

Workshops Offered

Please fill out the [request form](#) and see the lengths listed below each workshop to best serve your group. We love presenting for our students, but because of our limited staff it is best to request as soon as possible to make sure we can accommodate your request. Call our office at 806-651-2345 or email wtcareer@wtamu.edu with any questions or if you need assistance.

Hidden Job Market

This presentation makes students aware of the hidden job market and provides strategies for tapping into it.

Students learn:

- Why employers don't want to post their job openings
- How employers conduct an informal job search
- The key for tapping into the "hidden job market"
- Strategies to connect with employers outside of a formal job application

Approximate Length: 1 hour

Ideal audience: Juniors, Seniors

Value of Internships and Strategies to Find Them

This program encourages student involvement in internships and gives a step-by-step guide to become involved in the WT Cooperative Education & Internship Program. Internship benefits are highlighted, including career confirmation, professional contacts, and gaining practical experience for a resume. The program also includes strategies to be proactive in the internship search. These include knowing what you want to do, identifying and researching employers, informational interviewing, and networking.

Approximate Length: 45 minutes-1 hour

Ideal audience: ALL

What Can the Office of Career and Professional Development Do for Me?

There are four primary services that the Office of Career and Professional Development offers for WTAMU students and alumni: career coaching, career exploration, internships and job search assistance, both full and part-time. The program's goal is to increase awareness of and utilization of these services.

Approximate Length: 30 minutes

Pairs well with: Networking Workshop

Ideal audience: ALL

Interviewing Insights

Successful interviewees are those who spend time preparing and planning for the interview. In this workshop, you'll learn:

- The best way to prepare for the interview
- Strategies to make a positive impression during the interview

- Great ideas for effective follow-up after the interview
- Appropriate dress
- Questions to expect and questions to ask

Approximate Length: 1 hour

Ideal audience: ALL

Networking

We find that many people throw around the term “networking,” but often students have misconceptions of what networking really is, or don’t know how to develop this skill. Within this workshop students will learn:

- The true meaning of networking
- Who to network with
- How to network for the job search
- Where to find opportunities to network
- How to set up a meeting or informational interview
- Conversation starters for networking
- How to keep in contact and follow up with your network
- Basics of LinkedIn

Approximate Length: 1 hour

Ideal audience: ALL

Resume Development Workshop

This workshop will assist students in developing a resume or polishing their current one. We strongly recommend this workshop for ALL students as they begin the job search process. We will cover what to include and what not to include, go over every vital element of a resume, as well as demonstrate how to target a resume for a specific position and how students can use their resume as their personal marketing tool.

Approximate Length: 1 hour

Ideal audience: ALL

Resume Development Workshop and Lab

In this new workshop we will have the traditional resume information that our office provides, along with time for students to work on their resume with our professional staff available for questions. This workshop takes at least one hour and fifteen minutes to allow for students to create or edit their resume within the allotted time. This workshop is ideal for students who have never created a resume or don’t know where to begin. We will cover what to include and what not to include, go over every vital element of a resume, as well as demonstrate how to target a resume for a specific position and how students can use their resume as their personal marketing tool.

Each student will need technology with either MS Word or Google Docs, so please ask students to bring their own devices or schedule the workshop in a room with the required technology available.

Approximate Length: 1 hour 15 minutes

Ideal audience: ALL

CliftonStrengths

Many students have taken the CliftonStrengths assessment, but lack the knowledge of what to do with this information. In this workshop we will cover the basics of the four strength domains, lead a discussion to explore how these strengths play out in their personal and professional lives, and how to leverage these unique strengths for their professional growth.

Approximate Length: 45 minutes

Ideal audience: done with a team, department, or organizational group

Etiquette Lunch/Dinner

This workshop is especially helpful for students who will be attending interviews in a restaurant setting or who might attend a conference. We go over the basic do's and don'ts of meeting over a meal. Students will also learn some conversation starters and how to put their best foot forward in those settings. An ideal Etiquette workshop is done with a meal, which we can assist in ordering. Usually the meal costs \$15-20 per person.

Approximate Length: 1 hour

Ideal audience: ALL

Etiquette Over a Meal Workshop

This workshop is especially helpful for students who will be attending interviews in a restaurant setting or who might attend a conference. We go over the basic do's and don'ts of meeting over a meal. Students will also learn some conversation starters and how to put their best foot forward in those settings. This workshop is essentially the same information presented in the Etiquette Lunch/Dinner without the actual meal.

