

CAREER SEMINARS

Cooperative Work Experience
Collin College

PROFESSIONAL DEVELOPMENT/CAREER SEMINAR UPDATED SCHEDULE FALL 2010

These seminars are open to the public; groups are requested to call ahead to register to be assured of adequate space and material.

Promptness is a courtesy and an important work skill; tardiness to a seminar, beyond 15 minutes, will be subtracted from total hours of awarded seminar attendance credit. Additional courtesies: Silence cell phones during seminars. Professional conduct is expected.

**** Room changes may occur ** Please check flyers posted on Collin College bulletin boards or at the Campus Information desk or call 972.377-1594 (Larry Maughan, Coordinator, Co-op/Internships, e-mail: Imaughan@collin.edu for confirmation.**

Note: Times and campus locations vary for seminar sessions. Please review the schedule carefully!

SEMINAR LOCATIONS:

SCC= Spring Creek (2800 E. Spring Creek Pkwy., Plano)

PRC= Preston Ridge (9700 Wade Blvd., Frisco)

DATE	SEMINAR TOPIC
<p>Thursday, October 21 6:30 – 8:30 pm SPRING CREEK CAMPUS SCC Living Legends Conference Center Section AB</p>	<p><u>Habits that Create Success</u> Interactive seminar covering the essential attributes of leadership development including personal effectiveness, taking responsibility, recognizing and seizing opportunities and solving problems to achieve better results. Presenter: Jerri Robertson, Management Consultant, Building Images, LLC, Frisco, Texas, Author, “<i>W.I.N.E. for the Mind</i>” Hosted by: Students in Free Enterprise (SIFE) <i>[Systems, Information, Resources, Critical Thinking, Personal Qualities]</i></p>
<p>Thursday, October 28 2 - 4 PM SPRING CREEK CAMPUS SCC Living Legends Conference Center Section AB</p>	<p><u>How Is Your NETworking?</u> Networking is a technique that people use throughout their lifetimes. Learn how the process of networking can help your career path as well as assist you in various problem-solving situations. Learning how to locate and use your resources will be important keys to job success in today’s technological environment. Participants will have the opportunity to learn about and practice the use of several tools for marketing yourself through networking. Presenter: Lydia Gober, Professional Speaker and Trainer, Dallas, Texas <i>[Information, Critical Thinking, Resources, Self-management]</i></p>

DATE	SEMINAR TOPIC
<p>Saturday, November 6 9:00 – 11:00 AM SPRING CREEK CAMPUS Lecture Hall C104</p>	<p><u>Secrets to Becoming a Successful Entrepreneur: Imagination, Determination, Realization & You!</u> What is an “entrepreneur”? Have you had plans or dreams for launching your own business? Learn more about the essential skills, groups of abilities, relevant education, and life experiences necessary for launching your own business and becoming an entrepreneur. Discover your entrepreneurial potential. Presenter: Sherry Darden, SBDC Counselor, Collin Small Business Development Center, Collin College Hosted by: Students in Free Enterprise (SIFE), Collin College <i>[Interpersonal Skills, Information, Resources, Systems, Critical Thinking, Personal Qualities]</i></p>
<p>Saturday, November 6 11:30 am – 1:30 pm SPRING CREEK CAMPUS Lecture Hall C104</p>	<p><u>Secrets to Becoming a Successful Entrepreneur: Risky Business or Solid Venture?</u> Starting a small business is risky. Do you have the winning FORMULA? Small business management “shoptalk” will showcase the advantages, financial resources, planning, and business skills needed to be a successful business owner/entrepreneur. Presenter: Steve Falldine, Collin SBDC Counselor, Collin Small Business Development Center, Collin College, Author, <i>How to Turn your BIG IDEA Into a New Business</i> Hosted by: Students in Free Enterprise (SIFE), Collin College <i>[Interpersonal Skills, Information, Resources, Systems, Critical Thinking, Personal Qualities]</i></p>
<p>Wednesday, November 10 1:00 – 3:00 pm SPRING CREEK CAMPUS SCC Living Legends Conference Center Lunch Box Session Bring your Own Lunch</p>	<p><u>Becoming a Teenpreneur is Child’s Play</u> You’re never too young (age does not matter), to be introduced to basic business principles and the “rewards” of entrepreneurship. Instead of “It’s never too late” Dallas and Briana believe “It’s never too early.” Learn the secrets to starting, managing, and growing a successful business venture. Two Successful teenpreneuers will share their secrets to building a successful business while in school Presenters: Dallas Crilley, Student, “Rising” Entrepreneur, Motivational Speaker, Dallas Briana Yancey, Student, Professional, Entrepreneur, Dallas Hosted by: Students in Free Enterprise (SIFE), Collin College</p>
<p>Monday, November 15 TIME: 3:00 – 5:00 pm PRESTON RIDGE CAMPUS Heritage Building Room H241 Convergence Lab</p>	<p><u>Converging Technologies and Business Mobility - How will this affect the future workplace?</u> Imagine a work world with little to no commute to work, a virtual corporate headquarters, and perhaps not even an official office in the physical world. This seminar shares trends in the converging technologies involving voice, data, internet communication and business mobility. What are the benefits to both workers and the firms that employ these trends? What are problems that can occur? Leave this session with a better understanding of current and future plans using telework technologies and mobility and how they might impact your future jobs, entertainment, your home and life in general. Presenters: Pete Brierley, Professor, Computer Network Technologies, Collin College and Mark Clark, Professor, Business Administration, Collin College <i>[Information, Resources, Systems, Critical Thinking, Self-Management].</i></p>

