

# Job Seekers' Recurring Seminars & Support Groups

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We have prepared this list of recurring seminars and support groups. Each program is usually offered as a community service by the sponsoring organization. As such, most programs are either offered at no cost or at a low cost. Dedicated volunteers who give of their time to help job seekers typically staff these programs.

We list the programs by the following types; then, by the day of the week on which they are offered.

### **A. Seminars & Workshops [8]**

These "How-To" sessions follow a recurring curriculum and their main focus is teaching job-search techniques. Programs vary in length and depth. They range from mid-day programs offered monthly, to one-day programs offered weekly and monthly, to evening programs offered from 4 weeks to 13 weeks.

### **B. Targeted Support Groups [7]**

These groups focus on niche networking. Each group has a particular niche and participants share common experiences and leads. There are groups with a functional focus (e.g., sales / marketing; human resources; accounting / finance) and groups with an industry or maturity focus (e.g., high tech; seniors).

### **C. General Support Groups [9]**

These groups provide "point-of-need" assistance and support. Their agenda is the participants' agenda and tend to adapt each meeting to those in attendance. Presentations may vary from time to time and groups are generally open to all job seekers.

### **D. Texas Workforce Commission Career Resource Centers [4+]**

There are several TWC Career Centers serving Metroplex residents. Assistance is available in areas ranging from finding a job, to training, to filing for unemployment benefits. No charge services include: job listing & referrals, job search assistance, computer job banks & Internet access, career resource library and workshops.

### **E. Related Counseling Services [2+]**

Being without work can create new problems and compound existing ones. Job seekers may need not only assistance in finding a job, but help from financial, legal, and / or emotional advisors as well. There are several resources available that offer their services on a low-cost or no-cost basis.

The professional staff of **TRANSITION CONSULTING** prepares and publishes this list. Our firm provides our clients retained search, executive outplacement and professional development services. For the most recent update, please send contact information and a \$5.00 donation to **Career Transition Workshop**, 15150 Preston Road, Suite 300, Dallas, TX 75248. If you know of other organizations that should be listed, please have them contact us at (972) 702-0761 or email us at [ctw@transitionconsulting.com](mailto:ctw@transitionconsulting.com). Feel free to make and distribute copies!

# Job Seekers' Recurring Seminars & Support Groups

## A. Seminars & Workshops [8]

### 1. Jobs Now Program

- a. *Structure:* One-week program covering the "how-to's" of improving job search skills. Excellent and established program offered to women and men. Designed as a "hands-on, learning-by-doing" workshop. Job leads generation is key to their focus -- making contact -- finding hidden jobs. Resume development is taught. Interview tips are put into practice. Participants must be actively pursuing employment. Call to attend orientation.
- b. *Facilitator(s):* Professional Trainers
- c. *Time:* Monday -- Friday, 8:30 a.m. to 12:30 p.m.
- d. *Location:* The Women's Center of Tarrant County, 1723 Hemphill, Ft. Worth, 76110-0860
- e. *Contact:* (817) 927-4050; fax: (817) 927-0694; email: [employment@womencenter.org](mailto:employment@womencenter.org)
- f. *Cost:* Free
- g. *Points of Interest:* Prior to starting, participants need to attend a one-hour orientation program on Thursdays at 2:00 p.m. Job bank has 6,000 new job leads monthly. Weekly follow-up support for five months includes: Job-Net, which provides additional feedback, employer speakers and networking opportunities. The program has a great track record over the last 18 years. 80% of the women and men who complete the program find a job. Annual Job Fair open to public each Fall. Call for more information.

