



CAREER WORKSHOP TRAINING SCHEDULE

SEPTEMBER 2020				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	1 12pm-1pm Topic: LinkedIn Host: Monica Roberts	2 12pm-1pm Topic: Personal Branding Host: Joe Benavides	3	4
7 HOLIDAY	8 11am-12pm Topic: Interviewing Host: Sara Sabourin	9 12pm-1pm Topic: Cleaning Up Your Online Presence Host: Monica Roberts	10	11 12pm-1pm Topic: Resume Host: Joe Benavides
14 2:00pm – 3:00pm Topic: Interview Preparation Host: Lolita Johns	15	16	17 12pm-1pm Topic: Professional Etiquette Host: Monica Roberts	18 12pm-1pm Topic: LinkedIn Host: Joe Benavides
21 2:00pm – 3:00pm Topic: Five A's of Success Host: Lolita Johns	22 11am-12pm Topic: Personal Branding Host: Sara Sabourin	23	24 12pm-1pm Topic: Researching Employers Host: Monica Roberts	25
28 2:00pm – 3:00pm Topic: Essential Technology Skills Host: Lolita Johns	29 11am-12pm Topic: Professional Etiquette Host: Sara Sabourin	30 12pm-1pm Topic: Cleaning Up Your Online Presence Host: Joe Benavides	New Topics: <ul style="list-style-type: none"> ▪ Five A's of Success ▪ Essential Technology Skills 	



September 2020

Workshop Schedule & Presenters
September 2020 Workshops:

New Topics this Month!

Five A's of Success

September 21: <https://web.spcollege.edu/survey/30943>

Time: 2:00 p.m.-3:00 p.m.

Description: Success may look different for different people; however, we can agree successful people share many of the same characteristics. Learn how to integrate these five A's of success into your professional persona for desired results. Attitude | Adaptability | Appearance | Accountability | Attendance.

Essential Technology Skills

September 28: <https://web.spcollege.edu/survey/30944>

Time: 2:00 p.m.-3:00 p.m.

Description: In 2020, there are many essential skills in technology employers are seeking regardless of the industry or career you choose. We will cover the technology basics every candidate should be familiar with to remain competitive in the job market.

LinkedIn

September 1: <https://web.spcollege.edu/survey/30931>

September 18: <https://web.spcollege.edu/survey/30932>

Time: 12:00 p.m.-1:00 p.m.

Description: LinkedIn is a popular professional online resource with over 500 million users. It provides information on companies, employees and job opportunities. It is the "go-to" site for recruiters and hiring manager.

Learning Objectives: Individuals will understand the importance of having a LinkedIn profile and the benefits of using it. Individuals will review the essentials components a professional profile. They will learn how to join groups, research companies and search for jobs.

Personal Branding

September 2: <https://web.spcollege.edu/survey/30934>

Time: 12:00 p.m.-1:00 p.m.

September 22: <https://web.spcollege.edu/survey/30935>

Time: 11:00 a.m.-12:00 p.m.

Description: Individuals will learn the concept of personal branding, gain insight on their brand, and learn how to leverage their brand in their job search.

Learning Objectives: Individuals will be able to articulate the concept and benefits of personal branding. Students will begin to discover their own brand and apply it to the world of work.

Interview Preparation

September 8: <https://web.spcollege.edu/survey/30942>

Time: 11:00 a.m.-12:00 p.m.

September 14: <https://web.spcollege.edu/survey/30941>

Time: 2:00 p.m.-3:00 p.m.

Description: Individuals will learn how to prepare for online, phone, and in-person interviewing using the STAR method.

Learning Objectives: Individuals will demonstrate the STAR method of behavioral interviewing: Situation, Task, Action, and Result. Individuals will demonstrate proficiency using web-based conferencing software. Individuals will know the importance of preparing, presenting and practicing for phone, and in-person interviews.

Cleaning Up Your Online Presence

September 9: <https://web.spcollege.edu/survey/30936>

September 30: <https://web.spcollege.edu/survey/30936>

Time: 12:00 p.m.-1:00 p.m.

Description: Making sure you have a clean online presence is essential during your informational interviews, job shadowing and internship search.

Learning Objectives: Individuals will learn about the power of social media and how to clean up or overcome blemishes that may exist.

Resume Writing Workshop

September 11: <https://web.spcollege.edu/survey/30933>

Time: 12:00 p.m.-1:00 p.m.

Description: Individuals will learn how to modify their current resume to make it more effective.

Learning Objectives: Individuals will critique and modify their existing resume to create a dynamic document that reflects their education, qualifications, skills and experience.

Professional Etiquette: How to Make a First Impression

September 17: <https://web.spcollege.edu/survey/30938>

Time: 12:00 p.m.-1:00 p.m.

September 29: <https://web.spcollege.edu/survey/30939>

Time: 11:00 a.m.-12:00 p.m.

Description: Individuals will learn how to make a good first impression when applying for a job, meeting an employer, and/or attending a job fair.

Learning Objectives: Individuals will be able to professionally meet and greet an employer, understand the importance of body language, appropriate attire, and know where to obtain interview attire.

Tips on Researching Employers

September 24: <https://web.spcollege.edu/survey/30940>

Time: 12:00 p.m.-1:00 p.m.

Description: Individuals will learn tips on job research. Individuals will identify various resources to assist in searching for jobs or internships.

Presenters



Name: Monica Roberts, MS Ed., NCCC, 5GCF. GCDFI

Job Title: Career Outreach Specialist and Generational Career Counselor and Coach.

Monica Roberts is a national certified career counselor, coach, and digital media specialist who specializes in digital storytelling.

Qualifications and Licenses: Monica is an authentic warrior who mindfully inspires, and empowers others as they navigate their career paths. She has 23 years of experience in academic advising, career development, sports counseling, diversity education, and leadership development. She holds a Master's degree in Counselor Education from Syracuse University and a Bachelor's in Graphic Arts from Texas A&M University, Commerce (TAMU), and Associate of Arts, from Hilbert College.



Name: Joe Benavides

Job Title: Career Outreach Specialist

Qualifications and Licenses: Joe Benavides holds a Bachelor of Arts degree in English from the University of Florida and a Master of Science in Project Management from Embry-Riddle Aeronautical University. He is also 5G Essential Power Skills certified. The 5G workshops include, but are not limited to, the top 25 interpersonal skills that industry is citing as a critical need in the workforce today. Joe is a Career Outreach Specialist who emphasizes heavily on collaborative efforts with internal and external stakeholders relative to Career & Technical Education (CTE).



Name: Lolita Johns

Job Title: Career Outreach Specialist

Qualifications: Lolita Johns has over fifteen years' experience in Adult Education with a specialization in Career Services. She is passionate about mentoring individuals regarding their career and overall professional success. She currently works at as a Career Specialist. This role involves facilitating weekly career focused workshops, developing career content, organizing large scale job fairs, and directly assisting students with resume writing, interview preparation, LinkedIn creation, and the workings of SPC's various career tools.



Name: Sara Sabourin

Job Title: Career Outreach Specialist

Qualifications: Sara Sabourin earned a Master of Arts in Early Childhood Education from Eastern Michigan University. After teaching in public and private schools for 12 years, she left the traditional teaching role and engaged in a self-designed learning adventure leading her to countries in Africa and Central and South America. She worked in retail management, most recently as the Retail Sales Manager at the Dali Museum, and now serves students again in her role as Career Outreach Specialist. Sara focuses on helping develop career readiness skills as they enter or shift roles in the workforce.