

“Welcome to the Real World”

Planning Comprehensive Career & Leadership Development Programs on Your Campus

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Career & Leadership Development



Who We Are

Career & Leadership Development offers a variety of programs and services to complement your academic study, your development as a leader, and to assist you in reaching your career goals. If you are a currently enrolled student or alumni, we are here for you! We will assist you in finding hands-on learning opportunities, leadership skill development, and preparation for your future career!

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Learning Objectives

- Learn how to engage students, faculty and staff in career exploration activities
- Learn the art of successful networking and how to apply it professionally and personally
- Gain the ability to create and carry out a comprehensive plan for providing career and leadership development



Career Exploration

Career exploration is a time when students begin exploring themselves and majors/careers.



Who Do You Want to Be?



“The Journey Of A Thousand Miles Begins With A Single Step”



Use your...

Values

Guiding principles that reflect what is most important to you in life.

Interests

Topics you enjoy reading about and activities that leave you energized.

Skills

Activities you do well, either learned (e.g. playing basketball) or innate (e.g. coordination).

to help guide you!



Values Activity

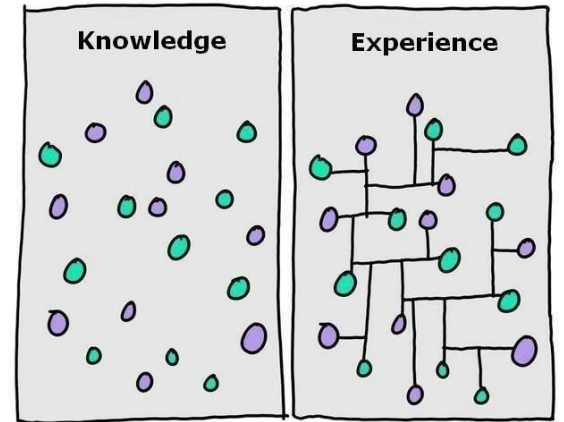


Interest Assessment Activity



Researching Majors/Careers

- What can students study? Where are degree requirements?
- Online Reliable Resources
 - [Occupational Outlook Handbook](#)
 - [O*NET](#)
 - [What Can I Do With This Major?](#)
- Where can they can find experience outside the classroom?
 - *Events, Volunteer, Field Experience, Internships*
 - *Be creative with your speakers, workshops, inside and outside the classroom activities (Major Fair, Career/Internship Fair, Alumni Panel, Day In The Life of, Ted Talks, etc.)*