### 2. Career Transition Workshop

- a. *Structure:* 12-week recurring program reported to be the "best how-to" workshop in the Metroplex. Participants can begin series anytime. Designed for Executives, Managers and Professionals. Topics include: Accepting the Ax; Career Choices; Two-minute & Two-page Resumes; Search Management; Networking Strategies; Interviewing Tactics and more. Mentors provide one-on-one coaching & counseling.
- b. *Facilitator(s):* John McDorman, Managing Partner, **TRANSITION CONSULTING**
- c. *Time:* Monday, Newcomers Orientation - 6:00 p.m. Workshop begins 6:30 p.m. and runs to 9:00 p.m.
- d. *Location:* Northwest Bible Church, Christian Life Center, 8505 Douglas Avenue, Dallas 75225
- e. *Contact:* For the current week's topic call: (972) 516-4341; fax: (972) 716-0727; email: [ctw@transitionconsulting.com](mailto:ctw@transitionconsulting.com)
- f. *Cost:* FREE. Seeker's Notebook is available for a suggested donation of \$20. Tapes are available for a suggested donation of \$5 each or an album of the Top Ten for \$45. (The *Career Transition Workshop* is a tax exempt charitable organization as described in Section 501(c)3 of the Internal Revenue Code.)
- g. *Points of Interest:* Since October 1991, the workshop has assisted over 7,000 job seekers through their journey. The *Career Transition Workshop* was awarded Special Recognition in Career and Employment Services by Jewish Family Services and received the Citation Award from the International Association of Personnel in Employment Security. Attendance runs 150-200 participants each session.

# Job Seekers' Recurring Seminars & Support Groups

## A. Seminars & Workshops [8]

### 3. Employment Transition & You at Prestonwood (et&u@Prestonwood)

- a. *Structure:* Eight-week program covering: How to Organize a Job Search, Resume Tips, Networking Skills, Perfecting the 2-Minute Commercial, Interviews and Negotiations.
- b. *Facilitator(s):* Lynn Guillory, Human Resource Executive
- c. *Time:* Wednesday, 6:30 p.m. to 8:30 p.m.
- d. *Location:* Prestonwood Baptist Church, 6801 W. Park (at Park & Midway), Plano, 75093 –Rooms 205-206
- e. *Contact:* Church: (972) 820-5111 x. 6119; email: guillory.netm@gte.net
- f. *Cost:* Free
- g. *Points of Interest:* Personal Mentors available for individual assistance.

### 4. Employment Resource Group

- a. *Structure:* Monthly meetings for employed or unemployed. Open to the public - everyone is welcome. Reservations are not necessary. Meetings address ways to maneuver in today's competitive job market. A variety of guest speakers focus on topical issues and encourage group discussion and an exchange of ideas. Scheduled programs address issues such as: Career Management, Networking, Cold Calling, Power Resume, Interviewing
- b. *Facilitator(s):* Camille Kramer, Program Coordinator
- c. *Time:* Second Tuesdays, 7:30 p.m. to 9:00 p.m.
- d. *Location:* Jewish Family Service Office, 5402 Arapaho Road, Dallas, 75248
- e. *Contact:* (972) 437-9950; fax (972) 437-1988; email: ckramer@jfsdallas.org
- f. *Cost:* Free; other services, including vocational counseling, assessment and resume assistance, are based on a sliding scale.
- g. *Points of Interest:* Job Search Resource Center is open Mon-Fri from 9-12 noon (call ahead to see if a volunteer is on duty) and is a clearinghouse for job leads and job search resources including work areas, copiers, fax, phones, library and computers with Internet access. Bi-monthly workshop on "Finding Your Next Job on the Internet". Call for dates and times. Began in December 1993, the *Employment Resource Group* is a joint project of Jewish Family Service and the Rabbinical Association of Greater Dallas. Greensheet voted ERG the best seminar in helping with work placement anxieties.

# Job Seekers' Recurring Seminars & Support Groups

## A. Seminars & Workshops [8]

### 5. Job Search 2001

- a. *Structure:* Informal presentations on how to uncover critical facts and figures before your interview. Program presents techniques for preparing your resume and gathering industry and company information from print (e.g. periodicals) to non-print (e.g. Internet) resources. This is not a job fair.
- b. *Facilitator(s):* Librarians, Business and Technology Division, Dallas Public Library
- c. *Time:* 3<sup>rd</sup> Wednesday, 9:30 a.m. to 11:00 a.m. - Reservations suggested, call (214)670-1608
- d. *Location:* J. Erik Jonsson Central Library, Business & Technology Division, 5<sup>th</sup> Floor, Hamon Training Room, 1515 Young Street, Dallas 75201
- e. *Contact:* Business & Technology Division, Librarians, Carla E. La Croix, (214)670-1627 website: [www.dallaslibrary.org](http://www.dallaslibrary.org).
- f. *Cost:* Free
- g. *Points of Interest:* Program includes a tour of the Business & Technology Division of the 5th floor of the library.

