

CAREER PREP WORKSHOP OPTIONS

ADDITIONAL WORKSHOPS AVAILABLE UPON REQUEST



Be the Standout Applicant: Resume and Cover Letter Writing (1 hour- 1.5 hours)

An interactive presentation that will cover the importance of effective resume and cover letter writing that will allow applicants to stand out amongst their competition to obtain an interview. I stress the importance of taking these documents seriously because they ultimately are all you have to sell your potential; therefore, you cannot afford to slack off in the drafting of them.

Social Media: The Gift and the Curse (1 hour)

A presentation on the importance of remaining mindful of your social media presence and how what you post can ultimately hurt your brand and in return cost you career opportunities in the future. I strive to help individuals understand that for top tier positions, the employer will work to uncover the applicant's social media presence regardless of what firewalls are in place.

Preparing for Tomorrow, Today! (1 hour-1.5 hours)

An all-encompassing presentation that takes a bird's eye view approach of all the key concepts in what it takes to earn a career as opposed to a job. I briefly highlight the importance of branding, networking, and preparing the necessary documents to be ready to effectively engage with those who can assist in your career pursuits.

Interviewing Prep Work (1 hour)

A presentation on how to properly prepare for an interview. I give advice on all the steps that should be taken prior to the interview as well as what should be done upon the conclusion of the interview. I highlight how to effectively answer interview questions so that the individual stands out amongst other candidates. I touch on proper attire and even what should and should not be brought into the interview itself.

What Does Professional Development Mean to Me? (1 hour)

An in-depth presentation that breaks down what it truly means to brand oneself. I focus on the top 10 traits for building a strong brand and then dive into explaining three of these traits which are: Being *Multi-skilled*, Being *Proactive*, and possessing a *Positive Attitude*. I strive to help individuals understand what their employer will be looking for in them in order to be considered for upper management opportunities.

Who Are You? (Male specific workshop) (1 hour)

An interactive presentation that takes an in-depth look into how to become the total package as a man in the professional workforce. I look beyond simply dressing the part, by speaking on what attributes and skills will be desired from the employer that will ultimately bring career success. I teach how to effectively network by having a solid elevator pitch and how to use this skill to engage others in order to create opportunities for gaining needed on the job experience.

Communication: The Foundation of All Relationships (2-3 hours)

An all-inclusive, interactive workshop that takes a hard look at the importance of effective communication on the job. This session is complete with hands on activities that are meant to break individuals out of their shell and get the conversation going. I speak on the various communication styles found in the workplace and highlight the style that is most effective for encouraging camaraderie leading to improved working relationships.

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