

Professional Development Day 2018

Suites on Main North and South

Time	Topic	Track	Room
9:00 AM	Check-in	All	North Lobby
9:15 AM	Open remarks	All	North Theater
Session 1 9:30-10:10 AM	Portfolios	Education	South 14B
	Portfolios	Communication	South 14A
	Interviewing	All Majors	South 9A/B
	Financial Responsibility	All Majors	North 110A/B
Session 2 10:20-11:00 AM	Job Documents	Business/IT	North 110A/B
	Job Documents	Health and Human Services	South 9A
	Job Documents (Job Essay)	Education	South 14B
	Job Documents	Communication	South 14A
	Communication Etiquette (LinkedIn)	All Majors	South 9B
Session 3 11:10-12:10 PM	Developing Your Personal Brand	All Majors	North Theater
Session 4 12:20-1:40 PM	Etiquette Luncheon	Freshmen-Juniors	South 9A/B
	Etiquette Luncheon	Freshmen-Juniors	South 14A/B
	Seniors only-Networking with Professionals	Seniors and Grad Students	Commons 107/108
Session 5 1:50-2:30 PM	Teaching out of State	Education	South 14B
	Financial Responsibility	All Majors	North 110A/B
	Interviewing	All Majors	South 9A/B
	Job Search/Fair	All Majors	South 14A

Suites on Main North has the Theater and Suites on Main South has Starbucks

- To earn credit for a digital badge sign-in to each session you attend!
- Workshop descriptions are located on the back of the handout.

Presented by: The Center for Career and Professional Development



Supported by: Clarion University's Student Council for Exceptional Children and Sigma Pi Epsilon Delta

Workshop Descriptions

Session 1: Job Documents

Major/Industry specific

Students will gain greater insight regarding a quality resume, cover letter, and job essay as a panel of employers unravel the mystery behind key words, tailoring the resume and applicant tracking systems.

Session 1: Communication Etiquette

Open to all majors

The way you walk, talk, and show expression communicates a message but is it the right one? Learn the silent rules of effective communication that are vitally important to be a successful professional.

Session 2: Portfolios

Education majors

Presenters will educate participants on the development, assembly and utilization of an e-portfolio.

Session 2: Portfolios

Communication majors

Panelists will educate participants on the development, assembly and utilization of a portfolio.

Session 2 & 5: Interviewing

Open to all majors

Panelists will help students understand and prepare for the interview process. Students will learn how to prepare before, what to expect during and what to do after the interview.

Session 2 & 5: Financial Responsibility

Open to all majors

This workshop will provide tips on how to navigate salary questions during the interview, respectfully approach salary negotiation, and create a value-based budget to live soundly after college.

Session 3: Luncheon

Open to all majors

Freshmen-Juniors will learn how to network with professionals over lunch.

Seniors will network with professionals in similar industries and areas of interest over lunch.

Session 5: Teaching out of State

Education majors

The success of your job search may increase significantly by expanding your geographic range; adding additional areas to your certification and applying to a variety of employers in addition to traditional school districts. Learn about standards for the preparation of professionals in education and if your credentials will be valid outside of Pennsylvania from administrators across the nation.

Session 5: Job Search/Fair

Open to all majors

Learn skills for conducting a proactive job search, locating job search resources, using online job boards, and what to expect and how to prepare for a job fair.