Vision Board Activity

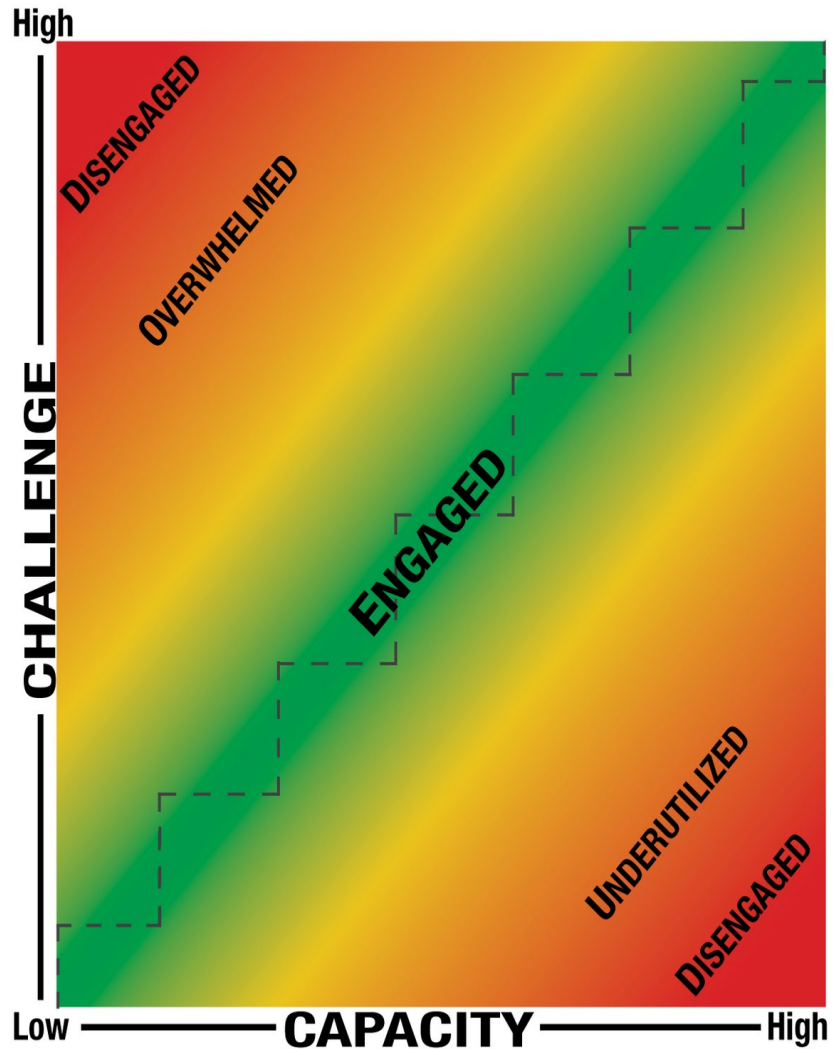


Career Engagement

Career engagement is the active participation of students in their own career development, through internships, networking in their career field, attending events and activities focused on career development, and setting career goals.



Career Engagement



© 2011, Roberta Neault and Deirdre Pickerell

- Between **40 - 50% of first-year students** ***never*** use career planning, financial advising, or academic tutoring services.
- Reaching out to students early will introduce students to Career & Leadership Development and engage NOT overwhelm them in all resources offered for their individual student success!
- Connecting early provides ongoing exposure to career readiness techniques and self-exploration to organically prepare the academic and career tool kit.

*AAC&U 2016, Student Engagement. **What Student Engagement Data Tell Us about College Readiness**, [George D. Kuh](#)



What We Offer

Hands-on Learning

- Internships
- Education field experience
- Clinical healthcare environments
- Service-Learning
- Student Employment

Workshops

- First Year Seminars
- In-Class
- Career Readiness
- Resume Writing/Interview Skill
- Leadership Development

Individual Appointments

- Career Assessments
- Resume Reviews
- Job/Internship Search
- Alumni Services

Services

- Online Resources
- Career & Internship Fairs
- Networking Events
- Job/Internship Database
- Faculty Partnerships



Career Month

March is Career Month!

Focus - help students make connections and understand how to make connections and learn how **their** technical and soft skills = transferable skills that will lead them to their career and leadership development.

Events - Resume Writing/Interview Skill Workshops, Professionalism, LinkedIn/Social Media, Communication, Dress to Impress, Networking, Career Fairs, etc.



Mock Career Fair

Activity & Discussion

Employers: You are seeking qualified candidates for an internship or part time position in your company.

Students: You are seeking an internship or part time position to gain more experience. This is your first time at a career fair.

CA-Cashier

CH-Childcare

B-Bank Teller

H-Hostess

P-Pizza Delivery

S-Security Officer





"Besides 'a great smile' Dave ... Do you have any other qualifications we could consider for this position?"

Transferable Skills... What's That???

- Areas of development that will transfer from one environment to another.
- Employers look for transferable skills.
- Students are continually developing an inventory of skills.
- Examples – Leadership, Communication, working with Groups, Writing....

STAR Model

- Situation, Task, Action and Result



STAR Example



Situation	Task	Action	Result
<i>Required to work as part of a small project team which had to carry out a financial planning exercise and then present findings to fellow students and Tutors for formal assessment.</i>	<i>My specific role was to research the different business plan models and prepare a briefing paper with my recommendations as to which model we should use. This was to be achieved within a very tight time frame.</i>	<i>The action I took was to research business plans on various web sites, visit several local banks for advice and obtain CD roms containing BP models and spoke to the local Business Link for advice.</i>	<i>Outcome - I prepared a report with assessments of the various BP models and my recommendation for which one we should adopt. This was achieved within the target date owing to effective planning and organising of meetings with various parties. We were commended for our presentation and in particular the quality and effectiveness of our business plan by both students and the assessors (we received a mark of 78%).</i>



Transferable Skills Activity

- Review the job title you have been given.
- Review the job duties of that position.
- What transferable skills come from those job duties?
- Discuss!



