



**FY2019/2020 IPSWICH SCHEDULE OF MEETING TOPICS:  
16 Sessions: Fall-Winter/7 Sessions; Winter-Spring/9 Sessions  
Debbi Hope, MBA, PCIC – Career Coach  
Sheila Taylor, Director, Ipswich Senior Center**

**1/Sept 9<sup>th</sup>:**

Self-Assessment/Transferrable Skills:

***“What Do I Really Want to Do Now that I’m Grown Up?!”***

***GUEST SPEAKER: Mark Whitmore, Exec. Director, Mass Hire -North Shore Career Center***

**2/Sept 23<sup>rd</sup>:**

Developing a Resume

***“I Only Have Eyes for You!”***

**3/Oct 21<sup>st</sup>: (Note date is third Monday in October due to Columbus Day)**

Creating an Elevator Speech Using Your STARS/Developing a Resume

***“You are a Star! So Tell Me A Little Bit About Yourself!”***

**4/Oct 28<sup>th</sup>:**

Creating a LinkedIn Profile

***“Do I Really Know 500+ People?!”***

**5/Nov 18<sup>th</sup>: (Note date is third Monday in November due to Veterans Day)**

Using LinkedIn as a Powerful Job Search Tool

***“Navigating Your Way to a New Career!” – BRING YOUR LAPTOP!!***

**6/Nov 25<sup>th</sup>:**

Interview Preparation/Strategy

***“How Do I Land on the Short List!?!”***

**7/Dec 9<sup>th</sup>:**

**Networking 101**

**You Must Give to Get**

**WINTER BREAK – DECEMBER 11<sup>TH</sup> – JANUARY 12<sup>TH</sup>**

**\*\*\*\*\*HAPPY HOLIDAYS\*\*\*\*\***

**FY2019/2020 IPSWICH SCHEDULE (continued):**  
***Winter Break: Dec 11, 2019 – Jan 12, 2020 (3 Weeks)***

**8/Jan13th:**

Self-Assessment/Transferrable Skills-Re-Invention is Possible:  
***"It's A New Year – Time for a New You"***

**9/Jan27th:**

Developing a Resume-What Are Recruiters Looking For?  
***"I Only Have Eyes for You!"***

**10/Feb 10<sup>th</sup>:**

Creating an Elevator Speech Using Your STARS  
***"You are a Star! So Tell Me A Little Bit About Yourself!"***

**11/Feb 24<sup>th</sup>:**

Creating a LinkedIn Profile  
***"Do I Really Know 500+ People?!"***

**12/March 9<sup>th</sup>:**

Using LinkedIn as a Powerful Job Search Tool  
***"Navigating Your Way to a New Career!"***

**13/March 23<sup>rd</sup>:**

Networking 2.0  
***"You Must Give to Get!"***

**14/ Apr 13<sup>th</sup>:**

Interview Preparation/Strategy  
***"How Do I Land on the Short List!?!"***

**15/Apr 27<sup>th</sup>:**

Developing a Marketing Plan for Job Search/Is Your Job Search Tool Box Full?  
***"Plan Your Work and Work Your Plan!"***

**16/May 11<sup>th</sup>**

To be determined