### 6. Mid-Cities Career Network

- a. *Structure:* Weekly support network for all people in the job search process whether unemployed or currently employed but looking to change. A 12-week recurring program of job search topics is offered, information and contacts are shared and job openings are made available to attendees.
- b. *Facilitator(s):* Cheri Butler, Director, Center for Tomorrow's Work; Robert Nimocks, Director of Information Systems, University of North Texas Health Science Center - Ft. Worth
- c. *Time:* Thursdays, 6:30 p.m. to 8:30 p.m.
- d. *Location:* William C. Martin United Methodist Church, 2621 Bedford Road (corner of Bedford Rd. & Woodson Dr.), Bedford, 76021
- e. *Contact:* Cheri Butler, 817-540-4234(h); Robert Nimocks, 817-684-0404(h); church, 817-354-9038; fax: 817-545-0306; email: [cbutler@airmail.net](mailto:cbutler@airmail.net)
- f. *Cost:* Free
- g. *Points of Interest:* Topics covered: resumes, interviewing, networking, getting organized, determining realistic target market and strategy, salary negotiating and staying motivated. Good success rate for finding jobs over the last five years.

# Job Seekers' Recurring Seminars & Support Groups

## A. Seminars & Workshops [8]

### 7. The Lake Pointe Job Seekers LPU -- Lecture Series

- a. *Structure:* Four part series of half-day lectures aimed at organizing and preparing job seekers regarding: the job search process, self-assessment techniques; resume writing and cover letters / faxes / e-mails; networking skills and techniques for interviewing. Taught in conjunction with Lake Pointe University.
- b. *Facilitator(s):* Brad Bischof and guests.
- c. *Time:* Saturday morning, usually every other month (January, March, May, July, September, November) Call to confirm because the dates vary.
- d. *Location:* Lake Pointe Church, Room A-225, 701 East I-30, Rockwall, 75087 The Job Connection Support Group meets every Wednesday at 7pm in Room 225.
- e. *Contact:* Van Grubbs with church (972) 771-2322 x. 270 or Brad Bischof (972) 772-5155(w); email: [brad@bischofjobs.com](mailto:brad@bischofjobs.com); website: [www.lakepointe.org/jobcon](http://www.lakepointe.org/jobcon).
- f. *Cost:* Free
- g. *Points of Interest:* see additional information under Section C. General Support Groups. Resource room (A-300) is open Mon-Fri from 10-4 and is equipped with printers and computers having resume and word processing software and Internet connectivity. Visitors can surf the net or browse our collection of job search books and periodicals. Copy and fax machine usage is available as well as free coffee. Facility can be used daily like a home base. Program maintains Internet Resume Database on their web site. Employers may browse job seekers profiles by position type and past experience; then, contact candidates. Resource r

### 8. Marketing Yourself -- How to Get that Job You Want

- a. *Structure:* All day workshop that helps you to identify your marketable traits and skills, plan an individualized job search strategy, focus on your resume as a marketing tool, and learn to be comfortable talking about yourself in an interview.
- b. *Facilitator(s):* Volunteer Career Professionals and the YWCA Career Counselor
- c. *Time:* Saturdays, offered 8-10 times per year, 8:30 a.m. to 3:00 p.m.
- d. *Location:* YWCA Women's Resource Center, 4621 Ross Avenue, Dallas, 75204 (east of downtown Dallas, between Carroll and Fitzhugh)
- e. *Contact:* Joanna Johnson, Career Counselor, (214) 584-2344
- f. *Cost:* Donation
- g. *Points of Interest:* Other career services include a Job Bank with approximately 3,500 leads per month; computer are available for participant's use; individualized career counseling (donation requested; and, Welfare to Work Program.

# Job Seekers' Recurring Seminars & Support Groups

## B. Targeted Support Groups [7]

### 1. Senior Employment Source

- a. *Structure:* Non-profit agency that assists individuals 55 years and older in obtaining employment.
- b. *Facilitator(s):* Renae Redwine, Director
- c. *Time:* Monday - Friday from 8:30 a.m. to 5:00 p.m.
- d. *Location:* Senior Citizens of Greater Dallas, 1215 Skills Street, Dallas 75204
- e. *Contact:* (214) 823-5700; fax: (214) 826-2441; email: [redwine@scgd.org](mailto:redwine@scgd.org); website: [www.scgd.org](http://www.scgd.org)
- f. *Cost:* Free
- g. *Points of Interest:* Individual career counseling, instruction on job search techniques, interviewing, networking, resume preparation, and career mentoring and support. Maintains database of job seekers and job bank.

