

Job Seekers' Recurring Seminars & Support Groups

Dallas / Ft. Worth Metroplex

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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 [9]

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 [8]

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 [5+]

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.

F. Jobs Web site – View Dallas Jobs and Post your Resume [1]

www.jobsnetwork.org

The professional staff of **TRANSITION CONSULTING** prepares and publishes this list. Our firm provides our clients retained search, executive outplacement and professional development services. If you know of other organizations that should be listed or any corrections, please contact us at (972) 702-0761 or email us at ctw@transitionconsulting.com. Feel free to make and distribute copies to job seekers!

Job Seekers' Recurring Seminars & Support Groups

A. Seminars & Workshops [9]

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):* Faith Gordon
- c. *Time:* Monday -- Friday, 8:30 a.m. to 12:00 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: fgordon@womenscenter.info
- 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 - Dallas (Great for all types of positions)

- 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) 763-2439; fax: (972) 716-0727; email: ctw@transitionconsulting.com
- f. *Cost:* FREE. Seeker's Notebook is available for a suggested donation of \$25. Tapes are available for a suggested donation of \$45 for an album of the Top Ten or \$5 each. (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 10,500 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 120-150 participants each session.

Affiliated programs meet at additional times and days. See A3 and A7

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A. Seminars & Workshops [9]

3. Career Transition Workshop - Plano

- a. *Structure:* 8-week satellite adaptation of the original 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. *Facilitators:* Locke Alderson, Regional Recruiting Manager, SIEBEL SYSTEMS
- c. *Time:* Tuesdays Workshop begins 7:00 p.m. and runs to 9:00 p.m.
- d. *Location:* Fellowship Bible Church North, Main Church Building, 850 Lexington, Plano 75075
- e. *Contact:* For the current week's topic call: Nita West (972) 783-8800 x110; email: lalderson@siebel.com
- f. *Cost:* **FREE**. Seeker's Notebook is available for a suggested donation of \$25.
- g. *Points of Interest:* Affiliated programs meet at additional times and days. See A2 and A7

4. Employment Resource Group (Great 3 ring binder with current jobs)

- 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, 7:00 p.m. to 8:30 p.m.
- d. *Location:* **Jewish Family Services**, 5402 Arapaho Road, Dallas, 75248
- e. *Contact:* Mitch Jacobs (972) 437-9950; fax (972) 437-1988; email: [mjacob@s@jfsdallas.org](mailto:mjacobs@jfsdallas.org)
- f. *Cost:* Free; other services, including **vocational counseling, assessment and resume assistance, are based on a sliding scale.** (Cheap if you're out of work)
- 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.

Good folks and reasonable prices

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A. Seminars & Workshops [9]

5. Employment Transition & You at Prestonwood (et&u@Prestonwood) **(good job openings source)**
 - 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, 972-454-4180
 - c. *Time:* Tuesday, 6:30 p.m. to 9:00 p.m. Room A210 & A211
 - d. *Location:* Prestonwood Baptist Church, Main Church Building 2nd Floor, 6801 W. Park (at Park & Midway), Plano, 75093
 - e. *Contact:* Church: (972) 820-5000 x. 6119; email: lynnguillory@comcast.net
 - f. *Cost:* Free
 - g. *Points of Interest:* This 8 week program is divided into 2 parts. First hour is job search skill training; and **the second is networking circle where job leads are shared among participants.** Average attendance is approximately 35-45 people. **Personal Mentors available for individual assistance.**

6. Job Search 2004
 - 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:* Typically the 3rd Wednesday, 9:30 a.m. to 11:00 a.m. - **Reservations suggested, call (214) 670-1627**
 - d. *Location:* J. Erik Jonsson Central Library, Business & Technology Division, 5th Floor, Hamon Training Room, 1515 Young Street, Dallas 75201
 - e. *Contact:* Business & Technology Division, Librarians, Jennifer Fitzgerald (214) 670-1627 website: 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.

