Career Communications Group's

JOBMatch
COURSE CATALOG

CCG eLEARNING CENTER

CCG
JOBMatch
PLACING STEM INTERNS AND PROFESSIONALS

LEARNING MENU

The provides all of the resources and strategies that you will need to transition from academia to the corporate world.

By combining theory with practice, this program will help you develop a balanced portfolio of professional, career readiness, and leadership skills that will place you on the path to professional success.

We want to support your growth as an emerging professional to get and thrive in the right career path. Career Communications Group accomplishes this by connecting you to the right employers and offering learning opportunities to develop and practice skills that are critical to achievement.

The B2B courses cover all areas of professional development including writing your resume, preparing for the interview, improving communication, building your image, and navigating corporate culture. In addition, we will support you in building and enhancing your image and developing on the job skills that will support your success.

As new professionals, it is essential to invest in professional development and focus on career and industry awareness. As you move through your courses in the learning café, you will feast on broad knowledge that will support you in any industry. In order to customize your experience, be sure that you spend time answering the following questions and invest in your success.

Tyrone D. Taborn
Publisher, Chairman and CEO
Career Communications Group, Inc.

CONFERENCE COURSES

Behavior and Business: Best Practices in Business Etiquette

Professionals understand that etiquette in business is a critical factor in making decisions. Success in any industry relies on relationships, whether with co-workers, clients, suppliers or investors. When you are well mannered and considerate in dealing with others, you create engaging, productive, long lasting relationships. In this course, we will discuss accepted business behavior and their importance on in business correspondence

By the end of this workshop, participants will be able to answer the following questions:

1) What is the definition of etiquette?

2) What are the guidelines to making effective introductions?

3) What are the 3C's associated with making a good impression?

4) What are the three steps in giving a handshake?

5) What is one technique you can use to remember names?

6) What are two ways to minimize nervousness while in social situations?

7) What are two differences between a formal and an informal letter?

8) What color connotes dominance and power? Vitality and harmony?

9) Etiquette can help business improve in what 4 areas?

10) What is(are) the difference(s) between a formal and an informal letter?

11) What are the differences between these dress codes: dressy casual, semi-formal, formal and black tie?

12) What are the basic guidelines in international etiquette?

INTERACTIVE DINNER DEMONSTRATION
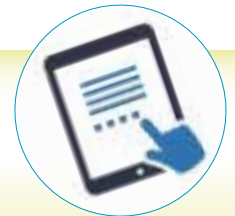
By the end of this interactive demonstration, participants will be able to:

1) Recognize place settings, napkin etiquette and basic table manners.

2) Comprehend the protocol ordering in a restaurant, handling alcohol in a business meal, paying the bill and tipping.

Innovative and Critical Thinking: Training Your Brain to Solve Problems and Create Solutions   (3.5 Hours)

Our ability to learn new ways to think is the power of human potential. We have to make choices about the types of thinking that we apply to a variety of different challenges.

Critical Thinking is the act of examining a set of facts and analyzing and evaluating relevant information. We live in a knowledge based society, and the more critically you think the better your knowledge will be. Critical Thinking provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. It provides the best chance of making the correct decision, and minimizes damages if a mistake does occur. Critical Thinking will lead to being a more rational and disciplined thinker. It will reduce your prejudice and bias, which will provide you a better understanding of your environment.

This workshop will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will lead you to be more productive in your career, and provide a great skill in your everyday life.

Lastly, critical thinking skills will support your capacity to be innovative. Once you fully understand what it is, you can begin exploring what could be.

By the end of this workshop, participants will be able to answer the following questions:

1) What is critical thinking?

2) How can I use nonlinear thinking strategies?

3) What does it mean for me to apply logic to situations?

4) How do I know when, how, and why to think critically about a challenge?

5) What skills allow be to better evaluate facts and data?

6) How will thinking differently effect my decision outcomes?

7) How can I challenge my self to see alternate perspectives?

8) How can I increase my problem solving abilities?

Interpersonal Skills: Creating and Building Powerful Connections   (4.5 Hours)

The overused cliche "it's not what you know, but who you know" may be one of the most powerful success strategies ever spoken. We've all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. We are In awe of his/her ability to access and create opportunities with ease.

This workshop will help participants work towards being that unforgettable person by providing communication skills, tips on making an impact, and advice on networking and starting conversations.

By the end of this workshop, participants will be able to answer the following questions:

1) How can I improve my ability to listen?

2) What are differences between a weak and powerful communicator?

3) What role does "non-verbal" communication play in my effectiveness?