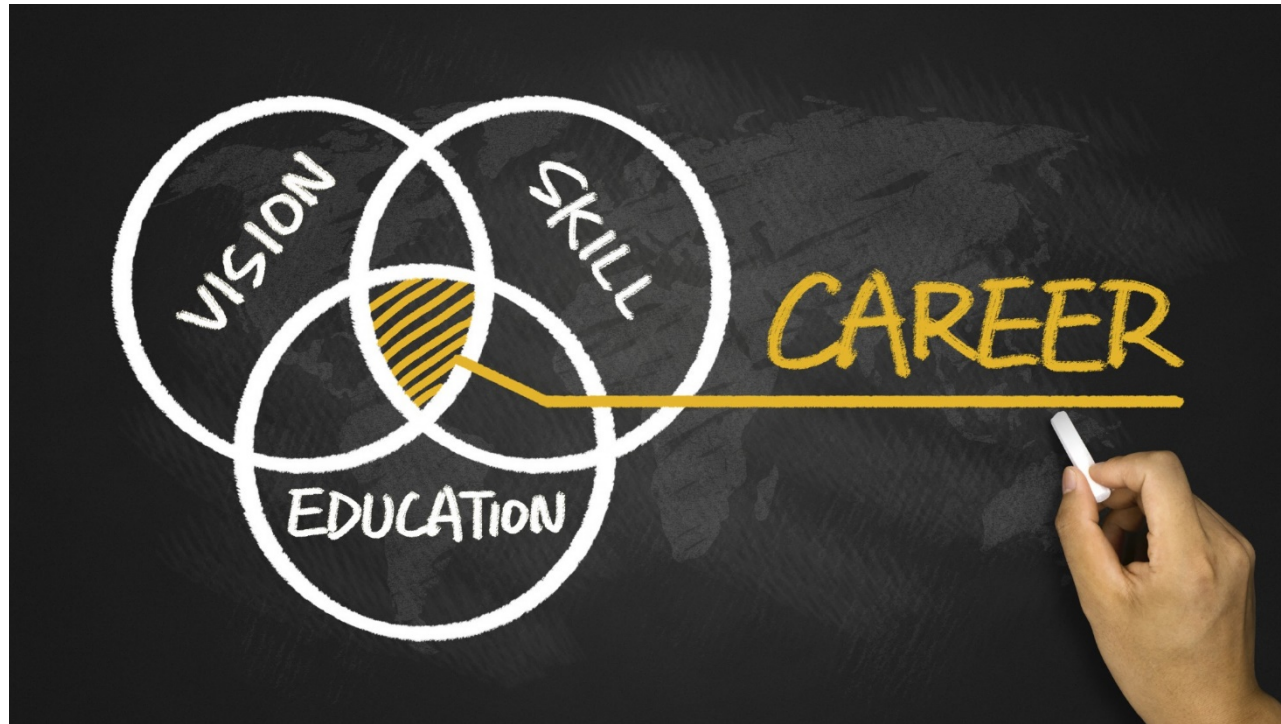
A word cloud centered around the word **Skills** in large yellow letters. Surrounding it are various skill categories and specific skills in blue and red text:

- multi-tasking** (large blue)
- communication** (large blue)
- organizational** (large blue)
- critical-thinking** (large blue)
- interpersonal** (large blue, oriented vertically)
- transferable skills** (small blue)
- problem solving ability** (small blue)
- global-awareness** (small blue)
- research** (small red)
- innovate** (small red)
- analyze** (small red)
- evaluate** (small red)
- nontechnical** (small red, oriented vertically)
- flexibility** (small blue, oriented vertically)
- collaborate** (small red)
- adaptability** (small blue)
- public speaking** (small blue)
- computer** (small red)
- conceptualize** (small red, oriented vertically)
- strong work ethic** (small blue)
- attention-to-detail** (small blue)
- collaborate** (small blue)
- multi-cultural** (small red)
- self-starter** (small red)
- computer** (small red, oriented vertically)
- teamwork** (small blue)
- goal setting** (small red)
- problem-solving** (small blue)
- teamwork** (small blue)
- skills** (small blue)
- detail-oriented** (small blue)
- investigative** (small red)
- technical** (small blue)
- artistic** (small red)
- observation** (small red)
- coordinate** (small blue)
- writing** (small red)
- design** (small blue)
- leadership** (small blue)
- creativity** (small blue)
- analytical** (small blue)
- motivation** (small blue)
- management** (small red)
- detail-oriented** (small red)
- initiative** (small blue, oriented vertically)
- information gathering** (small red)