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A. Seminars & Workshops [9]

7. Career Transition Workshop-Mid Cities

- a. *Structure:* 14-week recurring workshop. Participants can begin series anytime. Designed for those seeking encouragement and practical strategies for today's job market. Topics include: Putting Your Career In Focus, Communicating Your Focus – Infomercial, 90 Second Drill, Resumes and Cover Letters, Job Search Planning and Selection, Marketplace Researching Tips, Proactive and Reactive Job Seeker Strategies, Networking Strategies; Interviewing and Negotiating Tactics and more.
- b. *Facilitator:* Jim Munson, Joe Walker, Ginger Owen
- c. *Time:* Thursday, Newcomers Orientation – 5:30 p.m. Workshop begins 6:00 p.m. and runs to 8:30 p.m.
- d. *Location:* Irving Bible Church, 2435 Kinwest Parkway, Irving TX 75063 (South of 635 between Beltline & MacArthur), West Wing – Room D. For directions contact the church at 972-560-4600.
- e. *Contact:* For current week's topic call: (817) 571-3662 or email: jmunson01@cs.com.
- f. *Cost:* FREE. A Career Transition Workbook is available for a suggested donation of \$10. Scholarships are available upon request. (IBC Career Transition Workshop is hosted by the IBC Career Transition Ministries)
- g. *Points of Interest:* All are welcome. Sessions are lead by an experienced team of Career Management consultants. **Mentors provide one-on-one coaching & counseling.** Weekly program topic and breakout sessions: Networking support teams, just in time consulting and prayer support.

8. 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: cbutlerpc@yahoo.com
- 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.

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9. Career Care Meeting

Monday Evenings - 7:00 pm - 9:00 pm

(This event repeats every week.)

St. Andrew United Methodist Church

Street: 1401 Mira Vista

City, State, Zip: Plano, TX 75093

Phone: (972) 380-8001

Meeting in Room 126

10.

Allen Job Transition Meetings

Wednesday Mornings - 9:15 am - 11:45 am

This event repeats every week.

First Baptist Church-Allen - Bldg. D

Some meetings we have speakers, some meetings discussion of topic. Meetings Feature interchange of ideas and experience. We are here to help each other.

No cost - brochures provided to new members.

A. Seminars & Workshops [10]

9. The Lake Pointe Job Seekers LPU – Saturday Morning Lecture Series

- a. *Structure:* Four part half-day lecture 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.
- c. *Time:* **Saturday morning**, usually held every quarter - next scheduled date **Nov. 5, 2005**
- d. *Location:* Lake Pointe Church, 701 East I-30, Rockwall, 75087 **The Job Connection Support Group meets every Wednesday at 7:00pm in Room A224.**
- e. *Wed. Evening. Facilitators:* Randy Odom; Mark Way; Bill Hill and Brad Bischof
- f. *Contact:* Van Grubbs with church (469) 698-2270 (vang@lakepointe.org), or Brad Bischof (972) 772-5155(w); email: bradbischof@yahoo.com website: www.lakepointe.org/jobcon.
- g. *Cost:* Free
- h. *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 Microsoft Tutorials and T1 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. Local Employers may browse job seekers profiles, by position type and past experience; then, contact candidates.

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10. Custer Road Career Outreach

Custer Road United Methodist Church

6601 Custer Road

Plano, TX

(972) 618-3450 ext. 242 (Kathy Blank)

Monthly Meetings on 2nd Tuesday call: Kathy Blank for more info. or kblank@crumc.org

11. <http://www.theheights.org/cgi-bin/index.cgi?section=jsm>

The Heights Baptist Church

201 West Renner Road • Richardson, Texas • 75080

972.238.7243 • 972.238.8416 Fax

Job Seekers' Recurring Seminars & Support Groups

B. Targeted Support Groups [7]

1. **Senior Employment Source**

- a. *Structure:* Non-profit agency that **assists individuals 50 years and older in obtaining employment.**
- b. *Facilitator(s):* Renae Perry, 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 (Mapsco 45-H)
- e. *Contact:* (214) 823-5700; fax: (214) 826-2441; email: rperry@scgd.org; or Mary Brooks-Stewart; email: mstewart@theseniorsource.org; website: www.theseniorsource.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:* Career development course for people with barriers (felonies, domestic violence, lack of skills). Students work toward their field-of-fascination, learn about Today's Business Culture, how the employer thinks, and how to market themselves.
- b. *Facilitator(s):* Joyce Shoop and Clayton Wright
- c. *Time:* Four - week course. Monday - Friday, 9:30am to 12:30 pm
- d. *Location:* Education Building, Munger Place United Methodist Church, First Floor. 1314 Munger Blvd., Dallas 75206
- e. *Contact:* Clayton Wright, Program Director (214) 821-6380 ext 216, Email: clayton72@mindspring.com; or Joyce Shoop; Email: joyshoop@sbcglobal.net.
- f. *Cost:* Free
- g. *Points of Interest:* Great success rate. Job training (interviewing, life skills, budgeting and retention) clothing, food, identification card assistance & transportation to job interviews are usually available for those in need.