4) How can I break the ice and start conversations that lead to meaning connections?

5) What interpersonal skills are critical for leading and working with teams?

6) What are behaviors and common mistakes that impact interpersonal effectiveness and team success?

7) How can I influence and engage others?

8) How can I express my opinion and remain respectful?

9) How can I make a good impression and build my emotional intelligence?

Interview Skills That Get You Hired!   (1.5 Hours)

Do you know the benefits of establishing a positive and professional self-representation during an interview? Promotions depend on preparation and practice, but knowing what to prepare and how to practice is essential.

Mastering the Interview Training Materials holds the knowledge of the qualities that employer's desire. Expanding your expectations of the questions that will be asked during an interview can give you an incredible advantage over other applicants for the position. Even more, being able to demonstrate your unique skills through a well-articulated answer to interview questions will put you in the lead. Taking the initiative to prepare for an interview can create new opportunities for career development in your industry.

By the end of this workshop, participants will be able to answer the following questions:

1) What are the common interview questions and how to prepare your answers?

2) What information do I need to know for every interview?

3) How do I answer difficult questions?

4) What are good questions to ask your interviewer?

5) How to answer the question: "So tell me about yourself"?

6) What do I do after the interview?

7) What are common interview mistakes?

Maximize Team Building Skills and Success   (4.0 Hours)

For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. This workshop will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

By the end of this workshop, participants will be able to answer the following questions:

1) Why are teams key to productive work environments?

2) What are the four phases of the Tuckman team development model? How can knowing these characteristics help me on a team?

3) What are types of teams and how to utilize each type to get results?

4) What are essential behaviors of leaders and followers on well functioning teams?

5) What are the uses, benefits and disadvantages of various team-building activities?

6) What teambuilding exercises create bonds and when to use them?

ONLINE COURSES

Building and Managing Customer Relationships With Your Boss and Customers   (1.5 Hours)

All great professionals need to have skills to build and manage relationships. In the workplace, we often have several types of relationships that we have to consider. We have external relationships, which may include customers and vendors. We also have internal relationships with key partners such as your boss or co-workers. This course will help you gain skills to improve your interactions with customers and increase capacity to create more effective outcomes with co-workers and your boss.

By the end of this workshop, participants will be able to answer the following questions:

1) Who are key relationships in my internal and external network?

2) What does it mean to provide god service to both internal and external customers?

3) How do I identify the needs of my co-workers, boss, or customers?

4) How do I build and manage critical relationships to increase my effectiveness?

5) What are choices that I can make to motivate others to meet objectives?

6) What channels and activities can I participate in to create more productive relationships?

7) How can I manage conflict? How should my strategies change across different type of relationships?

8) How can I stand out and "wow" my customers (internal and external)?

Navigating Multi-Generational Challenges   (1.5 hours)

The workplace can present challenges to management in terms of handling the different generations present. As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences, all valuable to say the least. Both the young and older worker will have many ideas to offer, which will help the organization thrive in the marketplace. Learning how to deal with the Generation Gaps at work will help you to become the ideal coworker.

By the end of this workshop, participants will be able to answer the following questions:

1) What are cultural nuances in the workplace?

2) How do we define and understand xers, yers, and baby boomers?

3) What are potential biases in generations?

4) How do expectations differ across generations?

5) How do I manage my assumptions?

6) What opportunities can I leverage with these generation gaps?

7) How can I overcome and manage stereotypes?

8) What words, actions, and behaviors should I avoid in the workplace?

9) How do I manage organizational politics as a new professional?

10) How do I manage generational conflict?

Let's Get That JOB: Job Search Skills and Strategies That Lead You to the "Best Fit" Opportunity   (1.5 Hours)

Searching for a job can be challenging. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? What happens when you land an interview? The Job Search Skills course will give you the answers to all these questions, plus a plan to get you to a new job. After completing this program, you'll be more than ready to start your search for your perfect job.

By the end of this workshop, participants will be able to answer the following questions:

1) What are your power questions for finding the right job field?

2) How can I use the "Smart" goals in the job-hunting process?

3) How can I develop an action plan to increase success in the first 30 days of job hunting?

4) How do I craft an effective cover letter and resume?

5) How can I use social networking to find a job?

6) Should I develop a portfolio with my past work?

7) How should I approach people in my network to inquire about job opportunities

8) How can I get to the interview? What are key strategies to consider?

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COMMUNICATIONS GROUP, INC.

729 E. PRATT STREET • SUITE 504 • BALTIMORE MD 21202

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