



# Professional Development Workshop Series FALL 2010-SPRING 2011

## Deadline for Application: September 3, 2010

Application #

### Professional Skills Certificate Program

Student Name	
EMAIL Address	Student ID Number
Home Address	
Home/Cell Phone (      )	Work Telephone (      )
<p>Review the Series Outline of Modules and then on a separate sheet of paper <b><u>Explain In Detail</u></b> your response to the following:</p> <p><i>How could participation in this program assist me with my current or future career goals?</i></p> <p>Answers Must Be Typed- 12 Font Double spaced</p> <p><b>** Please staple this form to ESSAY RESPONSE**</b>  <b>** Applicants will be notified by EMAIL or "SNAIL MAIL" of eligibility of participation in series</b></p>	
<p><i>The student agrees to participate in assigned workshops in order to participate in the "Employer Networking Luncheon" Spring Semester 2011. The participant will conform to all rules and policies of Los Medanos College.</i></p>	
Student Signature	Date
Employment/Career Center Representative	Date

## Professional Development Workshop Series

Workshop Dates:

Sessions are schedule For Fridays

Times: 1-3:30 PM

Locations: TBD

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### Module 1:                      **SEPTEMBER 17, 2010**                      **Work Ethic**

The **US Department of Labor** estimates that 80% of workers lose their jobs not because of lack of skills but because of a poor work ethic. Strong work ethic is ranked 2<sup>nd</sup> among employers based on 2009 survey from *National Association of Colleges and Employers (NACE)*.

- Overview of the Professional Development Workshop Series
- Review top 5 "Employability" skills that employers want in their workers

*2009-2010 Participant Survey: "I am definitely looking forward to participating in this program"  
"There wasn't a dull moment!"*

### Module 2:                      **OCTOBER 1, 2010**                      **Attitude in workplace**

In *Managing Workplace Negativity* (AMACOM Div. American Mgt. Assn., 2000), Gary Topchik states, "**Bureau of Labor Statistics** estimates that U.S. companies lose \$3 billion a year to the effects of negative attitudes and behaviors at work."

- Benefits of a positive attitude in the workplace
- Strategies to improve attitude
- Communicating feelings in the workplace

*2009-2010 Participant Survey: "Time well spent. Got my attention. Excellent guest speaker and resources"*

### Module 3:                      **OCTOBER 15, 2010**                      **Communication**

Employers rank communication skills as the number one skill they seek in new hires, Yet they report that communication skills are most sorely lacking in today's job candidates -

*2009 Survey National Association of Colleges and Employers*

- Explore different types of communication
- Identify common errors
- Develop strategies to improve communication skills

*2009-2010 Participant Survey: "Just perfect. I totally benefitted from this workshop as it relates to employment and my major in Administration of Justice. Had such a wonderful time"*

**Module 4: NOVEMBER 19, 2010 Time Management**

Institute for Corporate Productivity (i4cp), the majority of 332 polled companies have concern about not only time management but delegation skills as well. The survey found that 53% of companies have a "somewhat high" or "high" level of concern about the time-management skills of their employees, and 46% of companies feel the same way about workers' delegation skills. The Time Management Practitioner Consensus Survey was conducted by i4cp, in conjunction with HR.com, in June 2007.

- Assessment of time management skills
- Strategies to become more organized with prioritizing tasks

*2009-2010 Participant Survey: "I wish this was a semester length session"*

**Module 5: DECEMBER 3, 2010 Organizational Skills Development**

The average person in our society loses one hour a day due to disorganization. That is more than two weeks per year! **43%** of Americans categorize themselves as **disorganized**, and **21% have missed vital work deadlines**. Nearly half say disorganization causes them to work late at least 2 or times each week.

*Jane Von Bergen, "So many reasons to neaten up...", Boston Globe 3/12/06 Esselte survey, David Lewis*

- Organization skills survey
- Forming new habits- How to become more organized

*2009-2010 Participant Survey: "I really enjoyed the in class exercises. It helped to confirm what I knew about myself."*

**Module 6: FEBRUARY 4, 2011 Team Work**

US Department of Labor report identified "teamwork as one of the top five traits that should be taught in school. The report suggests that the teaching of these skills is both necessary for the success of the individual s in job settings and for the success of US companies competing with foreign and domestic rivals. "

- What makes a good team player?
- Personality Assessment to identify strengths/weaknesses
- How to work with those different than ourselves

*2009-2010 Participant Survey: "This session was great! I had a lot of fun and learned a lot about me and how to interact better with others."*

**Module 7: FEBRUARY 25, 2011 Conflict Resolution in the Workplace**

Research shows that 60-80% of all difficulties in organizations stem from strained relationships between employees, not from deficits in individual employee's skill or motivation. Daniel Dana, *Managing Differences: How to Build Better Relationships at Work and Home* (2005, 4th ed.); Barbara J. Kreisman, *Insights into Employee Motivation, Commitment and Retention* (2002).

- Discussion on conflict in the workplace
- "I" Statements
- Listening skills
- Resolution strategies

*2009-2010 Participant Survey: "I enjoyed this module as it embodied a broad range of conflicts and how to resolve them."*

**Module 8: MARCH 4, 2011 Using Your Social Network for Job Search**

**\*\* NEW MODULE 2010-2011\*\*** Beyond.com, a network of more than 15,000 online niche career communities, recently polled more than 4,000 network visitors and found that nearly 30 percent of visitors currently use social networking sites. Of those respondents, more than 65 percent said they use social networking sites for job searching and professional networking.

- Does your employment history on your resume match what's on your Online profile?
- Employers are checking out candidates on Facebook, Twitter, and other social media sites. Are you putting your best Tweet forward?
- Quality is more important than quantity when it comes to connecting. The first question you should ask yourself when making connections is how can the person help me? The second question is what can I do to help them?

**Module 9: Date To Be Determined Etiquette Training**

Good manners may make or break a career. There may be occasions in which you will be required to attend a business lunch or dinner. Ensure that you use proper table manners while dining with your supervisors and co-workers. This module is taught by Professional Etiquette Coach Tina Hayes. Mrs. Tina Hayes promotes the awareness that social presentation and behaviors are important to be successful in today's society.

**Module 10: Date To Be Determined Luncheon Mock Session**

Practice what you have learned with local employers- Establish or enhance your professional network

## **Extra! Extra!**

Participants will be required to complete a Resume Writing/ Interviewing Skills Workshop outside of the planned series dates. (See LMC Career & Employment Centers Calendars for dates and times to reserve your spot).

Resume Writing:

Your resume is the number one most power job search tool in your arsenal. A candidate's resume typically gets a 15-second glance, if it gets looked at all. Employers complain that they receive hundreds of resumes for any listed opening but 90% of the applicants are not qualified to do the advertised job.

- Which format is right for you?
- Structuring your marketing tool
- Language- Key words- Accomplishment statements
- Cover Letters
- References

Interviewing Tips & Tricks

Meeting with hiring managers is stressful, but you can improve your chances of scoring well by avoiding common, yet costly, interview mistakes.

- Discuss the various types of interviews
- Do's/Don'ts to interviews
- Thank You letters

Participants **MUST** complete the Resume Writing and Interviewing Skills workshops

**NO LATER THAN March 4, 2011**

