WEEK FIVE  
September 1 - 5, 2008**



**Career Transition Center  
Foreign Service Institute  
U.S. Department of State**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
September 1, 2008	September 2, 2008	September 3, 2008	September 4, 2008	September 5, 2008
<b>HOLIDAY</b>	<p>9:00 – 5:00 <b>Individual Videotaped Interviews</b> (Rooms C-3112, C-4108 and C-4112 per schedule)</p>	<p>9:00 – 5:00 <b>Individual Videotaped Interviews</b> Rooms C-3112, C-4108 and C-4112 per schedule)</p>	<p>1:00 – 5:00 <b>Individual Videotaped Interviews</b> Rooms C-3112, C-4108 and C-4112 per schedule)</p>	<p>9:00 – 5:00 <b>Individual Videotaped Interviews</b> Rooms C-3112, C-4108 and C-4112 per schedule)</p>

## **WEEKS SIX - NINE**

### **All Participants**

All participants are encouraged to find local resources to assist them in their job searches wherever they locate following the Job Search Program. See *Resource Guide Introduction* for suggestions, under Transition Assistance. All participants may continue to consult with CTC staff if they wish.

Participants remaining in the Washington area are also encouraged to attend the following scheduled meetings at FSI to discuss their progress and to share information:

**Tuesday, September 9** JSP Follow-up Group Meeting in Room E-2120  
From 10:00 – 12:00

**Tuesday, September 23** JSP Follow-up Group Meeting in Room E-2120  
From 10:00 – 12:00



### **Foreign Service Participants**

During the second month of the Job Search Program, FS participants are expected to work daily on their career transition program. FS participants must continue to submit Biweekly Reports during this second month:

**Thursday, Sept. 11** Bi-Weekly Report for Pay Period 18 due to Ms. Sutton by COB

**Thursday, Sept. 25** Bi-Weekly Report for Pay Period 19 due to Ms. Sutton by COB

**Thursday, Sept. 30** Bi-Weekly Report for Pay Period 20 due to Ms. Sutton by COB

EMAIL to Ms. Sutton: [SuttonMY@state.gov](mailto:SuttonMY@state.gov)

FAX to Ms. Sutton: 703-302-7416



**September 30**                      **END OF JOB SEARCH PROGRAM**

*Staff members of the Career Transition Center are always  
available to assist any JSP participant!*

*May 14, 2008*