



2017-2018 Career Communications Groups

COLLEGE PROGRAM FOR STEM STUDENTS

CURRICULUM GUIDE

- ▶ **DIEL Networking Track**
- ▶ **DIEL Academic Enhancement Track**
- ▶ **DIEL Job Certification Fast Track**
- ▶ **CCGJobMatch: Job-Readiness Certification**



2017 - 2018 Career Conferences for STEM Students

Two Great Programs for Success in Your STEM Curriculum



October 5-7, 2017
Women of Color STEM Conference
Detroit, MI



February 8-10, 2018
BEYA STEM Conference
Washington, DC

- Follow us on Twitter @blackengineer @woctechology
- Like us on Facebook at ccgjobmatch

About CCG



THE CAREER COMMUNICATIONS GROUP'S

(CCG) Career Conferences for College Students offer a series of career development seminars and workshops designed to help students navigate the path from the classroom into the workplace. The program offers opportunities for students to hone their academic skills, learn how to build and effectively use network of mentors and professionals to further their career goals, and finally in-depth training on key soft-skills that employers demand.

This unique learning experience brings students the opportunity to go beyond their comfort zones to learn in environments that are not only interactive, but in some cases, include executives, recruiters, and STEM professionals. This glimpse into the working world often serves as an impetus that propels students to work even harder to excel academically.

We encourage you to review the seminar offerings and work with your students to select the appropriate learning experience.

Getting the right job at the start of one's career sometimes depends more on who you know than what you know. The seminars and workshops offered in this group offer students the opportunity to learn alongside professionals. This track is highly recommended for students who have already completed the soft-skills training, and for students who are interviewing for their first job. Students should expect to take away valuable lessons that will lay the foundation for a successful transition into the workplace.

- > The Next Big Thing in Technology
- > Social Media Branding for Tomorrow's New Professional
- > Organizational Politics from Venus: Developing Power and Influence from a Woman's Perspective (Takes place at the Technology Recognition Luncheon)
- > Woman to Woman: Up Close and Personal
- > Want a Security Clearance? This Is What You Need to Know
- > The Game Changer – How Team Sports Teach the Value of Diversity
- > Student Leadership Awards Dinner & Business Etiquette Interactive Seminar
- > Licensure as a Professional Engineer -- Its Value and the Steps to Take
- > Vertical Leadership: Developing the Next Level of Leaders
- > Leading in a Tech-Driven Environment: Is Your Leadership Style Holding You Back?
- > Making Financial Success Happen – Make Your Dream a Reality

This learning track is highly recommended for your Seniors and Graduate Students.

(BEYA 2508)

LEADING IN A TECH-DRIVEN ENVIRONMENT: IS YOUR LEADERSHIP STYLE HOLDING YOU BACK?

Learning Objective: Learn how to efficiently lead employees in a technology-driven world, define your personal leadership style, and develop your leadership skills to make better career choices.

Leading others can be challenging and even more so in a tech-driven environment. These leaders see beyond the initial problem and look at the systems as a method for developing a solution. Today's successful leaders must have both the ideas and the know-how to put these ideas into action by working collaboratively with others. We need leaders who can network on a larger scale, seize opportunities, and deliver financial profits while adding positive contributions to the corporate world.

At the end of this seminar, participants will be able to:

- Recognize what traits are needed to be a successful leader in a tech-centered world.
- Identify desirable strategies for leaders in a tech-driven environment.
- Explore your own leadership style through conversations with your peers.
- List ineffective habits and create a personal action plan.

(BEYA 2312)

LICENSURE AS A PROFESSIONAL ENGINEER – ITS VALUE AND THE STEPS TO TAKE

Learning Objective: Examine the methods and reasoning for obtaining the Professional Engineer License

A professional engineer (P.E.) is a person who is licensed to practice engineering in a particular state or U.S. territory after meeting all the requirements of the law. This seminar will give you the information you need to obtain the Professional Licensure and an understanding of the responsibilities that must be fulfilled to keep it.

At the end of this seminar, participants will be able to:

- Understand the reasoning behind being a Licensed Professional Engineer.
- Identify the procedures for completing the Licensed Professional Engineer Registration Process.
- Identify the responsibilities for maintaining the Professional Engineer License.
- Outline the Principles of Standard Care.

