



Career Readiness for Students

Zoom Meetings Tailored for your Participants

Format: Zoom Meetings with Chats/Breakouts, Interactive Materials, Follow Up Resources, and the Recorded Session(s).

Each Zoom meeting is 60-90 minutes long, covers one (1) topic, and includes Q & A.

Topics to choose from:

1. **Resume Creation** – This module will provide the overall design and necessary content in a participant's creation of a current resume to quickly communicate why they are uniquely qualified for the position based on their skills and experiences. This includes how to illustrate their background and qualifications and how the document should communicate the most important, relevant information to employers in a clear, easy-to-read format.

Learning Objectives:

- Overall understanding the purpose of a resume
 - Resume formatting and content
 - How to list all relevant experience and skills (regardless of the quantity)
 - The importance of a cover letter
2. **Interview Techniques** – This module reviews the strategies for a successful first (and second) job interview. Participants will understand the expectation of the hiring committee, how to prepare, the proper attire, and what to expect from a hiring committee. This particular workshop will require participants to hold mock interviews in breakout sessions.

Learning Objectives:

- Choosing your interview attire
 - Preparing for the interview – researching your job
 - How to give concise answers
 - Communication and follow up with a hiring committee
3. **Workplace Etiquette** – This module will cover the ever-changing rules for workplace etiquette. This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and "the handshake", and proper dining etiquette.

Learning Objectives:

- Your appearance in the office setting
- Business meetings – the unwritten rules



- Understanding workplace culture
- Dining etiquette

4. **Workplace Culture and Communication** – Transitioning to the workforce can be a daunting experience. To ease that transition, this module covers workplace cultures, differing communication styles in the workplace, how generational differences can affect the workplace, and how to succeed as a new employee in a new environment.

Learning Objectives:

- Understanding workplace culture – how to recognize it as a new employee
- Definition of communication styles and how to handle conflicting preferences
- Appreciating generational differences in the workplace (high level overview)

5. **Professional Presence** – Professional presence is more than how you dress. This workshop will cover learning your responsibilities and delivering top-notch work, creating your professional brand, networking with your colleagues, and how to create reciprocal relationships.

Learning Objectives:

- Essential tips for your first week at work
- Review of your professional brand and online presence
- The importance of networking both in person and online
- Why every relationship matters, and how to create them

6. **Generational Differences in the Workplace** – Newly hired employees can now find themselves working with as many as five generations in the workplace and each generation has its own set of preferences, styles, perspectives, and experience. This module covers the need to appreciate and understand differing generational perspectives and how they integrate into the workplace.

Learning Objectives:

- Generational values, ideals, and experiences
- Finding the opportunities in differing perspectives
- How to create bridges between generations

Session Structure

Each workshop is designed for interaction, practice, and retention. Students will have the opportunity to engage the group in instructor led discussions, lead breakout discussions in small groups, and perform self-assessments designed to increase their understanding of the topic.



Fees - hosting a maximum of 80 participants*

\$700 – One workshop

\$1260 – Two workshops

\$1785 – Three workshops

\$2380 – Four workshops

\$2975 – Five workshops

\$3200 – ALL WORKSHOPS

**Each student is tracked for attendance with participation logs provided to the project for acknowledgement as a service received.*

Career Transition Readiness Facilitators:



Jamie Campbell, M.Ed

Jamie is the 2013 Dr. James Robinson Equal Opportunity Award winner. This award is given to recognize a Penn State faculty or staff member who has contributed to the University by improving cross-cultural understanding. He has served as a panelist on topics ranging from social justice to students' issues, as well as being a keynote speaker for various leadership programs. Jamie also serves as an advisor to several student organizations within the Smeal College of Business and continues to mentor graduates working in Fortune 500 companies.

Jamie serves as the Assistant Dean for Diversity Enhancement Programs at the Smeal College of Business. He is a 1995 graduate of Morehouse College where he obtained his BA in Sociology. He obtained his M.Ed with concentrations in Adult Education and Instruction Education from Central Michigan University in 2003. Presently, Jamie is a Ph.D. student in the Workforce Education Program with concentrations in Organization Design and Human Resource Development at The Pennsylvania State University. His research focuses on Succession Planning as a form of Crisis Management.

Jamie and his wife Kimberly are the parents of three children (Grace, Vivian, and Lillian).



Melissa A. Walker, Ph.D.

Melissa is the Director of the TRIO Training Academy within Educational Equity at Penn State University, the Associate Director for Penn State's Talent Search and EOC Programs—programs specifically designed to create equitable pathways for first generation/low-income students—and the owner of Training and Development Network. Prior to joining the university in 2010, Melissa spent over 15 years working in the software industry under talent management to enhance organizations' development of diversity, leadership, teamwork, and performance. As a person dedicated to social justice, she has run volunteer training programs for domestic violence centers in CA, as well as volunteer research and training design for the CA Dept. of Corrections.

Melissa has presented on topics such as equity, leadership development, and talent management at national and international conferences such as the United States Office of Personnel Management (OPM), the Council for Opportunity in Education (COE), and the Association for Talent Development (ATD).

Melissa holds a Ph.D. in Workforce Education, a double M.Ed in Curriculum and Instruction for Non-Traditional Students/Career & Technical Education (CTE), and a B.A. in English Literature and Culture.

Melissa is the mother to four children, ranging in ages from 18 to 4 years old, so in her spare time, she sleeps.