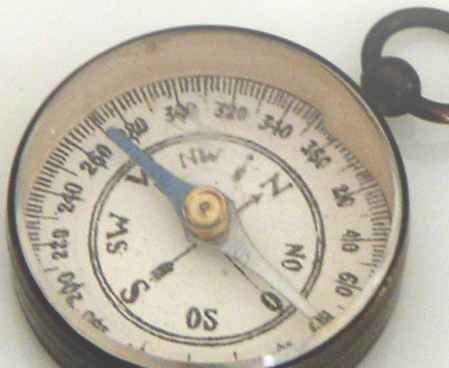


Mission Statement

VPAC proudly serves veterans as a trusted resource for transition assistance. Our mission is to ensure veterans are given the skills and know-how to transition to the civilian sector and be successful in the process. We are focused on achieving this through mentoring and professional development. We also aim to maximize veteran employment opportunities and protect their employment rights. We know how difficult the transition can be and have unparalleled passion for ensuring their success in the process.



CardinalHealth

<http://www.cardinalhealth.com/us/en/Careers/Veterans>

Contact Information

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VETERAN'S PROFESSIONAL
ADVANCEMENT COURSE

Veterans helping veterans
transition to the business world.

Because we get it.

Course Overview

VPAC was prepared by veterans for veterans.

The course is comprised of two classroom sessions and two mentor sessions. Each classroom session is four hours long and consists of instructor led training in key development areas. These areas were selected based on our transition and business experience. The mentor sessions consist of

one-on-one and group activities. They're

designed to give recently separated veterans an opportunity to receive advice, guidance, and support from veterans who have already been successful in the transition process.

"I have not yet begun to fight."

-Captain
John Paul
Jones



Day 1

Introduction "You CAN walk in the grass!"

- Course overview
- Meet the mentors

Introduction to the Civilian Workplace

- Communicating with co-workers
 - Vital to success
 - How to communicate effectively
- Corporate hierarchy vs. military rank structure
- Civilian business attire
 - Dressing for the environment
 - Business essentials
- Cardinal Health's organization structure

Job Identification

- The process
- Hiring cycle time
- Sources

Networking

- Fundamentals
- Politics
- Social network etiquette

Resume Preparation

Cover Letter Preparation

Interview Preparation

Day 2

Introduction to the Civilian Workplace

- Civilian employment types
 - Exempt vs. non-exempt
 - Shift differential
 - Contracting
- Diversity Training
 - Cultural differences
 - Sexual harassment
 - Discretion

Financial Planning

- Budget management
- GI Bill
- Other benefits & discounts

Housing

- Rent vs. buy
- Costs and planning
- Location
- Commuting

Resume Review

Cover Letter Review

Interview Preparation

Mentor Session 1

Resume Draft

Cover Letter Draft

Activity

Mentor Session 2

Resume Final Draft

Cover Letter Final Draft

Mock Interview

Activity