

DAY 1: Separation – T.A.P. WORKSHOP (Subject to Change)

Welcome/Introduction/MBTI	Handouts	TAMP Staff
IDES Local Veterans Employment Representative	(847) 543-7480	Judy Leonard
Vet Center (847-332-1019 / 815-395-1276)	Handouts	www.vetcenter.va.gov/index.asp Paul Kubiak
IL Dep't of Veterans' Affairs (847-689-4153)	Handouts	Jake Zimmerman
Navy Processing 688-5550 X552	Handouts	Frances Stevenson
Personal Property - (847) 688-5371		Website: www.move.mil
Reserve Orientation Briefing	NC1 David Acevedo, NRD Chicago, (847) 688-3773 (david.acevedo1@navy.mil) LTJG Steve Graff - 847-688-7100 EXT 135	

Lunch Video, "Writing Effective Resumes"

Medical Out-Processing/Final Physical (847)688-2469 ext. 89177	Fisher Medical Clinic Physicals Dept
Goodwill Industries (847-343-3142) jvb@goodwillsew.com	John Van Benventhsen
Resume Writing 101	Manual & Handouts TAMP Staff
Myers-Briggs Type Indicator Interpretation	Handouts TAMP Staff

DAY 2: 08:00 – 16:00

Navy College 847-688-4681	Tim Butterfield
Personal Financial Management 847-688-3603 ext. 208	Bill Braun
Tri-Care 1-877-TRICARE www.tricare.mil/deers	Luann Doty (847)377-1038 /Jean Swiderski (847)377-1046
Federal Employment Q & A	TAMP Staff/ Guest Speakers
Troops to Teachers 312-814-1831 (Emily.siefken@illinois.gov)	Emily Siefken
Veteran Service Officers, DAV (224) 610-1460, VA BLDG 135 Rm 140 (chall2@davmail.org)	Crystal Hall
"Filing your VA claim" AMVETS 847-688-1900 ext 84138	Harold Dukala

Lunch Video, "Job Search Techniques"

Federal Educational Benefits & Entitlements 217-782-7838	IL DVA State Approving Agency
OEF/OIF Briefing	Mike Konkoly (224-610-4708) Emily Thorn (224-610-4711)
Veterans Benefits	(224-610-1438) Patrick Reardon

An information resource for writing your resume is the DD Form 2586, Verification of Military Experience & Training (VMET)
You will need your CAC or DFAS pin # to log in.
Go to: <https://www.dmdc.osd.mil/appj/vmet/> and print a copy

Class Point of Contact numbers: FFSC front desk (847)688-3603 ex 100;
Donn Merritt (847)688-3603 ex 138 / donn.merritt@navy.mil
Gerard Metoyer (847)688-3603 ex 127 / gerard.metoyer@navy.mil

TAP Agenda

(Class starts at 0800 and finishes at 1600 each day)

Facilitator: Pamela Coleman

Instructor Manual		Participant Manual		
Lesson Plan	Page #	Manual Section	Page #	Suggested Time Allowance
Day 3 - AM				
WORKSHOP INTRODUCTION		Introduction/DOL Standards and Expectations/Transition Quiz		¾ hours
1. PERSONAL APPRAISAL		1.1 Deal With Stress		¼ hours
		1.2 Create A Career Catalog		2 hours
		1.3 Identify Strengths and Challenges		
		1.4 Analyze Your Skills		
		1.5 Determine Your Work Preferences		
	1.6 Analyze Work-Related Values			
2. CAREER EXPLORATION		2.1 Career Research		½
		2.2 Assess Financial Needs		½
Day 3 - PM				
3. STRATEGIES FOR AN EFFECTIVE JOB SEARCH		3.1 Set Goals		3 hours
		3.2 Get Organized		
		3.3 Approach the Job Search Process		
		3.4 Research Companies		
		3.5 Job Search Assistance		
		3.6 Job Search Online		
		3.7 Analyze Want Ads		
		3.8 Complete Application Forms		
		3.9 Opportunities for Federal Civil Service Employment		
Day 4 - AM				
3. STRATEGIES FOR AN EFFECTIVE JOB SEARCH (continued)		3.10 Create an Effective Resume		4 hours
Day 4 - PM				
3. STRATEGIES FOR AN EFFECTIVE JOB SEARCH (continued)		3.11 Write Cover Letter		¾ hours
		4.1 Understand The Interview Process		2 ¼ hours
		4.2 Take Employment Test		
		4.3 Present Your 30-Second Commercial		
Day 5 - AM				
4. INTERVIEWS		4.4 Prepare for Interviews		3 hours
		4.5 Dress for Success		
		4.6 Sharpen Your Listening Skills		
		4.7 Interpret Body Language		
		4.8 Answer Questions (Mock Interviews)		
Guest Speakers		Employer Resource Q&A Panel		1 hour
Day 5 - PM				
4. INTERVIEWS (continued)		4.8 Answer Questions (Mock Interviews cont.)		3 hours
		4.9 Ask Questions During Interviews		
		4.10 Follow Up After Interviews		
		4.11 Analyze Why You Did Not Get a Job		
5. REVIEWING JOB OFFERS		5.1 Evaluate Job Offers		45 minutes
		5.2 Negotiate Job Offers		
		5.3 Communicate Your Decision To The Employer		
6. SUPPORT AND ASSISTANCE		Support & Assistance/ Student Critiques / Awarding of Certificates		15 minutes
7. CLOSE WORKSHOP				