### 2. Wilkinson Center

- a. *Structure:* Program serves the needs of lower income wage earners ranging from laborers, to blue collar, to support-level white collar workers.
- b. *Facilitator(s):* Joyce Shoop, Job Search Seminar Leader
- c. *Time:* Monday -- Thursday, 9:00 a.m. to 12:00 p.m. (employment service & support agencies during the week with seminar on Monday)
- d. *Location:* Education Building, Munger Place United Methodist Church, 1314 Munger Blvd., Dallas 75206
- e. *Contact:* Candy Hearne, Program Director (214) 821-6380
- f. *Cost:* Free
- g. *Points of Interest:* Clothing, food & transportation to job interviews are usually available for those in need.

### 3. Career / Hi-Tech Connection

- a. *Structure:* Niche networking groups specializing in the Sales / Marketing profession and in the high technology industries. Primary focus is to provide and exchange job leads. Weekly sessions connects each job seeker to internal contacts with target companies for information and possible job opportunities.
- b. *Facilitator(s):* Lisa Miller
- c. *Time:* Tuesday, Newcomers Orientation: 6:00 p.m.; Networking 7:00 p.m. to 9:00 p.m.
- d. *Location:* Preston Hollow Presbyterian Church, 9800 Preston Road, Dallas, 75230 (park in East parking lot)
- e. *Contact:* voice mail: (972) 238-8737; companies please fax job leads 24 hours a day: (972) 238-8214; email: [career.connection@airmail.net](mailto:career.connection@airmail.net); website: [www.careerconnection.org](http://www.careerconnection.org)
- f. *Cost:* Newcomers pay a one-time fee of \$20.00 and \$3 weekly after that to help offset the costs of services.
- g. *Points of Interest:* Resource Room contains: Various notebooks containing job leads; Employment newspapers, periodicals, and related search materials; Computer with printer and Internet access. This is a group that works at getting people jobs! Attendance runs 100+ participants each session. Accountability groups meet at various times during the week. Video taped interview coaching available for a charge.

# Job Seekers' Recurring Seminars & Support Groups

## B. Targeted Support Groups [7]

### 4. HR Job Link - Dallas Human Resource Management Association

- a. *Structure:* Resource for unemployed Human Resource professionals. Every meeting features a program on a job search topic as well as an opportunity for networking. Bring nine copies of resume.
- b. *Facilitator(s):* Volunteers
- c. *Time:* 1st & 3rd Tuesday, 8:30 a.m. to 10:30 a.m.
- d. *Location:* 8500 Stemmons Freeway, Suite 2075, Dallas 75247
- e. *Contact:* Jennifer Johnson, (214) 631-8775; fax: (214) 631-4533; email: [info@dallashr.org](mailto:info@dallashr.org) website: [www.dallashr.org](http://www.dallashr.org)
- f. *Cost:* Free
- g. *Points of Interest:* Sessions average attendance is 15 people. Must be unemployed HR professional and reside in D/FW metroplex to register with Job Link and to attend. Training part taught by various speakers from Drake Beam Morin.

### 5. Job Net

- a. *Structure:* Group meets before monthly meetings of the Dallas chapter of ASTD [American Society for Training and Development]. Share job leads, job search resources, and information about the profession. Anyone in training and development or related fields is invited to attend. Membership in ASTD is not required.
- b. *Facilitator(s):* Doug Caldwell
- c. *Time:* 3rd Tuesday, 4:29 p.m. to 5:27 p.m.
- d. *Location:* Dallas Parkway Hilton (northwest quadrant of I635 and Dallas Tollway. (Call to confirm location)
- e. *Contact:* Doug Caldwell 1-800-510-3973 x. 89845 or email: [astdjobnet@aol.com](mailto:astdjobnet@aol.com)
- f. *Cost:* Free
- g. *Points of Interest:* Handouts of DFW-area resources for career changes are provided. Employers are invited to announce job opening.

