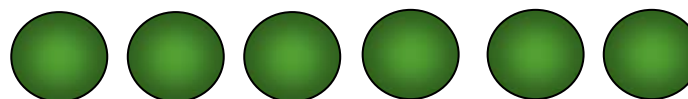


2008-2009 Workshop Listing

- Affirmative Action 9/2 & 2/23
- Career Connections Breakfast 9/27
- Developing Supervision Skills 9/9 & 3/23
- Dinner Etiquette for Business & Social Settings 2/25
- Discover the Seven Secrets of Schmoozing Success 9/24 & 4/8
- Education Celebration Breakfast 9/27
- Give 'em the Pickle 1/26
- Graduate School Application Planning 9/23 & 4/8
- It's Not Who You Know. It's Who Knows You 9/10 & 2/3
- Job Search 11/11 & 3/3
- Job Search Letters 11/10 & 3/30
- Keeping the Boss Happy 11/4 & 3/24
- Locating Internships 11/12 & 2/10
- New Student Employees Session 9/3
- Office Etiquette 9/15 & 2/16
- Pearls of Wisdom: Networking...11/5
- Preparing Your Resume 11/3 & 2/1
- Professionalism in the Workplace: Dress and Image 4/13
- Red Alert, Red Tape: Solving the Mysteries of Bureaucracy 2/24
- Women's Expo 3/4
- Work Ready Protocol—How to Deliver Soft Skills 10/27 & 4/7
- Write for Success 9/16 & 2/18



Ginni Jurkowski offers tips at dinner etiquette program



Please refer to the online bulletin for times, locations, and descriptions of additional workshops.
gold.geneseo.edu

Visit or Contact Us:

Phone: 585-245-5884
Email: gold@geneseo.edu
Location: College Union 114



Emerald Certificate

Career and Employee Development



Future Perfect:

Learn how to...

- Be a team player
- Acquire new skills
- Jump start your career



The **EMERALD CERTIFICATE** is a collaborative effort offered by GOLD and SUNY Geneseo's Career Services Office and has been designed to help students develop and apply lifelong career development skills to the world of work as a student employee or a full time career professional, or both. Students will learn strategies to navigate workplace issues, develop an awareness of appropriate behavior in professional settings and prepare for the transition to a career after college. Workshops will provide opportunities to enhance personal and professional skills that are workplace expectations and help prepare students for promotions and higher level supervisory positions.

Networking/Informational Interviewing Strategies (REQUIRED)

Nearly every day of your life you have an opportunity to make connections and build relationships. The people you know and even people you don't know can influence the direction your life may take. If you don't know how to talk to people about your future, then this workshop is for you. Come and learn how to introduce yourself (even to those you know) and what questions to ask to help you in your career decision making.

Monday, September 22, 1:45-2:45 pm
Monday, March 9, 1:45-2:45 pm

Career Quest: Assessing Your Competencies, Skills, Values and Goals (REQUIRED)

Are you certain about your academic or career plans? Do you need some direction? Career Services staff will help you uncover your competencies, interests, skills and values, and the role those traits will play in your life after Geneseo. Participants will be required to complete the FOCUS series of assessments prior to class, will be introduced to the career decision-making process as well as goal setting and will learn how to research career opportunities. There's so much you can do to smooth the path from campus to careers. Let us help you identify your options!

Tuesday, September 16, 3:00-4:30 pm
Tuesday, January 27, 3:00-4:30 pm



Dr. Easton offers tips on how to write for success

Job Interviewing Skills (REQUIRED)

Learn how to prepare for and what to expect in that all-important moment of truth in your job search--the interview!

Tuesday, October 21, 12:45-1:45 pm
Tuesday, February 17, 12:45-1:45 pm

Reflecting on Your College Experiences and Marketing Your Skills (REQUIRED)

This session will focus on helping you build your career at Geneseo and prepare for life after college. Learn how to identify what you've accomplished as a student and employee and how to market it to future employers for other jobs on or off campus.

Monday, February 2, 1:45-2:45 pm

QUOTES and TESTIMONIALS

"When I learned about the GOLD Program, I was very impressed. As a result, when I interview Geneseo students in the future, I intend to ask them if they participated in the program—if they say no, I'll ask...why didn't you?"

Recruiter, Key Bank

"The workshop (**Job Search Letters**) is exactly what people need and should be required to attend through GOLD. I plan to take what I learned and apply it to my job search."

Student journal entry

"There is no question in my mind that students who participate in GOLD and especially those who pursue the Emerald Certificate will be better prepared for life after Geneseo—be it as a new professional or graduate student."

Jerry Wrubel, Director of Career Services