Career Readiness

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college students/graduates for a successful transition into the workplace.



Career Competencies

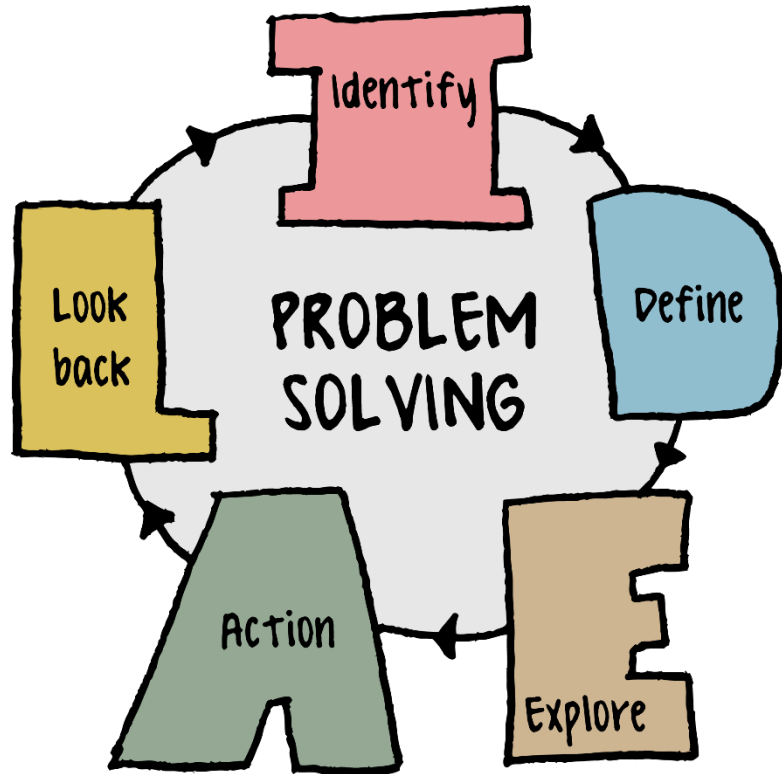


- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

(as developed by the National Association of Colleges & Employers (NACE), 2017)



