



CAREER WORKSHOP TRAINING SCHEDULE

AUGUST 2020				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7 12:00pm – 1:00pm Topic: Resume Host: Joe Benavides
10 12:00pm – 1:00pm Topic: Professional Etiquette: How to Make a First Impression Host: Sara Sabourin	11	12 2:00pm – 3:00pm Topic: Cleaning Up Your Online Presence Host: Lolita Johns	13	14 12:00pm – 1:00pm Topic: Interview Preparation Host: Joe Benavides
17 2:00pm – 3:00pm Topic: LinkedIn Host: Lolita Johns	18	19 2:00pm – 3:00pm Topic: Elevator Pitch Host: Lolita Johns	20	21 12:00pm – 1:00pm Topic: Branding the Professional You Host: Joe Benavides
24 2:00pm – 3:00pm Topic: Applications 101 Host: Lolita Johns	25 12:00pm – 1:00pm Topic: Resume Host: Sara Sabourin	26	27	28 12:00pm – 1:00pm Topic: LinkedIn Host: Joe Benavides
31 2:00pm – 3:00pm Topic: How to Get Hired: Tips on Researching Employers Host: Lolita Johns	*** Newly Added Workshops: Application 101 and Elevator Pitch.			



August 2020 Workshop Schedule & Presenters

August 2020 Workshop/s:

Resume 101

August 7: <https://web.spcollege.edu/survey/30764>

August 25: <https://web.spcollege.edu/survey/30773>

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

Description: Students 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

August 10 : <https://web.spcollege.edu/survey/30765>

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

Cleaning Up Your Online Presence

August 12: <https://web.spcollege.edu/survey/30766>

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

Interview Preparation

August 14: <https://web.spcollege.edu/survey/30767>

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

LinkedIn

August 17: <https://web.spcollege.edu/survey/30768>

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

August 28: <https://web.spcollege.edu/survey/30774>

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. You will learn how to join groups, research companies and search for jobs.

Elevator PITCH

August 19: <https://web.spcollege.edu/survey/30770>

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

Description: An elevator pitch is a brief, prepared statement that defines you as individual in as little as 15 seconds, the length of time of a typical elevator ride. Typically, an elevator pitch begins with an introduction, quickly moves on to a short summary of the who you are. Learn the techniques of building your PITCH.

Branding the Professional YOU

August 21: <https://web.spcollege.edu/survey/30771>

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

Application 101

August 24: <https://web.spcollege.edu/survey/30772>

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

Description: Many employers will look for applicants with a professional online presence, including information about their education and current and past employment that supports statements made in their resume. This workshop will provide you with the application process and how to be more effective in your approach.

How to Get Hired: Tips on Researching Employers

August 31: (<https://web.spcollege.edu/survey/30775>)

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