(WOC 1309)

(BEYA 2316)

MAKING FINANCIAL SUCCESS HAPPEN – MAKE YOUR DREAM A REALITY

Learning Objective: Examine the methods that minorities can use for achieving financial success

A growing minority population presents opportunities for financial success. Financial success is about changing your perspective of how you look at wealth, how you grow it, how you maintain it, and how you preserve it. It first starts with getting vested into helping change the trajectory of your future. Wealth transfer is happening. So what can be done to deliver financial education and financial planning to minorities? How do we position ourselves to be a part of it and benefit from it? This seminar will help you to understand the behavioral pitfalls we fall into as a community; personal, social, and mental roadblocks to obtaining wealth; and how we are a part of that ride to investing.

At the end of this seminar, participants will be able to:

- Recognize financial fundamentals to building wealth.
- Identify the factors that lead to lower wealth accumulation among members of underrepresented groups.
- Identify personal habits and values that can impact a strong financial future.
- Create an action plan for achieving financial goals.

ORGANIZATIONAL POLITICS FROM VENUS: DEVELOPING POWER AND INFLUENCE FROM A WOMAN'S PERSPECTIVE

(This session will take place at the WOC Technology Recognition Luncheon)

Learning Objective: Assessing methods for navigating corporate politics from the female perspective

Do you know why women are not sitting at your leadership tables in your organization? Have you ever thought that, if given the opportunity, you could help make your organization better? Many professional women have reported feeling left out of key decisions or impacted by the politics that lessen their contributions. At the same time, several top women executives who continue to excel say YOU must learn to understand, rise above, and effectively use politics to get things done. In her book, *Lean In: Women, Work, and the Will to Lead*, COO of Facebook Sheryl Sandberg encourages women to promote themselves in order to achieve professional advancement.

At the end of this seminar, participants will be able to:

- a. Identify how women view organizational politics.
- b. Learn the skills and traits used by female employees to be successful in organizational politics.
- c. Explore possible opportunities and challenges in various industries.

(WOC 1310) SOCIAL MEDIA BRANDING FOR TOMORROW'S NEW PROFESSIONAL

(This session will be presented on Friday and Saturday.)

Learning Objective: Examine methods for creating and boosting your career through social media

Do you know what your online presence is saying about you? Oh, you don't have a brand? Think again. Your online presence is telling more about you than just your career goals. Your brand is your reputation. It's everything that people know about you and should be everything you want your future employer to know about you, such as your work ethic and why they should hire you. In this seminar, we will help you to build your professional brand, or make more attractive to recruiters your current image. To achieve this, we will examine your values, your strengths, and the type of work that brings out your passion. Next, we will help you construct a brand story that will authentically and powerfully describe who you are. Finally, we will give insight into which social media platforms are good for new professionals.

At the end of the workshop, participants will be able to:

- a. Identify your values, your strengths, and the type of work that you are most passionate about.
- b. Use observational learning techniques to develop an understanding of what a persuasive brand story is.
- c. Discern what helps and hurts your social media brand.
- d. Develop an action plan to perfect your brand story.

(WOC 1507) (BEYA 2507)

THE GAME CHANGER – HOW TEAM SPORTS TEACH THE VALUE OF DIVERSITY

Learning Objective: Examine the role of sports in teaching lessons on diversity

Sports can be the ultimate teacher of life's lessons. Sports brings people together from various backgrounds, regions, and financial levels, and this is nowhere more prevalent than at high school and college athletics and even top sporting events like the Super Bowl, the World Series, the World Cup, or the Olympics. During these times, a culturally diverse community is created where people are free to share their culture with other people. In this microcosm of society, participation in sports can teach us volumes about diversity and the way we respond to it. Sports are learning laboratories where we can discover a setting to learn about each other's values and bridge social divisions.

At the end of this seminar, participants will be able to:

- a. Understand the role that participation in sports teaches about the human spirit, cultural differences, and teamwork.
- b. Address the stereotypes of cultural differences and team ineffectiveness
- c. Use sport analogies to build camaraderie and structure teams
- d. Help teams focus on common and put aside individual differences.
- e. How to apply lessons learned from sport teams working dynamics to everyday situations.