# Job Seekers' Recurring Seminars & Support Groups

## B. Targeted Support Groups [7]

### 6. Human Resources Job Net

- a. *Structure:* Networking opportunity covering job leads for DFW Human Resource professionals. Job leads generation and interviewing tips for local opportunities are the focus. Resumes are placed in job bank books and are reviewed by local companies. Bring six copies of your resume.
- b. *Facilitator(s):* Brenda Shull, Ph.D., George Giles and Pam Stoker
- c. *Time:* Thursday, 8:45 a.m. to 10:00 a.m.
- d. *Location:* 2501 Parkview Drive, Suite 510 (Park Plaza Building), Fort Worth, 76102
- e. *Contact:* message (817) 334-4099; Pam Stoker, (817) 334-4100; website: [www.fwhrma.org](http://www.fwhrma.org)
- f. *Cost:* Free
- g. *Points of Interest:* Hosted by Fort Worth Human Resources Management Association and Right Management Consultants.

### 7. Financial Executives Networking Group - FENG

- a. *Structure:* Networking leads and information sharing for Senior Level Financial Executives (Controller, level and higher, VP, VPF, Treasurer). Newcomers must first email resume in Rich Text (RTF) or Microsoft Word format. You will then be emailed in return a new member packet with current meeting times and location.
- b. *Facilitator(s):* Logan Clark (for networking & job leads); Bob Walker (for monthly meetings)
- c. *Time:* 5:30 p.m. - 8:00 p.m. once a month
- d. *Location:* will be provided once your resume is received and accepted.
- e. *Contact:* Logan Clark 214-676-9570; email: [ld\\_clark@swbell.net](mailto:ld_clark@swbell.net); Bob Walker 214-750-2178; email: [bob\\_walker@ml.com](mailto:bob_walker@ml.com); website: [www.thefeng.org](http://www.thefeng.org)
- f. *Cost:* Free
- g. *Points of Interest:* Nightly newsletter with 30-150 job leads from across the country.

# Job Seekers' Recurring Seminars & Support Groups

## C. General Support Groups [9]

### 1. Christian Career Network

- a. *Structure:* Meetings are for anyone unemployed or about to be. The emphasis is on making the job / career search process much easier. Specific "how to's" of successfully entering and winning the game of getting a good job are provide.
- b. *Facilitator(s):* David Newhouse, District Sales Manager, Globe Corporate Stay International., and Larry Mick, Controller, Weaver & Tidwell.
- c. *Time:* 1<sup>st</sup> & 3rd Tuesdays, 7:00 p.m. to 9:00 p.m.
- d. *Location:* Richland Hills Church of Christ, Community Enrichment Center, Food Bank Conference Room, 6300 Northeast Loop 820 (between Rufe Snow and Denton Hwy. 377), North Richland Hills, 76xxx
- e. *Contact:* David Newhouse, (817) 819-7819 between 8:00 a.m. & 6:00 p.m.; or the church, (817) 281-0773. Call for information and reservations.
- f. *Cost:* Free
- g. *Points of Interest:* Helpful handouts, resume review, networking and current job leads available. Dress is casual.

### 2. Custer Road United Methodist Church Vocational Outreach

- a. *Structure:* Weekly meetings, one hour in duration, for encouragement, sharing of experiences and support for those out of a job and those contemplating a career change. Once a month program has guest speakers from various businesses within the community.
- b. *Facilitator(s):* Debbie Mrazek, President, The Sales Company, and Cindy Farren, Congregational Care Coordinator for the church.
- c. *Time:* 2<sup>nd</sup> Tuesday, 7:00 p.m. to 8:00 p.m.
- d. *Location:* Custer Road United Methodist Church, 6601 Custer Road, Plano 75023.
- e. *Contact:* Cindy Farren, church 972-618-3450; church fax 972-618-3778; email [cfarren@crumc.org](mailto:cfarren@crumc.org); or at home 972-527-0042.
- f. *Cost:* Free
- g. *Points of Interest:* Started in May 1999. Basis of the program is to provide networking and support. Occasionally, will have a series of programs on topics of interest, for example a 6-weeks series on *What Color is Your Parachute?*