Critical Thinking/Problem Solving



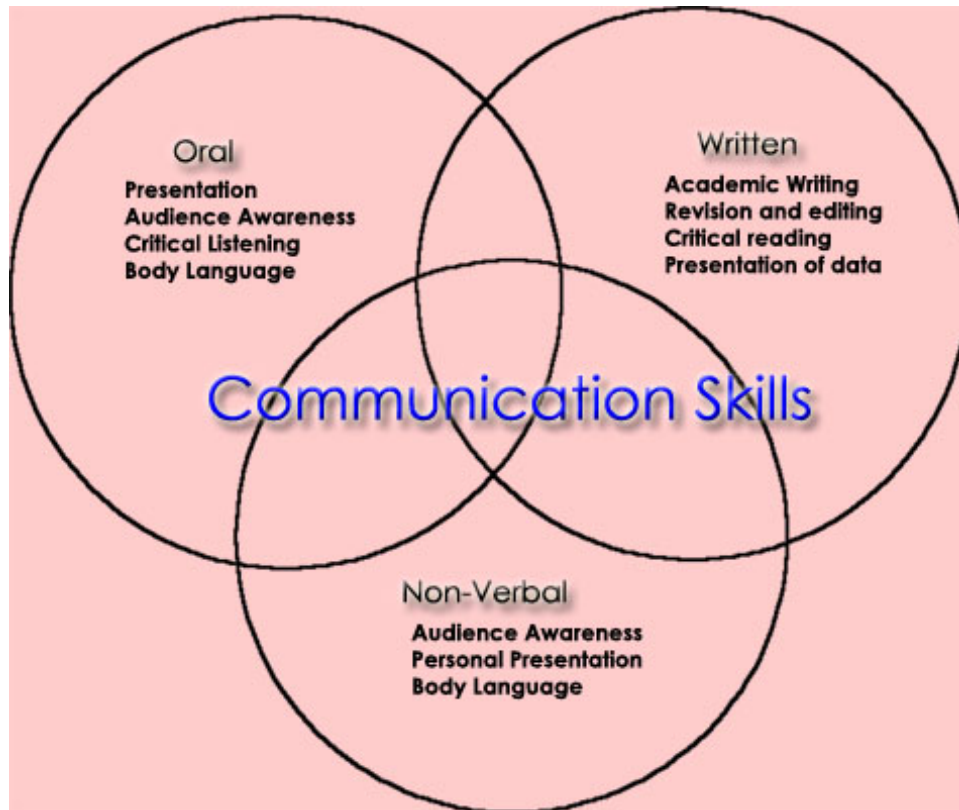
Problems, Solutions, and Grants: How Grants Development helps Leaders become Problem Solvers with Laura Qaissaunee, Director, Grants & Institutional Development

Making the Team Work with Reve Anderko, Associate Director One Stop & Kristin Worthley, Admissions Representative

Change Management/Leading Change with Joan Scocco, Director of Operations, Continuing and Professional Studies



Oral/Written Communications



Public Speaking for Leaders with Dan Leyes,
Speech Professor

*Professional Communication – What NOT to
Say* with Jill Donovan & Sarah McElroy of
Career & Leadership Development



Teamwork/Collaboration



Stop, Collaborate and Listen! with Lauren Brutsman, Director of Student Life & Activities

Making the Team Work with Reve Anderko, Associate Director One Stop & Kristin Worthley, Admissions Representative

Group Dynamics provided by Jill Donovan & Sarah McElroy



Digital Technology



Technology in Leadership with Jonathan Shaloum, Instructional Designer, Innovation Center

Social Media and You: Perfect Together? with Norah Kerr-McCurry, Director, LMS & Innovations Center

LinkedIn Workshop with Anne LaPorta & Jennifer Winn, Career Leadership Development



Leadership

Brookdale's Inaugural Chapter of The National Society of Leadership & Success



Began in March 2016 with a grant
Currently over 1,075 student members
Several steps to be inducted

- Orientation
- Leadership Training Day
- 3 Speaker Broadcasts
- 3 Success Networking Team Meetings



What is Your Leadership Style?

Take the leadership style quiz to find out!



Professionalism/Work Ethic

Professional is not a label you give yourself- it's a description you hope others will apply to you.

- David Maister



Ethics in the Workplace with Frank Roth, Dean, Academic & Career Transitions

Professionalism & Work Ethic with Kelli Sanders, Administrator, Events Management



Career Management



All Career Month Events!

Monmouth University Transfer Student Panel

Resume Writing Workshop

LinkedIn Workshop

Dress to Impress Workshop

Marketing YOU Workshop

[Dev Aujla presents 50 Ways to Get a Job!](#)

MOCK Career Fair

Career & Internship Fair



Global/Intercultural Fluency



Leading by Example- Understanding Bias and Practicing Civility with Christopher Jeune, Director Student Conduct and Compliance and Brian Oland, Counseling Associate Professor

Building Leadership Skills through Diversity, Engagement, and Service provided by Jill Donovan & Sarah McElroy

Creating a Climate of Care provided by Jill Donovan



Partnerships



Faculty/Administrators/Staff:

- Target specific individuals that you have worked with in the past
- Provide presenters with specific information about workshop topics
- Reserve rooms/space and ask presenters to choose dates that work for their schedule
- Try to hold all workshops in same room on campus for consistency with students
- Brand, advertise, and market workshops



Partnerships (continued)



Student Life & Activities:

- Workshops on resume writing, interview skills
- Workshops on job searching
- Job/Internship Database Workshops

