

2008 Project Plan & Action Items Employment and Career Services

(February 10, 2008)

Updated October 15, 2008

PROJECT	DUE DATE	CHAMPION	UPDATE/ACTION NOTES
Marketing Strategy to Reach the Member & ECS Products Presentations at Technical meetings/Present Products Services to Regions	TBD	Tarek Lahdhiri (Lead), Diane Collier, Larry Hamerman	Will provide committee with action plan by time of next Telecon (TBD)
Prepare upper level students for globalization make educators aware of needs of new grads Premium services for grads and 5 years		Wole Akpose (Lead) will deal with premium services	Will provide committee with action plan by time of next Telecon (TBD)
Future skills symposium		Peggy Hutcheson (Lead) with Margaret Lyon	Will provide committee with action plan by time of next Telecon (TBD) Will hold telecom with Mauro Togneri and Tom Fagan prior to next telecon Holding first symposium at Texas A&M on September 23, 2008
Develop, present, and upgrade webinars support webinar content with podcasts alternative means. Intent is to conduct 5		Carl Hussey, Joe DeVita, Rachel Andre, and Margaret Lyon -- Joe and Rachel will work on the business model and delivery mechanism. Wole	Will provide committee with action plan by time of next Telecon (TBD) Have held 8 webinars starting Jan 2008 – Sep 2008 (more are scheduled before yearend)

webinars a year.		Akpose can be consulted.	
eBook development (assoc w/webinars)		Jean Eason (Lead)	Published Innovation and Art of Negotiation eBooks.
Globalization toolkit aimed at all members, students	Mock up by March 26 th IEEE Career Services Committee Meeting. Final Beta Site completed by April 25, 2008 for IEEE-USA Annual Meeting.	Wole Akpose (Lead), Diane Collier, Tarek Lahdhiri, John Twitchell, and Rachel Andre	Work underway. Website Template developed. Content is continuing to be developed
Mentoring products on how to develop a mentoring relationship		Peggy Hutcheson (Lead)	Will provide committee with action plan by time of next Telecon (TBD)
Launch and upgrade Career Check up	February 19 th for Letter to members developed and reviewed by Scott Grayson March 19 th Letter Disseminated to members by ECS Coordinators	Chuck Elliott (Lead) All six Region ECS Coordinators. Tarek will provide Chuck with more resources to add to Website.	Completed

ACTION: Scott will send the committee products and services PowerPoint Slides- Done

ACTION: Scott will speak with Chris Currie, Manager New Products and Marketing and John Yaglenski and determine how we can change the front page user interface of CareerNavigator in order to be able to announce events. COMPLETED

ACTION: Helen Hall will send an invitation to all committee members to join the community if they haven't done so already. COMPLETED

ACTION: Rachel Andre will create an IEEE-USA Group on Facebook and invite committee members to join. **COMPLETED**

ACTION: Wole Akpose will create an IEEE-USA Group on LinkedIn and invite committee members to join.

ACTION: Scott will send the committee an email with instructions for registering for 2nd Life. Committee members will register and use 2nd life by the time of our next Telecon. **In process [Scott will report]**

ACTION: All committee members will review the existing webinars prior to our next telecon.

ACTION: Helen Hall will find out if there is a way to gather data regarding numbers of visits to the archived webinars. **In Process: Scott talked to John Yaglenski and Greg Hill to determine the best way to do this. [DONE]**

ACTION: Rachel Andre has agreed to find out from the GOLD Committee how many people, what topics and what technology they used for their webinars. Rachel will report back to the committee at its next telecom. **??**

ACTION: Committee members will provide Margaret Lyon with career paths case studies or provide names of others who may be helpful. **??**

ACTION: Scott Grayson will set up a telecon among Margaret Lyon, Mauro Togneri, Tom Fagan, Chair of the New Emerging Technologies Committee to discuss next steps for the Engineering Skills Symposium. **Completed**

ACTION: Chuck Elliott will develop Check Up Announcement and send to Scott for review. **Completed**

ACTION: Scott will review and send to the six Regional ECS Coordinators. **Completed**

ACTION: The Six Regional ECS Coordinators will send to their Region emailing list to include section and PACE Chairs **??**

ACTION: Committee members will continue to send to Chuck and Scott suggestions for enhancing the site. This will include useful resources and links to career enhancement related material. **Ongoing**

ACTION: Wole Akpose will be the lead on the Global Toolkit project with Diane Collier, Tarek Lahdhiri, John Twitchell and Rachel Andre. The project is to be completed by 25 April 2008 (Annual Meeting)

ACTION: The Unemployment Survey Report will be conducted in August 2008. Underway delivery date October 2008

ACTION: Joe DeVita will contact Paul Kostek to discuss potentially updating the Guidelines to Professional Employment eBook with information concerning contract workers. Diane Collier agreed to assist on this project. It was determined that there was no need to update.

ACTION: Tarek Lahdhiri will work with Rachel Andre, Chris Currie, and Helen Hall to create a booth at the Annual Meeting to highlight IEEE-USA Employment and Career Products and Services. Completed

ACTION: Peggy Hutcheson and Scott Grayson will revise the charter to reflect the changes in the committee. They will send the draft revisions to the committee one week prior to the upcoming telecon for discussion. To be submitted to committee for review at next face to face meeting October 2008.