# Job Seekers' Recurring Seminars & Support Groups

## C. General Support Groups [9]

### 3. The Lake Pointe Job Connection -- Weekly Meetings

- a. *Structure:* Facilitators discuss new job opportunities, network together, provide support and encouragement and a brief presentation on either: resume writing; self-assessment; how to network or interviewing tips and techniques. Individual resume assistance is also available, upon request.
- b. *Facilitator(s):* Brad Bischof, Lynne Shofner, Carl Greesham & Kevin Metcalf-Kelly
- c. *Time:* Wednesday, 7:00 p.m. to 8:30 p.m.
- d. *Location:* Lake Pointe Church, Room A-225, 701 East I-30, Rockwall, 75087; Dallas Mapsco 20D-W & X
- e. *Contact:* Darla Crone with church (972) 771-2322 x. 250 or Brad Bischof (972) 772-5155(w); email: [brad@bischofjobs.com](mailto:brad@bischofjobs.com); website: [www.lakepointe.org/jobcon](http://www.lakepointe.org/jobcon).
- f. *Cost:* Free
- g. *Points of Interest:* see additional information under Section A. Seminars & Workshops. Resource room (A-300) is open M-F from 10-4 and is equipped with printers and computers having resume and word processing software and Internet connectivity. Visitors can surf the net or browse our collection of job search books and periodicals. Copy and fax machine usage is available as well as free coffee. Facility can be used daily like a home base. Program maintains Internet Resume Database on their web site. Employers may browse job seekers profiles by position type and past experience; then, contact candidates.

### 4. Job-Net of Plano

- a. *Structure:* Weekly meetings of 1.5 to 2.0 hours for encouragement, sharing and support for persons between jobs. Majority of time in every meeting is for participants to talk of their job search and to share networking suggestions and opportunities. Occasionally, resource persons, such as career counselors, corporate personnel directors, headhunters, and directors of credit agencies, are invited to share in the meeting. A resource packet is available for regular participants. All are welcome -- employed or underemployed.
- b. *Facilitator(s):* Don Mills, Senior Engineer, Fujitsu Network Communications and a small core of people share in leading weekly meetings.
- c. *Time:* Thursdays, 7:00 p.m. to 9:00 p.m.
- d. *Location:* Reformed Church in Plano, 5333 Independence Parkway (between Parker & Spring Creek Parkway -- signs in front of building state location of meetings); Plano, 75023
- e. *Contact:* church (972) 867-6704; fax job leads to: 972-867-5811; email: [contactus@reformedchurchplano.org](mailto:contactus@reformedchurchplano.org); webpage: [www.reformedchurchplano.org](http://www.reformedchurchplano.org).
- f. *Cost:* Free
- g. *Points of Interest:* Group seeks to provide special empathy to the job seeker. Several facilitators have recently been between jobs. Job objectives of participants posted on Church bulletin board. Notebooks with job leads, resumes and materials to help in employment search are available to all participants. Member roster updated weekly and faxed weekly to selected search firms. Job-Net has functioned continuously since Winter '91. Excellent mentoring program.

# Job Seekers' Recurring Seminars & Support Groups

## C. General Support Groups [9]

### 5. St. Ann's Employment Network

- a. *Structure:* Meets twice a month, to assist job seekers in networking with church members. Major emphasis is on coaching the "how-to's" of networking.
- b. *Facilitator(s):* Bob Hueglin (self-employed).
- c. *Time:* 1<sup>st</sup> & 3<sup>rd</sup> Thursdays, 7:00 p.m. until done.
- d. *Location:* St. Ann's Catholic Church, 180 Samuel Boulevard, just off of Sandy Lake Road, Coppell 75019.
- e. *Contact:* Bob Hueglin, (972) 401-0870.
- f. *Cost:* Free.
- g. *Points of Interest:* Started in 1998 after a church member with a small baby committed suicide because of being out of work. Refers seekers to other workshops for more structured curriculum.

### 6. Jobs Ministry, Christ Church - Episcopal

- a. *Structure:* Formerly known as "Plan B," the Jobs Ministry has been expanded to provide several new resources and tools, such as, on-line information, "how to" fast track your career search, a separate grief workshop as it's associated with job loss and more. Check us out on the web at [christchurchplano.org](http://christchurchplano.org). Click on Pastoral Care, Life Issues, Jobs Ministry. Or e-mail us at [jobsearch@christchurchplano.org](mailto:jobsearch@christchurchplano.org).
- b. *Facilitator(s):* Bill Lang, Ministry Chairperson  
Jane Thomas, Human Resources Professional  
Bruce Boyd, Vice President, Service Marketing Group
- c. *Time:* Wednesdays, 7:00 p.m. until finished. Workshop is held as long as there is a need. Please call one of the contacts below to express your interest.
- d. *Location:* Christ Church – Episcopal, Room 213, 4550 Legacy Drive (between Archgate Drive & Ohio Drive), Plano, 75024
- e. *Contact:* Bill Lang, (972) 980-0135  
Jane Thomas, (972) 867-4070  
Bruce Boyd, (972) 618-1554
- f. *Cost:* Free
- g. *Points of Interest:* Workshop covers various resources to support the job seeker from beginning to end of the career search process. Includes many insightful ways to reduce the curve in getting a career search off the ground, accountability partner, spousal support, spiritual & emotional support, guest speakers as well as the mechanics, such as, resume writing, etc.