(WOC 1403) THE NEXT BIG THING IN TECHNOLOGY

Learning Objective: Discuss the upcoming trends of information technology

This seminar looks at technology trends that should be on your radar. As a technology professional, staying on top of trends is crucial. Join us as our expert panelists discuss the upcoming trends and game-changing technologies of the future.

At the end of this seminar, participants will:

- a. Learn how to identify the areas where technology changes are likely.
- b. Identify resources to use to keep abreast of technology changes in your industry.
- c. Learn how to analyze trends for opportunities to grow your career.

(BEYA 2119) VERTICAL LEADERSHIP: DEVELOPING THE NEXT LEVEL OF LEADERS

Learning Objective: Examine methods for helping employees grow and developing new leaders

Change and development can be difficult for some people. For example, patients with heart disease who do not change their diet and exercise habits are more likely to live a shorter, more difficult life. We see the same pattern repeat itself with smart, ambitious managers who go to leadership development programs. These managers gather in a

DIEL Networking Track



room, a trainer teaches them new tools and techniques for becoming a more effective leader, and yet they ignore what was taught. The participants commit to making changes, but upon returning to work, they follow the same habits as before. What's the reason behind this? The good news is that there is a way to move forward and up, helping organizations to grow and focus on their leadership programs.

At the end of this seminar, participants will be able to:

- Understand and define what "vertical development in leadership" is.
- Focus more on employee development and less on content.
- Make the development and the work inseparable.
- Create strong developmental networks at work.
- Make leadership development a process, not an event.

(WOC 1308)
(BEYA 2308)
WANT A SECURITY CLEARANCE? THIS IS WHAT YOU NEED TO KNOW

Learning Objective: Examine the process of achieving a U.S. security clearance

As you create your master plan for success, consider the variety of tools needed to gain a competitive edge in your industry. By familiarizing yourself with the extensive U.S. security clearance process, you can begin to prepare and access opportunities that help you excel. This seminar will guide you through the processing of getting and keeping a U.S. security clearance. Further, we will explore the future and emerging career opportunities that require various clearance levels.

At the end of this seminar, participants will be able to:

- Identify a series of career paths and associated tools to improve job marketability.
- List a series of certification and association options.
- Understand the security clearance process and associated misconceptions and mistakes.

(WOC 1312)
WOMAN TO WOMAN: UP CLOSE AND PERSONAL

Learning Objective: Create an open and candid discussion about career and relevant topics

During this interactive roundtable session, the audience will experience an open and candid discussion with executives that will result in creating a better awareness and understanding of the workplace realities women of color encounter. Participants will learn practical tips and modes for overcoming unique challenges. This roundtable discussion will provide a unique forum to share and celebrate successes, network opportunities, and a woman-to-woman support system.

At the end of this seminar, participants will be able to:

- Understand the workplace realities women encounter.
- Provide practical tips and modes for overcoming workplace challenges.
- Share and celebrate career success.
- Build networking opportunities and a support system.
- Provide practical tips on improving their value to the organization.



<https://www.university-events@ccgmag.com>

DIEL Academic Enhancement Track

(WOC/BEYA)

Students can quickly become overwhelmed by having too much to do in college. The DIEL Academic Track will provide students with the training and skillset to succeed in both their collegiate learning and personal lives. This track is designed to introduce tools, methods, and best practices to help students organize and manage their academic experience to produce optimum results. Attendees will explore techniques that deconstruct and simplifies processes to handle time management, studying effectively, taking tests, constructing resumes, and preparing for interviews. All courses in this track are presented with practical, real world examples, and role modeling to enhance the learning experience.

This learning track is highly recommended for your freshman and sophomore students, or any student that seeks insight into these topics.

- > Making More Minutes – Time Management for Pre-Professionals
- > Mastering the Test – Winning Test-Taking Strategies
- > Study Smart, Study Less – Improving Your Study Skills
- > X-treme Resumes – Constructing a Stellar Resume
- > Interview Success! Practical Approaches to Persuading the Recruiter

(WOC 1806)
(BEYA 2806)

INTERVIEW SUCCESS! PRACTICAL APPROACHES TO PERSUADING THE RECRUITER

(Also applies under the Job Readiness Certification Track)

Learning Objective: Examine and practice the skillset of delivering a great interview

