

**Retirement - T.A.P. WORKSHOP (Subject to Change)****DAY 1: 0800 – 1600**

	<b><u>Resource</u></b>	<b><u>Instructor(s)</u></b>
IDES Local Veterans Employment Representative	(847) 543-7480	Judy Leonard
Welcome/Admin/Myers-Briggs	Handouts	TAMP Staff
Vet Center (847-332-1019/815-395-1276)	<a href="http://www.vetcenter.va.gov/index.asp">http://www.vetcenter.va.gov/index.asp</a>	Paul Kubiak
IL Dep't of Veteran Affairs 847-689-4153	Handouts	Jake Zimmerman
Navy Processing 688-5550 X552	Handouts	Francis Stevenson
Personal Property - (847) 688-5371		Website: <a href="http://www.move.mil">www.move.mil</a>
Tri-Care 1-877-TRICARE	<a href="http://www.tricare.mil/deers">www.tricare.mil/deers</a>	Luann Doty (847)377-1038 /Jean Swiderski (847)377-1046
Delta Dental Plan 1-888-838-8737	Handouts	Lynn Jamroz
Emotional Impact of Retirement	Handout	TAMP Staff

**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)	<a href="mailto:jvb@goodwillsew.com">jvb@goodwillsew.com</a>	John Van Benventhysen
Survivor Benefit Plan (SBP), NMAA 1-800-628-6011	Handouts	Katie Leiva
Resume Writing 101	Handouts	TAMP Staff

**DAY 2: 0800 – 1600**

Navy College Office 847-688-4681	Handouts	Tim Butterfield
Personal Financial Management 688-3603 X208	Handouts	Bill Braun
Myers-Briggs Interpretation	Handouts	TAMP Staff
Troops to Teachers 312-814-1831(Emily.siefken@illinois.gov)		Emily Siefken
Veteran Service Officers, DAV (224) 610-1460, VA BLDG 135 Rm 140 ( <a href="mailto:chall2@davmail.org">chall2@davmail.org</a> )		Crystal Hall
"Filing your VA claim" AMVETS 847-688-1900 ext 84138		Harold Dukala

**Lunch Video, "Conducting an Effective Job Search"**

Federal Educational Benefits & Entitlements (312) 814-7258 IL DVA State Approving Agency		Frank Delatorre
OEF/OIF Briefing	Mike Konkoly (224-610-4708)	Emily Thorn (224-610-4711)
Veterans Benefits (224-610-1438)	<a href="http://www.va.gov">www.va.gov</a>	Handouts 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](mailto:donn.merritt@navy.mil)

Gerard Metoyer (847)688-3603 ex 127 / [gerard.metoyer@navy.mil](mailto: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
<b>Day 3 - AM</b>				
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
<b>Day 3 – PM *****</b>				
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			
<b>Day 4 - AM</b>				
3. STRATEGIES FOR AN EFFECTIVE JOB SEARCH (continued)		3.10 Create an Effective Resume		4 hours
<b>Day 4 – PM *****</b>				
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		
<b>Day 5 - AM</b>				
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)			
<b>Guest Speakers</b>		<b>Employer Resource Q&amp;A Panel</b>		<b>1 hour</b>
<b>Day 5 – PM *****</b>				
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				