# Job Seekers' Recurring Seminars & Support Groups

## C. General Support Groups [9]

### 7. Jobs Ministry

- a. *Structure:* Facilitator works individually with job seekers in person, on the phone or by e-mail. Program is non-denominational. Program provides assistance from beginning to end of job search, including development of resume and network, and searching out other information, such as contacts and referrals to other workshops and seminars involved with career transition / job search.
- b. *Facilitator(s):* Fred Lickfold
- c. *Time:* By appointment
- d. *Location:* St. Peter's Episcopal Church at North College Street & West Lamar Street, McKinney, 75069
- e. *Contact:* Fred Lickfold, phone and fax: (972) 562-8959; email: [lickfold@home.com](mailto:lickfold@home.com); church (972) 562-1166
- f. *Cost:* Free
- g. *Points of Interest:* Fred uses his computer extensively and works closely with the "Plan B" program.

### 8. Christian Career Transition Class

- a. *Structure:* Individually scheduled one-on-one all day session with weekly one-on-one follow-up. Program designed for both seeker & spouse active participation. Topics cover assessment of financial needs, skills inventory, resume development and job seeking skills.
- b. *Facilitator(s):* Rod Taylor, Vice President Human Resources & Administration, Sanden International (USA), Inc.
- c. *Time:* By appointment -- emphasis on one-on-one sessions with no scheduled classes
- d. *Location:* Fellowship Bible Church North, 600 Lexington, Plano 75075
- e. *Contact:* Rod Taylor, (972) 442-8510; fax: 972-442-8933; email: [rtaylor@sanden.com](mailto:rtaylor@sanden.com)
- f. *Cost:* \$20 includes lunch and materials; scholarships available
- g. *Points of Interest:* Networking contacts, interviewing skills and resume writing available. Based on program and materials developed by Bob Irish, a former career counseling professional.

# Job Seekers' Recurring Seminars & Support Groups

## C. General Support Groups [9]

### 9. Job Net at Prestoncrest Church of Christ

- a. *Structure:* Program does not meet currently because of the tight job market in Dallas. They do, however provide information upon request. Each interested person calls in or sends a fax form requesting information. The weaker then provides a resume and fills out a form containing confidential personal information. General information and the fax form are available at the visitors' table at church services. When Job Net receives the resume and confidential form, they send the seeker a copy of the Job Net booklet for assistance in his/her search.
- b. *Facilitator(s):* Kathran Martin, President, Annuity Financial Services, and Barbara Cooper, Director of Marketing, Annuity Financial Services.
- c. *Time:* By appointment.
- d. *Location:* Preston Crest Church of Christ, 6002 Preston Crest (east side of Preston Road, just south of LBJ), Dallas 75230.
- e. *Contact:* Barbara Cooper, 10864 Audelia Road, Suite 100, Dallas 75238. (214) 349-9944 x128; fax (214) 349-9969; email [bjcooper@annuityfinancial.com](mailto:bjcooper@annuityfinancial.com). Kathran Martin, same address and fax, phone (214) 349-9969 x129; email [kjmartin@annuityfinancial.com](mailto:kjmartin@annuityfinancial.com).
- f. *Cost:* Free
- g. *Points of Interest:* Publishes a monthly list of open jobs.

# Job Seekers' Recurring Seminars & Support Groups

## D. Texas Workforce Commission Resources [4+]

### 1. TWC Job Search Seminar (Garland)

- a. *Structure:* Three-hour workshop covering all facets of the job search process. Open to all levels of personnel -- executive to entry level, unemployed or under employed. Need to call for schedule and reserve a space.
- b. *Facilitator(s):* Ellen J. Singer, Workforce Development Specialist, TWC
- c. *Time:* Mondays, 1:00 p.m. to 4:00 p.m.
- d. *Location:* 217 North 10<sup>th</sup> Street, Garland, 75040
- e. *Contact:* (972) 276-8361 x.120, fax: (972) 272-6469; website: [www.twc.state.tx.us](http://www.twc.state.tx.us)
- f. *Cost:* Free
- g. *Points of Interest:* Writing winning resumes, cover letters and thank-you letters, interviewing skills with emphasis on responding to tough questions, networking / marketing tips and using the Internet. A resource center is available including work areas with computers, fax phones, reference library and on-line connections with the Texas State Employment electronic system and the Internet.

