



Futures and Options Career Readiness Workshops

Career Essentials (CE)

- **Orientation/Workplace Expectations & Communication Norms:** Participants examine the written and unwritten rules of professional environments, including behavior, communication styles, and expectations for accountability. They learn how to navigate different workplace cultures while maintaining professionalism and explore how to make a positive impression.
- **Effective Communication:** Participants strengthen their ability to communicate clearly, respectfully, and purposefully in a variety of professional settings. They discuss the impact of body language, tone, and adapting their communication style depending on the audience. Through various activities, they build confidence in verbal and non-verbal communication.
- **Teamwork and Conflict Resolution:** Participants explore how to thrive in group settings through teambuilding activities. Participants also learn how to navigate conflict and respond in ways that maintain professionalism and preserve relationships through a structured conflict resolution group activity.
- **Resume Writing:** Participants learn how to develop and refine resumes that clearly communicate their strengths, experience, and career interests. They explore formatting, best practices, how to tailor their resume for different jobs, and the power of action verbs to showcase accomplishments. Peer review and editing time allow for real-time improvement and feedback.
- **First Impressions & Interview Skills:** Participants learn what it takes to make a strong first impression, especially during interviews. They explore how to present themselves through dress, body language, and speech. Participants also learn to understand job descriptions and prepare thoughtful, well-structured responses to common interview questions.
- ***Mock Interviews:** Participants get a chance to put their interview skills into practice through structured mock interviews with outside professionals. With feedback from their interviewers, they refine their answers, body language, and tone, and gain confidence in navigating real interview experiences in real-time. *Specialty workshop.*
- **Public Speaking:** Participants practice speaking in front of others in a safe, supportive space. They learn how to organize their thoughts, structure a message, and deliver it with clarity and confidence. The session includes warm-up activities, the critique and strategy of notable public figures, and the creation of an elevator pitches.
- **Time Management:** Participants evaluate their current time management habits and explore tools to improve them. They identify common time-wasters and distractions, and use tools like the Eisenhower Matrix and daily planning templates to manage deadlines and responsibilities more effectively.

- **Know Your Strengths:** Participants engage in a self-discovery assessment to better understand their natural talents, interests, and values. Using this career exploration tool, they explore how their strengths align with various industries and roles. The session helps them think intentionally about their next steps and what careers might be the best fit for their personality and passions.
- **Create a Company:** Participants collaborate in small teams to create and pitch a business idea. They brainstorm a concept, assign roles (such as CEO, marketing lead, and finance manager), and develop a short business plan. The session encourages creativity, teamwork, and an understanding of entrepreneurship and workplace collaboration.
- ***Field Trip:** Participants visit the offices of one of our business partners to gain real-world exposure within a specific industry. During the visit, participants engage directly with experienced professionals, learn about the company's work, explore various career paths, and build their networking skills through meaningful conversations and interactive Q&A sessions. *Specialty workshop.*

Advanced Career Essentials Workshops

Please note there are pre-requisites for this section of workshops.

- **Advanced Resume & Intro to Cover Letters:** Participants build a foundation for career readiness by reviewing and refining their resumes to align with specific job opportunities. Through guided activities, peer feedback, and hands-on writing time, participants create a polished master resume and begin drafting a cover letter that highlights their skills, experience, and goals.
- **Focus & Task Completion:** Participants reflect on personal focus challenges and identify practical strategies to overcome distractions and manage time better. They explore tools like the Pomodoro Technique for strengthened focus and the Eisenhower Matrix for prioritizing urgent versus important tasks. Through a gallery walk, group discussions, and reflection activities, they are equipped with tools to improve focus and complete tasks.
- **Improving Written Communication:** Participants learn how to communicate clearly and professionally using written platforms commonly used at work. The session covers note-taking strategies, both digital and handwritten, as well as how to structure and utilize tone for professional emails. Through a task-list activity and peer-reviewed email writing, participants strengthen their ability to summarize and present information effectively in a workplace setting.
- **Excel:** Participants gain hands-on experience with Microsoft Excel, learning how to organize data, build budgets, and perform basic calculations. They practice core skills like cell referencing, using formulas such as SUM and AVERAGE, and applying functions like VLOOKUP. Participants also have the opportunity to create a functional spreadsheet for tracking income, taxes, or expenses that can be applied to both academic and professional settings.
- **Navigating the Workplace:** Participants explore the concept of professionalism and what it looks like across different work environments. They discuss how personal habits, communication tone, and digital presence affect how others perceive them. The session

includes SMART goal setting, email and message writing practice, and tips for showing up confidently in both in-person and remote settings.

- **Future Planning:** Participants begin to visualize their future by identifying long-term goals and breaking them into realistic, actionable steps. They research the education or experience required for their chosen path, assess potential challenges, and consider costs and alternatives. The session helps participants leave with a practical plan and one backup option to achieve their personal and career goals.

Internship Program Workshops

- **Orientation 1/First Impressions & Interview Readiness:** Participants practice professional etiquette and explore how to prepare for interviews with confidence. They learn how to research a company, understand a job description, and use CAR (Context, Action, Result) stories to structure strong interview responses. The session also includes guidance on completing onboarding documents like I-9s and W-2s.
- **Orientation 2/Professional Email & Workplace Scenarios:** Participants practice writing polished, effective emails for workplace communication. They also engage in real-life scenarios that test their ability to respond with professionalism in day-to-day workplace situations. This session sharpens their communication and critical thinking skills.
- **Goal Setting & Taking Initiative:** Participants are guided through the process of setting SMART goals and developing a proactive mindset. They practice prioritizing tasks, explore decision-making strategies, and reflect on the degrees of taking initiative in the workplace.
- **Networking & Communication:** Participants develop confidence in introducing themselves, building connections, and maintaining professional relationships. They craft elevator pitches, explore core communication strategies, and get hands-on practice with tools like LinkedIn to support their growing professional network.
- **Financial Literacy:** Participants are introduced to essential financial literacy skills, including how to read a paycheck, set a budget, save money, and avoid common pitfalls. They also engage in an interactive budgeting activity within a group. The session promotes responsible money management and helps students make informed financial decisions both now and in the future.
- **Teamwork & Leadership:** Participants explore how to thrive in group settings through teambuilding activities and recognize different leadership styles using the Leadership Compass. They reflect on their natural strengths, practice collaboration techniques, and learn how to contribute positively and lead with integrity.
- **Reflection & Next Steps:** Participants look back on their internship journey, identify the skills they've gained, and set clear action steps for what's next. They update their resumes, identify people they can reach out to for future opportunities, and create a plan to continue building their professional growth.