

# ARMY CAREER and ALUMNI PROGRAM

## Transition Assistance Workshop

### Fort McCoy, Wisconsin

<b>TUESDAY</b>	<b>0800</b>	<b>Pre-Separation Briefing</b> (DD Form 2648) Mandatory for Departing Military Personnel
	<b>1000</b>	<b>Troops to Teachers / Benefits</b>
	<b>1045</b>	<b>Personal Appraisal</b> Deal With Stress Create a Career Catalog Identify Strengths and Challenges Analyze Your Skills Determine Your Work Preferences Analyze Work-Related Values
	<b>1630</b>	<b>Career Exploration</b> Career Research Assess Financial Needs
<b>WEDNESDAY</b>	<b>0800</b>	<b>Strategies For an Effective Job Search</b> Set Goals Get Organized Create an Effective Resume Write Cover Letters Research Companies Job Search Assistance Internet Job Search Analyze Want Ads Complete Application Forms
	<b>1630</b>	Opportunities For Federal Civil Service Employment
<b>THURSDAY</b>	<b>0800</b>	<b>Interviews</b> Understand the Interview Process Take Employment Tests Present Your 30-Second Commercial Prepare for Interviews Dress for Success Sharpen Listening Skills Interpret Body Language Answer Questions Ask Questions During Interviews
	<b>1630</b>	Follow Up After Interviews (Course Critique)