Student Engagement:

- First Year Seminar/First Year Experience
- Cap and Gown Pick Up Survey
- Recent Graduate/Alumni Survey

International Education Center

Athletics

Counseling/Advising

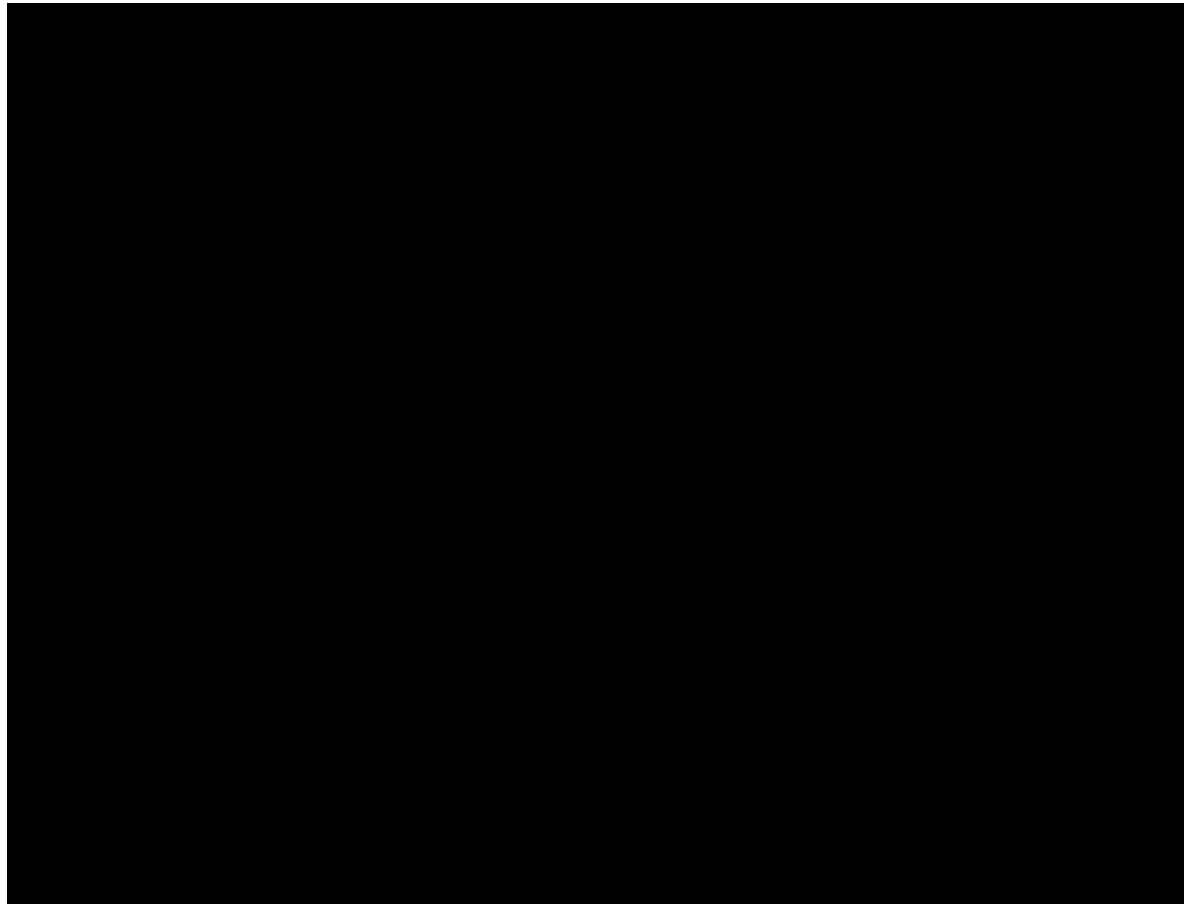


So, now what?

- Bring these resources back to your campus to assist your students with Career Exploration, Career Engagement, and Career Readiness.
- Find out what's already happening on your campus and join in!
- Encourage your students to attend career-related events!
- Utilize your new skills to assist students in learning the art of successful networking.
- Create a plan for career development on your campus!



Need Motivation?



Thank you!

