

Employment & Career Services Committee (ECS)

2005 ACTION PLAN

Updated 4 March 2005

The following 2005 Action Plan was developed over a 1.5 day Committee meeting in a brainstorming and priority setting format:

1. **Webinars:** A series of webinars (utilizing the IEEE Placeware System) will be conducted throughout 2005. We will limit webinars to 25 people and not charge money for the first couple of webinars. Invitations to attend will be posted on the ECS Virtual Community

Gap Analysis: The first webinar will be held **28 February at 12:30 p.m. ET.** The topic will be a discussion of the Gap Analysis led by Peggy Hutcheson. Attendees will be committee members only for this first one.
COMPLETED

Interviewing Skills Gary Johnson & Ken Doniger will lead the second Webinar at the end of **April** (exact date TBD).

Resume Writing: Ken Doniger, Don Hill, and Don Herres will conduct the third webinar at the end of **June** (exact date TBD).

Career Transitions: Don Herres will conduct the fourth webinar at the end of **September** (exact date TBD—have to ask Don Herres first).

Starting Out as Consultants – Gary Blank/Bob Gauger (Fifth webinar to be held at the end of **November**. (exact date TBD and invitation to Gary and Bob will be issued).

Networking –Topic for future webinar. Potential speaker(s) Jean Eason, others??

2. **ECS List of Products & Speakers**

Inventory: Scott will provide Jean Eason and Committee with inventory of products and services during the **Second week of March.**

Speakers List: Gary Johnson will develop an employment and career development speakers list by the **Fall Meeting 1 October 2005**

3. **Engineers Guide:** Jean will submit final manuscript by **June 30th**
4. **GAP Analysis:** A decision as to whether to proceed or not will be made on **28 February** during the webinar.
5. **Members Career Issues (Survey)**
Chuck Elliott agreed to work with Peggy Hutcheson (to be confirmed) to

- develop a survey by **April 30th**. Survey will be conducted and data gathered by **Fall meeting – 1 October 2005**
6. **ECS MPAC Kit:** Tarek Lahdhiri will compile leadership development, project management and other career development MPAC kit by **May 30th**
 7. **Regional Web Page Kit:** Introduction of Regional Employment & Career Website Roll Out by Section Congress—Tarek and Jean will handle at Sections Congress **14 October 2005**.
 8. **Spherion II:** As part of survey -- will ask about what other services are needed. **Six months after launch** Get passwords for committee to monitor service—**At time of launch**
 9. **PDH Opportunities:** Joe DeVita will explore and offer report at next meeting about how to promote and assist local sections/chapters in participating in a program to offer PDHs to their local members. **1 October 2005**
 10. Production of articles and resources: Scott will send Chuck past Careers Conference Proceedings for him to select articles that may still be applicable for our members. Chuck will review a select list to reprint. Gary Johnson will assist -- Chuck will report back to the committee by **May 30th** either by email or teleconference to be scheduled.
 11. Review Professional Guidelines: Peggy, Chuck and Nigel will review the Professional Guidelines and make a recommendation to the committee as to whether they need updating. **August 30th [Yet to be confirmed with Peggy and Nigel]**
 12. The Committee will participate in locating professional articles that can be linked to or used for our CareerNavigator webpage. Joe DeVita will contact his friend who is a writer regarding career issues. He will also explore www.6figures.com website for potential articles. The Committee set the goal of getting at least one new article on the web every month original not TE nor Institute. **First of each Month**
 13. Worklife Balance - Peggy will finish the article on worklife balance and it will be posted to the web. **March 30th**
 14. eMentoring (coordinating with RAB) **On going** – Scott and Jean will monitor.
 15. Monitor JLS-Jean Eason & Joe Kalasky (yet to be confirmed) **On going**
 16. Monitor VC-Ken Doniger & David Macchiarolo (yet to be confirmed) **On going**
 17. Monitoring Spherion- Joe DeVita & Gary Johnson **On going**