Job interviews are stressful enough without having to establish a positive and professional self-representation during the interview process. Recruiters are looking for the ideal candidate while you are trying to come across as friendly and trustworthy while explaining how you're the perfect candidate, so practice makes perfect. The competition is tough, so it's no wonder your confidence should be your focus. That's why you need to be in this seminar. We will deliver practical, step-by-step, proven strategies and interview tips to help you build confidence, become persuasive, and walk into a room locked and loaded, ready to formulate impressive answers to common interview questions. Along with the answers and swagger to pull it off, we will give you the opportunity to perfect your skills before your interview. This session will begin with the knowledge of how to impress recruiters, while the second half will pull it all together in the practice mock interview sessions. Remember, practice makes perfect. You will have the opportunity to sit face to face with professional interviewers in order to prepare effectively for your real interviews.

At the end of this seminar, participants will be able to answer these questions:

- What are the common interview questions and how do I prepare my answers?
- What information do I need to know for every interview?
- How do I answer difficult questions?
- What are good questions to ask my interviewer?
- How do I answer "So tell me about yourself"?
- What do I do after the interview?

- What are common interview mistakes?
- What does my body language say about me?
- What information do I need to know before I have my interview?
- How can I ace my interview from beginning to end?
- What can I do after the interview to gain an edge on the competition?

(WOC 1617)
(BEYA 2617)

MAKING MORE MINUTES – TIME MANAGEMENT FOR PRE-PROFESSIONALS

Learning Objective: Develop time management skills for better organization and productivity

Students who've learned how to effectively manage time during high school are better prepared for the rigors of college study. Regardless of preparation, it takes time to adjust to college. Improve time management skills by setting and not deviating from goals. Even students who managed time well during high school often struggle when they begin college. Students are overwhelmed with large course loads, extracurricular activities, and other social activities. Although being in college can be overwhelming, it's possible to complete everything that must be done in a timely and efficient manner. Developing time management and organizational skills is the key to working efficiently. The best way to better manage time is to develop daily schedules. Most organized people plan daily, weekly, and monthly tasks. This seminar will show you how to be self-motivated, leading to better organizational skills, productivity, and efficiency.

At the end of this seminar, participants will be able to:

- Outline long-term goals and a plan to obtain them.
- Obtain detailed plans for each day and how to deal with delays.
- Break large projects down into several simpler projects.
- Cultivate a flexible schedule.



(WOC 1618)
(BEYA 2618)
MASTERING THE TEST – WINNING TEST-TAKING STRATEGIES

Learning Objective: Investigate test-taking skills to achieve higher assessment scores

Being prepared for tests is not an easy process. Even if you are prepared, tests can still make you feel anxious. Why is being a good test taker so important in college? In colleges and universities, much of a student's grades are based on quiz and test performance. Doing well on these tests is typically a major indicator on your subject matter knowledge and a good indicator of how you would perform in the workplace. Having good test scores will jumpstart your career. In this seminar, we will address test-taking and test preparation tips and strategies for college-level tests. Applying helpful test-taking and test preparation skills addressed in this seminar, such as writing down everything you remember, reading the directions, browsing the test questions, putting together a plan, and making an educated guess, will teach you how to prepare for and perform well on any test so that you feel confident that you're bringing your testing A-game.

At the end of this seminar, participants will be able to:

- Review the factors that limit achieving higher college assessment scores.
- Identify practices for dealing with test anxiety.
- Measure current test-taking methods' validity.
- Generate more efficient techniques for improving assessment scores.

(WOC 1619)
(BEYA 2619)
STUDY SMART, STUDY LESS – IMPROVING YOUR STUDY SKILLS

Learning Objective: Assess methods for improving study skills

Learning to study effectively is a skill that benefits everyone, even the smartest in the class. When polled, most college students would agree that when they started college, they did not know how to properly study. Every person has their own unique method

for studying and their own method for processing information. In this seminar, we will address preparatory study principles, such as setting goals, knowing your learning style, being an active reader, participating in study groups, organizing your notes and study materials, and writing drafts of papers, that can help all students improve their study skills and perform better.

At the end of this seminar, participants will be able to:

- Identify the traits of successful studying candidates.
- Generate methods for achieving successful studying habits.
- Outline methods for implementing successful studying techniques.