3. **Career / Hi-Tech Connection (Great program! - has db of Alumni and db of current jobs)**

- a. *Structure:* Dallas' premier networking group for mid-level, professional job seekers. 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, Executive Director
- c. *Time:* **Tuesday, Newcomers Orientation: 8:30am; Networking 9:30am to 11:30am.**
- d. *Location:* Preston Hollow Presbyterian Church, 9800 Preston Road, Dallas, 75230 (park in East parking lot)
- e. *Contact:* voice mail: (214) 739-7153; companies please post job leads at www.uds.com/cgi-bin/cc_jobpost.pl; or fax job leads 24 hours a day: (214) 739-3924; email: career.connection@airmail.net; website: 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 200+ 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. On-line job postings and resume database.
- b. *Facilitator(s):* Volunteers
- c. *Time:* 1st & 3rd Tuesday, 8:30 a.m. to 10:30 a.m.
- d. *Location:* 4100 Spring Valley Road, Suite 300, Dallas, Texas 75244 (SE corner of Midway & Spring Valley)
- e. *Contact:* Diane McClendon, (214)631-8775 ext 21; fax: (214)631-4533; email: diane@dallashr.org website: www.dallashr.org
- f. *Cost:* Free
- g. *Points of Interest:* Sessions average attendance is 35 people. Must be unemployed HR professional and reside in DFW metroplex to register with Job Link and to attend. Job Search techniques taught by various speakers from Drake Beam Morin.

5. Job Net

- a. *Structure:* Group meets once a month 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. Group is comprised of Dallas and/or National ASTD members Professionals in Training and Development are invited to attend.
- b. *Facilitator(s):* Jane Winge
- c. *Time:* 3rd Tuesday, 4:30 p.m. to 5:30 p.m.
- d. *Location:* Wyndham Dallas North Hotel, 4801 LBJ Freeway, (NW corner of I635 & Tollway. Directions are found at www.dallasastd.org)
- e. *Contact:* Jane Winge, 972-540-7997, Email: Jwinge@aol.com. Web site is: www.dallasastd.org.
- f. *Cost:* Free
- g. *Points of Interest:* Handouts of job search resources for the training profession is provided. Employers are invited to announce job opening. Other topics covered on networking opportunities, resume preparation, determining career focus, etc.

Job Seekers' Recurring Seminars & Support Groups

B. Targeted Support Groups [7]

6. **Financial Executives Networking Group - FENG**

- a. *Structure:* Networking leads and information sharing for Senior Level Financial Executives (Controller, level and higher, VP, VPF, Treasurer). Candidates for membership must first email resume in Rich Text (RTF) or Microsoft Word format to contacts below for consideration.
- b. *Facilitator(s):* Logan Clark (for networking & job leads); Bob Walker (for monthly meetings)
- c. *Time:* 4th Tuesdays, 6:00 p.m. to 9:00 p.m.
- d. *Location:* will be provided once your resume is received and accepted.
- e. *Contact:* Logan Clark (214) 676-9570; email: LoganClarkFENG@swbell.net; Bob Walker (214) 750-2178; email: bob_walker@ml.com; website: www.thefeng.org.
- f. *Cost:* Free
- g. *Points of Interest:* Daily email job leads via Yahoo Group distribution and nightly National newsletter with 30-150 job leads from across the country.

7. **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.
- b. *Facilitator(s):* Pam Stoker
- c. *Time:* Thursday, 8:45 a.m. to 10:00 a.m.
- d. *Location:* 201 Main Street, Suite 600, Fort Worth, Texas 76102
- e. *Contact:* Pam Stoker, (817) 988-2223; Email: pstoker@stokerresources.com; website: www.fwhrma.org/jobnet.cfm
- f. *Cost:* Free (DBM will validate parking)
- g. *Points of Interest:* Hosted by Fort Worth Human Resources Management Association and Drake Beam Morin.