DATE	SEMINAR TOPIC
<p>Tuesday, November 16 7:00 – 9:00 pm SPRING CREEK CAMPUS SCC Living Legends Conference Center</p>	<p><u>Living the Map, 50 Jobs in 50 States</u> “Living the Map” is a showcase of Daniel Seddiqui’s ventures as he traveled across 50 states, exploring 50 different jobs in 50 days. Through this mission, Daniel produced 50 career episodes highlighting the work in each position/job and the lifestyle of those who work in these jobs, from a rodeo announcer in South Dakota, a model in North Carolina, coalminer in West Virginia, a marine biologist in Washington, a border patrol agent in Arizona, a lobsterman in Maine, and just about everything in between. Seminar will explore the diverse careers, environments, and cultures in America.</p> <p>Featured Speaker: Daniel Seddiqui, www.livingthemap.com Graduate of University of Southern California, Acting: State, Screen; Film: Directing, Producing, Screenwriting; Professional Story Teller Hosted by: Center for Scholarly and Civic Engagement, Collin College [<i>Personal Qualities Interpersonal Skills, Self-management</i>]</p>
<p>Thursday, November 18 6:30 -8:30 PM SPRING CREEK CAMPUS Room: C103 (Lecture Hall)</p>	<p><u>Invest in Your Future – Career Decisions and Money</u> This seminar will enlighten you with a straightforward approach to understanding financial wellness and how it affects career decision making. Gain an understanding of the importance of establishing financial goals and the value of financial security relevant to career management and negotiating. This interactive seminar will explore the added value of benefits and perks offered to potential employees such as company sponsored benefit plans, (cafeteria, insurance, and retirement). Learn about “financial diseases” and how they seek to rob us as we try to fill our financial security buckets.</p> <p>Presenter: Fred Shlesinger, Financial Representative, Prncor Registered Representative, Principal Financial Group Dallas, Texas Hosted by: Students in Free Enterprise (SIFE), Collin College [<i>Information, Resources, Systems, Critical Thinking, Self-Management</i>].</p>
<p>Tuesday, November 30 3:00 – 5:00 pm PRESTON RIDGE CAMPUS Founders Building – F139</p>	<p><u>Stress Management and Workplace EQ: How to Avoid Emotionally-Charged C.A.T.S.!!</u> Do you feel overwhelmed, stressed by all your “to do’s” and job responsibilities? Do you find that your perfectionism and/or procrastination are obstacles in being productive? Is it difficult to manage your feelings and interactions with some co-workers? Is your lack of assertiveness tied into your stress? During this interactive workshop, learn about good/bad stressors, causes, and how to manage stress. Learn appropriate assertive behavior in the workplace and how to be more emotionally intelligent.</p> <p>Presenter: Virginia “Ginny” Topfer, Counselor, LPC, M.A., Counseling Services, Collin College [<i>Personal Qualities Interpersonal Skills, Self-management</i>]</p>
<p>December 6 – 10 Finals Week Co-op Students Only</p>	<p>FOR CO-OP Students ONLY ---- Co-op SCANS Evaluation Seminar (To be completed on-line) Contact: Larry Maughan, lmaughan@collin.edu or Fran Barkley, fbarkley@collin.edu This 2-hour interactive self-evaluation seminar should be completed during the final two weeks of your Co-op course. See your course schedule for specific due dates for SCANS.</p>
	<p>COOPERATIVE WORK EXPERIENCE – INTERNSHIPS – FOR CREDIT COURSES Cooperative Work Experience (Internship) is an <i>Educational Program/Academic Course</i> which combines classroom learning with supervised, practical work experience – <i>VALUE ADDED to educational degree program</i>. For additional information regarding co-op/internships for academic credit contact: Larry Maughan, Coordinator, Co-op/Internships, Collin College, Preston Ridge Campus: Telephone: 972-377-1594 or by e-mail: lmaughan@collin.edu.</p>

GET ACQUAINTED WITH S.C.A.N.S

(*SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS*)
Translation: Ready-to-work skills employers want to see in interviews and on the job.

In the 90's , the U. S. Secretary of Labor released a special report that provided information on the skills required by employers to carry out business now and in the next century. All types of employers were interviewed and stated what skills and levels of proficiency were needed to be truly prepared for the demands of work. Two key factors were critical in the study: the globalization of business and the growth of technology on the job (*translation: our work life has changed and is changing!*).

Below are five (5) bottom-line competencies and (3) basic skills areas employers in the original report and in this century are still expecting in a quality work force. Co-op is designed to help you build these skills. Each seminar description will note in brackets which of the five competencies/three basic skill areas will be touched by the presentation.

Challenges: Set a goal(s) for your Co-op semester to improve and/or enhance your abilities in these competencies/basic skills. Write them down. You will be asked to rate yourself on all of them in your final seminar/evaluation assignment. Build, expand, enhance your professional skills!

SCANS SKILLS = WORKPLACE KNOW-HOW+EMPLOYERS HIRE THESE!

The workplace know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. These are:

WORKPLACE COMPETENCIES/Effective workers can productively use:

- **Resources** -- They know how to allocate time, money, materials, space, and staff.
- **Interpersonal skills** -- They can work on teams, teach others, serve customers, lead, negotiate, and work well with people from diverse backgrounds.
- **Information** -- They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.
- **Systems** -- They understand social, organizational, and technological systems; they can monitor and correct performance; they can design or improve systems.
- **Technology** -- They can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

FOUNDATION SKILLS/Competent workers in the high-performance workplace need:

- **Basic Skills** – reading, writing, mathematics, speaking, and listening.
- **Critical Thinking Skills** -- the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- **Personal Qualities** -- individual responsibility, self-esteem and self-management, sociability, and integrity.