Training and Professional Development

Title: *More than a Suit – Professionalism in the Workplace*
Description: Professionalism is not an easy skill to develop, since it is not just one skill, but the blend and integration of a variety of skills. It tends to take years of experience to perfect and starting now is key! Through interactive and engaging activities, students will discuss the different concepts and ethics to professionalism.

Title: *Communication Freeways in the Workplace*
Communicating with others throughout our days is very similar to driving on the freeway. You may get stuck in traffic or hit a road block and some days the freeway may feel seamless. Through this hands-on session, students will understand the importance of two-way communication and recognize that people may need to receive information in different ways in order to be successful or meet the same end goal. We will also engage in an activity that can help you identify statements that can prevent meaningful discussions from occurring.

Title: *What Would You Do?*
Description: Everyone experiences problems and some of our problems are big and complicated, while others may be easily solved. Employers want employees who can work through problems on their own or as an effective member of a team. This session will focus on some of the steps necessary to make ethical decisions in the workplace and practice problem solving by discussing with peers different solutions to scenarios that may typically occur in the workplace.

Title: *Go Team Go!*
Description: Teamwork and having a positive attitude are critical components of workplace success. Employers look for individuals who know how to work well with others to accomplish goals. Having a positive attitude helps motivate the team in completing assigned tasks in a timely manner. Through interactive and engaging activities, we will discuss the importance of teamwork and positive attitude.

Title: *The Work-Life Balancing Act*
Description: Time management is important in creating a work-life balance. Finding that balance and making it a priority in your life is the key to a successful career. Through this hands-on session, students will identify how their time is currently being used or managed, and explore strategies to better manage their time.

Title: *Build up Your Circle of Life*
Description: Networking is the most effective job search technique. 80% of students job search time should be spent networking. This session will focus on some steps and strategies that can help in building your “circle of life”, in hopes of improving your job search skills and obtaining that dream job.

Title: *SMILE!*
Description: Customer service skills are crucial for any organization that deals with customers or clients. And we all know that every organization, large or small, deal with their own customers. For example, in higher education our customers are the students we serve. The way you interact with a customer or client can help motivate you in your career by helping your organization reach its goals. This session will provide you with some tips and the opportunity to learn more about customer service.

Title: *Be the architect of your career!*
Description: This session will provide you with tips and strategies to make better decisions that will lead you to successful career and employment outcomes.