### 2. TWC Job Search Seminar (Richardson / Plano)

- a. *Structure:* Five-day (four days of five hours plus one eight-hour day) job search seminar covering all facets of the job search process. Designed to meet the needs of all employment seekers, especially white-collar professionals. Program assists participants in job transition to conduct an "effective" job search while maintaining their self-esteem in the process. Topics include: cover letters, the "hidden" job market, interviewing, networking, resumes, salary negotiation, the telephone, thank you letter, and much more. Energizes and motivates, too.
- b. *Facilitator(s):* Bill Vidovic with the Texas Workforce Commission, Richardson
- c. *Time:* Usually every other week: Monday -- Thursday, 8:30 a.m. to 1:30 p.m. **and** Friday, 8:30 a.m. to 4:30 p.m. Attendance is required for all five sessions
- d. *Location:* 1222 E. Arapaho, Suite 336, Richardson 78081
- e. *Contact:* Bill Vidovic (972) 952-8409, [bill.vidovic@twc.state.tx.us](mailto:bill.vidovic@twc.state.tx.us); or TWC Richardson office (972) 234-5391; fax: (972) 480-9259; website: [www.twc.state.tx.us](http://www.twc.state.tx.us) or [www.texasworkforce.org](http://www.texasworkforce.org)  
  
Call this TWC office to register for the seminar. May register and attend whether employed or unemployed, or receiving or not receiving unemployment benefits. Must be registered with TWC before attending. Required TWC forms may be filled out at any office or on-line at [www.twc.state.tx.us](http://www.twc.state.tx.us).
- f. *Cost:* Free
- g. *Points of Interest:* Seminar is limited to 18 people per class, and held approximately every other week. Video taped mock interview included. Resource room available with several PC's, a printer for cover letters and resumes, and Internet access. Fax and copier are also available for job search.



# Job Seekers' Recurring Seminars & Support Groups

## E. Related Counseling Services [2+]

### 1. CONTACT Counseling & Crisis Line

- a. *Structure:* CONTACT offers free 24-hour immediate and confidential one-on-one telephone counseling, crisis prevention and intervention, community referrals and short-term emergency aid. CONTACT cooperates with other community organizations and professionals who are engaged in meeting such needs.
- b. *Counselors:* Various
- c. *Time:* 24 hour a day, 7 days a week, year round including holidays
- d. *Location:* P.O. Box 800742, Dallas 75380-0742
- e. *Contact:* **(972) 233-2233 Counseling Line**
- f. *Cost:* Free
- g. *Points of Interest:* Founded in 1967, CONTACT has continued to grow and supports over 30,000 calls each year. CONTACT responds to those in need with trained volunteer counselors by providing around-the-clock telephone counseling and crisis intervention for all who choose to call.

### 2. Consumer Credit Counseling Service of Greater Dallas, Inc.

- a. *Structure:* CCCS provides professional counseling on an equitable basis, budget counseling is Free, and education services free or low cost. CCCS provides five services: housing counseling, educational services, budget counseling, phone and mail counseling and debt management planning.
- b. *Counselors:* Various
- c. *Time:* Monday thru Friday, 8:30 a.m. to 4:30 p.m. (Extended hours for telephone counseling)
- d. *Location:* 8737 King George Drive, Suite A100, Dallas
- e. *Contact:* (214) 638-2227 or (800) 783-5018
- f. *Cost:* Free
- g. *Points of Interest:* Funding comes from voluntary contributions from creditors who participate in Debt Management Plans. These contributions are usually calculated as a percentage of payments made through Debt Management Planning - up to 15% if each payment received. Accounts are credited with 100% of the amount paid through us and CCCS works with creditors regardless of whether they contribute.

### Other Resources --

- ♦ The Family Place: (214) 559-2170
- ♦ Interfaith Housing Coalition: (214) 827-8950
- ♦ Legal Service of North Texas: (214) 748-1234