(WOC 1620)
(BEYA 2620)
X-TREME RESUMES – CONSTRUCTING A STELLAR RESUME

Learning Objective: Examine the elements to constructing superior resumes

Having an efficient and strong resume will greatly improve your chances of landing that dream job and starting your career on the right foot. Creating the perfect resume takes practice and skill. You want to make sure that your resume stands out above the rest without overdoing it. How does one make sure that his or her resume is top notch and bullet proof? This seminar will give you the scoop on creating the standout resume that will get you your next interview. We will discuss tips such as determining what your resume's purpose is, supporting your strengths, using appropriate keywords, the benefits of proofreading and bullet points, and proper font usage.

At the end of this seminar, participants will be able to:

- Identify the purpose of a solidly effective resume.
- Discern between good and bad resumes.
- Analyze the resume factors that recruiters identify to disregard some resumes.
- Identify the attributes of resumes that get on the interview schedule.

We are excited to support you as you develop skills, find internship opportunities, and discover your ideal career path. We select high-potential student leaders who have demonstrated a commitment to growing both professionally and personally. We place committed students in our large database of corporate employers currently looking to fill competitive internship and job positions. Our Fast Track will be a 10 hour, one and half-day program that begins at the BEYA STEM Conference. This will include two core courses, one elective, the Business Etiquette Dinner Practical, and the online course, Let's Get That Job: Job Search Skills and Strategies That Lead You to the Best Fit Opportunity. Once the 10 hours are completed, participants will be pre-certified and eligible to be placed on the interview schedule.

- > Job Ready Certification – Behavior and Business: Best Practices in Business Etiquette
- > Business Etiquette Dinner
- > Job Ready Certification – Interview Success! – Practical approaches to persuading the recruiter
- > Job Ready Certification – Innovative and Critical Thinking: Training Your Brain to Solve Problems and Create Solutions

This learning track is highly recommended for your Seniors and Graduate Students.



(BEYA 2802)

JOB READY CERTIFICATION - BEHAVIOR AND BUSINESS: BEST PRACTICES IN BUSINESS ETIQUETTE

Learning Objective: Examine and practice the skillset of delivering a great interview

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

- What is the definition of etiquette?
- What are the guidelines to making effective introductions?
- What are the 3C's associated with making a good impression?
- What are the three steps in giving a handshake?
- What is one technique you can use to remember names?
- What are two ways to minimize nervousness while in social situations?
- What are two differences between a formal and an informal letter?
- What color connotes dominance and power? Vitality and harmony?
- Etiquette can help business improve in what 4 areas?
- What is(are) the difference(s) between a formal and an informal letter?
- What are the differences between these dress codes: dressy casual, semi-formal, formal and black tie?
- What are the basic guidelines in international etiquette?

Interactive Dinner Demonstration

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

- Recognize place settings, napkin etiquette and basic table manners.
- Comprehend the protocol ordering in a restaurant, handling alcohol in a business meal, paying the bill and tipping.

(BEYA 2800)

JOB READY CERTIFICATION - INNOVATIVE AND CRITICAL THINKING: TRAINING YOUR BRAIN TO SOLVE PROBLEMS AND CREATE SOLUTIONS

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:

- a. What is critical thinking?
- b. How can I use nonlinear thinking strategies?
- c. What does it mean for me to apply logic to situations?
- d. How do I know when, how, and why to think critically about a challenge?
- e. What skills allow me to better evaluate facts and data?
- f. How will thinking differently effect my decision outcomes?
- g. How can I challenge myself to see alternate perspectives?
- h. How can I increase my problem solving abilities?

(BEYA 2806)

JOB READY CERTIFICATION – INTERVIEW SUCCESS! PRACTICAL APPROACHES TO PERSUADING THE RECRUITER

(Also applies under the Job Readiness Certification Track)

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- j. How can I ace my interview from beginning to end?
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CCG JobMatch: Job-Readiness Certification

We work for *You!* JobMatch is designed with the success of your students and your institution in mind. We work to help your students develop the skills they need to find jobs, internship opportunities, and to discover their ideal career paths. We encourage you to select high-potential student leaders who have demonstrated a commitment to growing both professionally and personally for this learning track. Students in this learning track participate in a 20-hour (online and at one of our conferences) training program that leads to soft-skills certification recognized by our recruiters as an added level of job-preparedness. We go a step farther for the student who complete this program by actively working to place them with the companies that recruit at our events.

