Spring 2017 Career Management and Writing Workshops

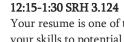
JANUARY/FEBRUARY 2016

Career/Internship Writing Sample 12:15-1:30 SRH 3.124



TU JAN 31

Many job and internship applications require a short writing sample. But what makes a great writing sample? In this workshop we'll look at job descriptions and the writing samples that go with them and discuss the samples that best showcase your skills.



managing the process.

5:15-6:30 SRH 3.124

Resumes and Cover Letters



TH **FEB**

TU

FEB

Your resume is one of the primary ways you market your skills to potential employers. In this workshop, we'll discuss resume style and categories and how to best highlight business skills. You'll also get tips on writing cover letters and other business correspondence.

to draft, revise and publish a professional report. In this

Internships: What, Where & Why? 12:15-1:30 SRH 3.124

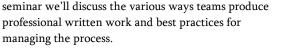
Collaborative Writing Best Practices



MON FEB 6

Internships are a great way to get experience, build your resume, network, and test whether you're your field and focus are a good fit. In this workshop, you'll get tips, tricks, and strategies that will help you find - and land a great internship in your field.

12:15-1:30 SRH 3.124 In your PRP and in your career, you'll work in a team



Job Search Strategies: Resources, Outlook and Salary

professional written work and best practices for

Internships: What, Where & Why? 5:15-6:30 SRH 3.124

MON Internships are a great way to get experience, build your

FEB 13

If you're about to graduate and ready to ramp up your job search or you've got another year but want to get a jump on planning, this workshop will introduce resources to set you on the right track and answer questions about career outlooks and salary.

WED FEB 8

15

TH

MAR

2

TU

MAR

7

resume, network, and test whether you're your field and focus are a good fit. In this workshop, you'll get tips, tricks, and strategies that will help you find - and land a great internship in your field.

Job Search Strategies: Resources, Outlook and Salary



Using Templates & Styles in Word

12:15-1:30 SRH 3.124

TH**FEB**

16

If you're about to graduate and ready to ramp up your job search or you've got another year but want to get a jump on planning, this workshop will introduce resources to set you on the right track and answer questions about career outlooks and salary.

5:15-6:30 SRH 3.124 WED This workshop is "BYOL" (bring your own FEB

laptop). Did you know you can build your own document templates and designs using the Styles feature in Word? In this interactive workshop, you'll practice using Styles to create different document designs.

MARCH 2017

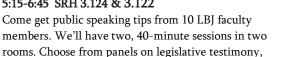
Public Speaking Panels with LBJ Faculty



Salary Negotiation 12:15-1:30 SRH 3.124

MAR 2

5:15-6:45 SRH 3.124 & 3.122 TH Come get public speaking tips from 10 LBJ faculty members. We'll have two, 40-minute sessions in two



You've aced the interviews and now you've been offered the job. Did you know you can also negotiate your salary offer? In this workshop, you'll get tips for successfully negotiating your starting salary.

Refreshments Served. **Interviewing: Tips & Strategies** 5:15-6:30 SRH 3.124

public speech, and presentations at work. Light



Creating Effective Power Points 12:15-1:30 SRH 3.124

MON MAR 20

Do you have to present your research at a conference or within your department? Do you want to create an engaging and effective presentation? This workshop will help you plan, organize, and deliver an effective presentation.

This workshop will provide an overview of the interview process, including: what to expect during an interview, how to prepare, and additional resources to help you in your job search preparation.

Interviewing: Tips & Strategies 12:15-1:30 SRH 3.124



TU MAR 21

This workshop will provide an overview of the interview process, including: what to expect during an interview, how to prepare, and additional resources to help you in your job search preparation.

Writing for Fundraising Special Guest: Piper Stege-Nelson 5:15-6:30 SRH 3.124



TH MAR 23 Come hear about the fine art of writing for fundraising. From grant proposals to donor-facing research briefs, writing to get funding requires a special toolkit. Piper Stege-Nelson is an LBJ alumna who currently works in development for the Peace Corps Let Girls Learn initiative. Previously, she was publisher of *The Texas Observer* and deputy director of Annie's List. **Light Refreshments Served.**

APRIL 2017

Copyediting Professional Reports 12:15-1:30 SRH 3.312/360



WED APR 5 In this workshop, you'll learn best practices for reading professional reports with an eye towards formatting, consistency, and grammar, spelling, and punctuation mistakes. This workshop is great if you're finishing up your PR, if you're editing your team's PRP, or if you want to develop your editorial eye.

Professional Report Panel Special Guests: TBD 5:15-6:30 SRH 3.124



TU APR 18

Come learn more about the PR process from students who are finishing their projects. Select students will present their research and answer your questions about conducting research, writing your report, and working with faculty. **Lunch Served.**

From Offer to Office: Professional Development 5:15-6:30 SRH 3.124



MON APR 10

In this workshop, Monica will discuss a few key strategies for getting the most from the professional development opportunities on the job, and ways to create your own learning to advance your career.

Salary Negotiation 12:15-1:30 SRH 3.124



TH APR 20

You've aced the interviews and now you've been offered the job. Did you know you can also negotiate your salary offer? In this workshop, you'll get tips for successfully negotiating your salary offer.