CAREER WORKSHOP TRAINING SCHEDULE

NOVEMBER 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	**3** 11:00am – 12:00pm Topic: Resume Host: Sara Sabourin	**4** 11:00am-12:00pm Topic: Interview Prep Host: Monica Roberts	**5**	**6** 12:00pm-1:00pm Topic: LinkedIn Host: Joe Benavides
9 2:00pm – 3:00pm Topic: Essential Technology Skills Host: Lolita Johns	**10** 12:00pm-1:00pm Topic: Resume Host: Joe Benavides	**11** **Veterans' Day** 12:00pm-1:00pm Topic: Networking and Making Connections Host: Monica Roberts	**12**	**13** 11:00am – 12:00pm Topic: Professional Etiquette Host: Sara Sabourin
16 2:00pm – 3:00pm Topic: LinkedIn Host: Lolita Johns	**17** 2:00 – 3:00pm Topic: Elevator Pitch Host: Sara Sabourin	**18** 11:00am-12:00pm Topic: Resume Host: Monica Roberts	**19**	**20** 12:00pm-1:00pm Topic: Essential Technology Skills Host: Joe Benavides
23	**24**	**25**	**26** **Thanksgiving**	**27**
30 2:00pm – 3:00pm Topic: 5 A's of Success Host: Lolita Johns				

November 2020

Workshop Schedule
November 2020 Workshops:

November 3: https://web.spcollege.edu/survey/31206
Time: 11:00 a.m.-12:00 p.m.

November 10: https://web.spcollege.edu/survey/31207
Time: 12:00 p.m.-1:00 p.m.

November 18: https://web.spcollege.edu/survey/31208
Time: 11:00 a.m.-12:00 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.

November 4: https://web.spcollege.edu/survey/31209
Time: 11:00 a.m.-12:00 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.

LinkedIn
November 6: https://web.spcollege.edu/survey/31210
Time: 12:00 p.m.-1:00 p.m.

November 16: https://web.spcollege.edu/survey/31211
Time: 2:00 p.m.-3:00 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.

Essential Technology Skills
November 9: https://web.spcollege.edu/survey/31212
Time: 2:00 p.m.-3:00 p.m.

November 20: https://web.spcollege.edu/survey/31213
Time: 12:00 p.m.-1:00 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.

Networking and Making Connections
November 11: https://web.spcollege.edu/survey/31214
Time: 12:00 p.m.-1:00 p.m.
Description: Networking is a big part of career development and job searching. There are all kinds of statistics out there that confirm this statement. No matter what you call it (networking, personal connections or the hidden job market), the majority of jobs are found by making professional connections.

Professional Etiquette: How to Make a First Impression
November 13: https://web.spcollege.edu/survey/31215
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.

Elevator PITCH
November 17: https://web.spcollege.edu/survey/31216
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.

Five A's of Success
November 30: https://web.spcollege.edu/survey/31217
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.