This program begins on Thursday and students are expected to fully participate in all of the sessions in order to receive all the benefits.

- > Behavior and Business: Best Practices in Business Etiquette
- > Student Leadership Awards Dinner & Business Etiquette Interactive Seminar
- > Innovative and Critical Thinking: Training Your Brain to Solve Problems and Create Solutions
- > Interpersonal Skills: Creating and Building Powerful Connections
- > Interview Success! – Practical approaches to persuading the recruiter
- > Maximize Team Building Skills and Success

This learning track is highly recommended for your freshmen, sophomores, and juniors.

(WOC 1802)

(BEYA 2802)

JOB READY CERTIFICATION - BEHAVIOR AND BUSINESS: BEST PRACTICES IN BUSINESS ETIQUETTE

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(WOC 1800)

(BEYA 2800)

JOB READY CERTIFICATION - INNOVATIVE AND CRITICAL THINKING: TRAINING YOUR BRAIN TO SOLVE PROBLEMS AND CREATE SOLUTIONS

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- f. How will thinking differently effect my decision outcomes?
- g. How can I challenge myself to see alternate perspectives?
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(WOC 1803) **JOB READY CERTIFICATION - INTERPERSONAL SKILLS: CREATING AND BUILDING POWERFUL CONNECTIONS**

(Also applies under the Job Readiness Track)

The overused cliché “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:

- a. How can I improve my ability to listen?
- b. What are differences between a weak and powerful communicator?
- c. What role does “non-verbal” communication play in my effectiveness?
- d. How can I break the ice and start conversations that lead to meaning connections?
- e. What interpersonal skills are critical for leading and working with teams?
- f. What are behaviors and common mistakes that impact interpersonal effectiveness and team success?
- g. How can I influence and engage others?
- h. How can I express my opinion and remain respectful?
- i. How can I make a good impression and build my emotional intelligence?

(WOC 1806)

(BEYA 2806)

INTERVIEW SUCCESS! PRACTICAL APPROACHES TO PERSUADING THE RECRUITER

(Also applies under the Job Readiness Certification Track)

Learning Objective: Examine and practice the skillset of delivering a great interview

Job interviews are stressful enough without having to establish a positive and professional self-representation during the interview process. Recruiters are looking for the ideal candidate while you are trying to come across as friendly and trustworthy while explaining how you’re the perfect candidate, so practice makes perfect. The competition is tough, so it’s no wonder your confidence should be your focus. That’s why you need to be in this seminar. We will deliver practical, step-by-step, proven strategies and interview tips to help you build confidence, become persuasive, and walk into a room locked and loaded, ready to formulate impressive answers to common interview questions. Along with the answers and swagger to pull it off, we will give you the opportunity to perfect your skills before your interview. This session will begin with the knowledge of how to impress recruiters, while the second half will pull it all together in the practice mock interview sessions. Remember, practice makes perfect. You will have the opportunity to sit face to face with professional interviewers in order to prepare effectively for your real interviews.

At the end of this seminar, participants will be able to answer these questions:

- a. What are the common interview questions and how do I prepare my answers?
- b. What information do I need to know for every interview?
- c. How do I answer difficult questions?
- d. What are good questions to ask my interviewer?
- e. How do I answer “So tell me about yourself”?
- f. What do I do after the interview?
- g. What are common interview mistakes?
- h. What does my body language say about me?
- i. What information do I need to know before I have my interview?
- j. How can I ace my interview from beginning to end?
- k. What can I do after the interview to gain an edge on the competition?

CCG JobMatch: Job-Readiness Certification



(BEYA 2805)

JOB READY CERTIFICATION – MAXIMIZE TEAM BUILDING SKILLS AND SUCCESS

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.

At the end of this seminar, participants will be able to answer the following questions:

- a. Why are teams key to productive work environments?
- b. What are the four phases of the Tuckman team development model? How can knowing these characteristics help me on a team?
- c. What are types of teams and how to utilize each type to get results?
- d. What are essential behaviors of leaders and followers on well functioning teams?
- e. What are the uses, benefits and disadvantages of various team-building activities?
- f. What teambuilding exercises create bonds and when to use them?



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