C. General Support Groups [7]

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 provided.
- b. *Facilitator(s):* David Newhouse, Senior Account Executive, Equity Corporate Housing, and Larry Mick, Director of Finance, Weaver & Tidwell.
- c. *Time:* 1st & 3rd Tuesdays, 7:00 p.m. to 9:00 p.m.
- d. *Location:* Richland Hills Church of Christ, Main Building, Room 207, 6300 Northeast Loop 820 (between Rufe Snow and Denton Hwy. 377), North Richland Hills, 76180 Website: www.rhchurch.org.
- e. *Contact:* David Newhouse, 817-461-3393 between 8:00 a.m. & 6:00 p.m.; or the church, (817) 281-0773. Call for information and reservations.

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- 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 **(Heard good things about this group)**

- a. *Structure:* Weekly meetings, two 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. Pre-registration is required.
- b. *Facilitator(s):* Kathy Blank, Director of Congregational Care, (972) 618-3450 x242; church fax (972) 618-3778; email: kblank@crumc.org
- c. *Time:* 2nd Tuesday, 6:30 p.m. to 8:30 p.m. in Fellowship Hall A/B
- d. *Location:* Custer Road United Methodist Church, 6601 Custer Road, Plano TX 75023. Web site: www.crumc.org
- e. *Contact:* Cindy Farren, church (972) 618-3450; church fax (972) 618-3778; email cfarren@crumc.org; or at home (972) 527-0042.
- f. *Cost:* Free
- g. *Points of Interest:* Started in May 1999. Program focuses on providing support, networking opportunities, and a variety of programs to meet specific career transition needs. Promotes outreach from a large church family (6000 members) that are willing to provide resources, support, **job leads, and business/community contacts to job seekers.** Future plans include web site, database, and continued use of yahoo group to facilitate information sharing.

Job Seekers' Recurring Seminars & Support Groups

C. General Support Groups [7]

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):* Randy Odom, Mark Way, Bill Hill, Harold Pruitt & Brad Bischof
- c. *Time:* Wednesday, 7:00 p.m. to 9:00 p.m.
- d. *Location:* Lake Pointe Church, Room A-244, 701 East I-30, Rockwall, 75087; Dallas Mapsco 20D-W & X
- e. *Contact:* Van Grubbs with church (469) 698-2270 (email: vang@lakpointe.org) or Brad Bischof (972) 772-5155 (w); email: bradbischof@yahoo.com website: 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.

C. General Support Groups [7]

4. Job-Net of Plano

(Excellent group for Information Technology folks)

- 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, librarians 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, Pat Robinson, Chief Operating Officer, Asier Technology, Roger Turner, Telecom Business Communications Consultant and others.
- 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, TX 75023
- e. *Contact:* church (972) 867-6704; fax job leads to: (972) 867-5811; email: contactus@reformedchurchplano.org; webpages: www.planojobnet.mybravenet.com/index2.html; 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.

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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:* 1st & 3rd Mondays, 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:* Refers seekers to other workshops for more structured curriculum.

C. General Support Groups [7]

6. 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 608 West Lamar Street at North College Street, McKinney, 75069
- e. *Contact:* Fred Lickfold, phone and fax: (972) 562-8959; email: lickfold@home.com; church (972) 562-1166
- f. *Cost:* Free
- g. *Points of Interest:* Fred uses his computer extensively to help job seekers.

7. Job Net at Prestoncrest Church of Christ **(Publishes open Jobs list monthly)**

- a. *Structure:* Assistance by appointment only. Each interested person calls or sends a fax form requesting information. The seeker 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:* Prestoncrest Church of Christ, 6002 Preston Crest (east side of Preston Road, just south of LBJ), Dallas 75230. (972) 233-2392.

Job Seekers' Recurring Seminars & Support Groups

- e. *Contact:* Kathran Martin, 10864 Audelia Road, Suite 100, Dallas TX 75238. (214) 349-9944 x128; fax (214) 349-9969; email kjmartin@annuityfinancial.com.
- f. *Cost:* Free
- g. *Points of Interest:* **Publishes a monthly list of open jobs.**

D. Texas Workforce Commission Resources [5+]

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 10th Street, Garland, TX 75040
- e. *Contact:* (972) 276-8361 x.120, fax: (972) 272-6469; website: 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)

(Best "get ready" program in DFW)

Register early – class starts every 2 weeks

- 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, Tuesday Wednesday & Friday 8:30 a.m. to 1:30 p.m. and Thursday's 8:30 a.m. to 4:30 p.m. Attendance is required for all five sessions
- d. *Location:* 1222 E. Arapaho, Suite 336, Richardson TX 78081
- e. *Contact:* **Bill Vidovic** (972) 234-5391 x209, bill.vidovic@twc.state.tx.us; or TWC Richardson office (972) 234-5391; fax: (972) 480-9259; website: www.twc.state.tx.us or 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.
- f. **Cost: Free (Your tax dollars at work)**