Approximate Length: 1 hour

Ideal audience: student orgs, ALL

Professionalism

This workshop will help students understand professionalism in the workplace. We realize that all workplaces have different cultures and dynamics, but we also know that some basics like formatting emails, answering calls, and customer service skills span all workplaces. Students will learn all of those skills, the importance of work ethic, and how to adapt to the different cultures.

Approximate Length: 1 hour

Ideal audience: ALL

NACE Marketable Skills

The National Association of Colleges and Employers (NACE) does extensive research on what employers value in the workplace. This workshop covers the top 8 skills employers seek in new college graduates as they enter the workforce. Learning about how to apply these top eight skills is valuable, so students can start developing the skills they may undervalue. Career and Self-Development, Communication, Critical Thinking, Equity & Inclusion, Leadership, Professionalism, Teamwork, and Technology are the 8 Career Readiness Competencies. The goal of

this workshop is to help students understand these skills and equip them with ideas of how to start using and cultivating them more intentionally.

Approximate Length: 1 hour

Ideal audience: ALL

Customer Service

Did you know Disney is known for their superior customer service? The office of Career and Professional Development wants every person who experiences this workshop to have that same superb reputation for treating people well. This workshop focuses on how each touchpoint of any office or department experience can be viewed as positive or negative and how to specifically change those negatives or “red dots” into positive or “green dots.” We want students to leave this workshop with the knowledge of how to treat others that they encounter in the workplace and provide the best all-around care and experience for that person. This workshop is inspired by the Disney Customer Service Training.

Approximate Length: 1 hour

Ideal audience: done with a team or department, or organizational group

Design Your Life

Whether you have already selected a major, or are still unsure, the Design Your Life workshop can help you. Thinking like a designer may not be something people connect to choosing their life path, but designing a life you love is a great way to do just that! Be prepared for anything! Join us as we provide different tips and tricks to better prepare you to live a well-designed life. NOTE: This can also be broken down into design thinking sections – Prototyping, Brainstorming, Odyssey Plans, The Five Mindsets, and more.

Approximate Length: 1 hour

Ideal audience: ALL

Quality Qualifications

Hands down, the qualifications (or profile or summary) section of the resume is THE MOST IMPORTANT SECTION and also the most difficult! It is the place where job seekers include the knowledge, skills, and abilities they possess that the job requires and employers want. Learning how to properly use this section of the resume will prove to the employer why you should get an interview and how you will be able to contribute to organizational success.

Approximate Length: 30 minutes

Ideal audience: ALL

How to Use LinkedIn in Your Job Search

Social media skills are a given for students today, but many are missing out on this platform tailor-made to assist them in their professional lives. This workshop will provide students with the basics of creating a LinkedIn profile as well as how to use it to effectively network for jobs, internships, or other career related information and leads.

Approximate Length: 1 hour

Ideal audience: ALL

Explore YouScience

Choosing a major and planning for your future career is a process, not a destination with a finite ending point. Making good decisions depends on gathering good information. When developing a career plan, this includes information both about you and about careers. So, what types of information about yourself should you gather? Of course most people think about interests and skills when they think about careers. "What do I like?" or "What am I good at?" There are also other things to consider such as work values and personality fit. "Who do I want to work with?" or "Where do I want to be in my career in five years?" Join us as discuss how learning your aptitudes and interests can better assist you in choosing a major and/or career path all within our newest assessment tool-YouScience!

Approximate Length: 30 minutes

Ideal audience: Undeclared students or students unsure of their major

How to Work a Job/Career Fair

This workshop is designed to help students make the most of any networking event, but particularly a job or career fair (whether on or off campus.) Tips on how to prepare, what to bring, what to wear (and not wear!), and how to approach the company recruiters are offered. In addition, information on how to follow up and make a memorable impression will be presented.

Approximate Length: 30 minutes

Ideal audience: ALL

Social Media and the Job Search

Social media can be a double-edged sword. It increases one's visibility and reach way beyond the confines of a specific geographical location, which is terrific for a student or new professional. However, it can be detrimental to those who do not approach it with caution and respect. This presentation deals with developing and maintaining a professional online presence and offers a few tips on cleaning up one's "digital dirt."

Approximate Length: 1 hour

Ideal audience: ALL

Personal Branding

When we think about brands, most people think about corporations like Nike, Starbucks, or Johnson & Johnson. However, each of us has our own "personal brand" that impacts how we are perceived by others. Everything we do, from what we wear to what we post on social media. Those topics and steps to create a positive personal brand will be covered in this shorter workshop.

Approximate Length: 30 minutes

Ideal audience: ALL