

## Transition Assistance Employment Workshop Agenda

### **DAY 1— Intro to TAP**

8:00 Administrative Information

8:30 Department of Labor (DOL) Introductions/Expectations

Stress Management

Personal Appraisal

Career Exploration

### **11:30 – 1:00 LUNCH**

Strategies for an Effective Job Search

Analyzing Want Ads

Financial Needs

### **DAY 2— Continuation of TAP**

8:00 Administrative Announcements

8:30 Resume Writing/Cover Letters

### **11:30 - 1:00 LUNCH**

Interviewing Techniques/Mock Interviews

### **DAY 3— Continuation of TAP**

8:00 Administrative Announcements

8:30 What Went Wrong/Reviewing Job Offers

Salary Negotiations

Support and Assistance

Job Search Summary

DOL TAP Evaluations

### **11:30 - 1:00 LUNCH**

Veterans Affairs (VA) Brief

Updated 6 Sept 07