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- 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

D. Texas Workforce Commission Resources [4+]

3. TWC (Grand Prairie)

- a. *Structure:* Half-day workshop covering topics related to the job search process -- resumes, cover letters & thank-you notes, networking & interviewing. Open to anyone interested from white collar to blue collar whether you have a job or not.
- b. *Facilitator(s):* Sandra Fadeley, Workforce Development Specialist, TWC
- c. *Time:* 2nd & 4th Wednesdays, 8:00 a.m. to 12:00 p.m.
- d. *Location:* 202 W. Pioneer Parkway, Grand Prairie, 75051
- e. *Contact:* (972) 264-5881; fax: (972) 264-1765; website: www.twc.state.tx.us
- f. *Cost:* Free
- g. *Points of Interest:* Career Resource Center provides computers with Internet access, copy machines, phones with a Metro line and use of a fax machine. A copy of **Internet Job Search: National and Specialty Web Sites** is available on-line at www.cvworkforce.org/ijs.htm. Julie Hollister operates this Career Resource Center and developed this resource for job seekers. She also produces Internet Job Search, Volume 2: State & Regional Web Sites, which also on-line at the same website. All services are free.

4. TWC (Allen - has relocatted to Plano effective April 2004)

- a. *Structure:* The center publishes a monthly calendar of job search workshops with topics including resume writing, interviewing, job search techniques, stress management, negotiating tactics, cover and thank-you letters, and more....
- b. *Facilitator(s):* Sybrina McCaster, Career Development Facilitator
- c. *Time:* varies
- d. *Location:* 820 Jupiter Road, Suite 100, Plano, Texas 75074-7464
- e. *Contact:* (469) 229-0099; Fax: 469-229-0088; website: www.twc.state.tx.us, AND www.dfwjobs.com.
- f. *Cost:* Free
- g. *Points of Interest:* Call, email or come by to pick up a calendar. The center has a resource room with computers, Internet, fax, copy machines and phones available. Residents of any county are welcome to attend.

5. TWC (Denton)

- a. *Structure:* The center publishes a monthly calendar of job search workshops with topics including resume writing, interviewing, job search techniques, stress management, negotiating tactics, cover and thank-you letters, and more.....
- b. *Facilitator:* Debbie Brown - Career Development Facilitator
- c. *Time:* varies
- d. *Location:* 1300 Teasley Lane, Denton, Texas 76205
- e. *Contact:* (940) 382-6712; fax: (940) 382-5652; metro: (972) 434-3870; web site: www.twc.state.tx.us, AND www.dfwjobs.com
- f. *Cost:* Free
- g. *Points of Interest:* Call, email or come by to pick up a calendar. The center has a resource room with computers, internet, fax, copy machines and phone available. Residents of any county are welcome to attend.

Job Seekers' Recurring Seminars & Support Groups



Note: There are Texas Workforce Centers across the Metroplex. Not all services are available in all locations.

Other centers include:

- | | | | |
|----------------------------------|----------------|-------------------|----------------|
| ♦ Arlington: | (817) 265-8431 | ♦ Kessler Hills: | (214) 333-0667 |
| ♦ Bedford / Mid-Cities: | (903) 583-9543 | ♦ King Center: | (214) 421-2460 |
| ♦ Bill J. Priest Institute: | (214) 428-8391 | ♦ McKinney: | (972) 542-3381 |
| ♦ Cleburne: | (817) 641-7821 | ♦ Mesquite: | (972) 329-1948 |
| ♦ Corsicana: | (903) 874-8276 | ♦ Mineral Wells: | (817) 325-2595 |
| ♦ Crest: | (214) 376-2796 | ♦ Oak Cliff: | (214) 372-1471 |
| ♦ Denton: | (940) 382-6712 | ♦ Redbird: | (972) 709-5377 |
| ♦ Ft. Worth: | (817) 335-8527 | ♦ Richland Annex: | (972) 669-0901 |
| ♦ Ft. Worth Career Asst. Center: | (817) 871-5500 | ♦ Waxahachie: | (972) 937-8114 |
| ♦ Greenville: | (903) 455-3282 | ♦ West Labor: | (214) 330-5183 |
| ♦ Irving: | (972) 258-0114 | | |

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