

2019 Career Development Symposium

To register for Symposium workshops, click the offering number located in the last column. Participants must enroll in each workshop individually to complete registration for the event.

| TIME | TITLE | LOCATION | WORKSHOP SYNOPSIS | REGISTRATION LINK |
|-------------------------|---------------------------------------|------------|--|-------------------------------|
| 8:30 a.m. – 9:30 a.m. | Fireside Chat | Auditorium | The fireside chat will be a one-hour session with experienced Human Resources professionals. Get ready to take flight and prepare to discover the highest level of career success. Come engage with our panelists to gain the answers to all your questions related to career development, advancement, lessons and strategies for long-term career success. The idea is to dissect what, how and why human resources professionals recruit, screen, interview and place workers; in addition to, the management perspective of planning, directing and coordinating people. | <u>#51559</u> |
| 10:00 a.m. – 10:30 a.m. | Keynote Speaker | Auditorium | The keynote speaker will deliver a 30-minute presentation on the theme “Choose Your Own Adventure”. This topic will prepare individuals for taking flight in their careers to go further and higher. Employees who are ready for lift off will be intrigued as they are seeking advancement, longevity or other changes in the professional market. This year’s event will focus on each person’s unique situation, skill-set and career objectives because career paths vary widely and there is no ordinary journey for professional development. Typically, employees who take responsibility for planning their own development and actively seek growth opportunities are the most successful in achieving their goals. | <u>#51338</u> |
| 10:45 a.m. – 12:00 p.m. | Finding Your Sweet Spot | Room 111 | The purpose of this workshop is to help you understand and identify the keys to a successful career search. | <u>#51339</u> |
| 10:45 a.m. – 12:00 p.m. | Professionalism | Room 120 | This workshop provides the participant with a "whole-person" concept to reinforce the principles of professional conduct, behavior, image and appearance. Special emphasis is given to illustrate the role that attitude, and appearance play in the daily operations of administrative support professional. | <u>#51502</u> |
| 10:45 a.m. – 12:00 p.m. | High-Impact Resumes and Cover Letters | Room 222 | This interactive workshop covers creating effective resumes. Participants will receive tips on resume development and learn how to present personal qualifications, such as educational background, work experience, skills and strengths, in a well-organized format. This workshop will also provide tips on preparing an effective cover letter that demonstrates your personality, characteristics, and strengths. | <u>#51503</u> |

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| 1:30 p.m. – 2:45 p.m. | Leadership 101 | Room 111 | Leadership isn't a job title, it is an action. It is developing the perspective, skills and personal style to get results that matter. Individuals, whether seasoned or just growing into their role, often lead project teams. Do you want to be a leader who can influence team members and be part of the future pipeline? Then this class is for you. | <u>#51504</u> |
| 1:30 p.m. – 2:45 p.m. | Career Assessment and Readiness Exploration | Room 120 | This workshop provides participants with a brief, but relevant experience that will allow them to explore and assess their strengths, interests, and affinities as they relate to deciding upon a career choice. Participants will have an opportunity to take the Holland Code Assessment, which is intended to guide them towards a career where they will find satisfaction and happiness, based on their personality type. The Holland Codes or the Holland Occupational Themes (RIASEC) identify personal strengths, interests, and affinities relevant to work. The assessment identifies six personality types and work environments, and purports that the closer the match of personality to a job, the greater the job satisfaction. | <u>#51506</u> |
| 1:30 p.m. – 2:45 p.m. | Powerful Interviewing | Room 222 | This activity-filled workshop helps participants to successfully master the tough-to-answer questions asked during a job interview. Participants will also partake in a mock interview and receive professional feedback on their performance. Emphasis is placed on pre-interview preparation, anticipating and interpreting behavioral-based questions, describing appropriate conduct and dress code, and performing necessary interview follow-up activities. | <u>#51520</u> |
| 3:00 p.m. – 4:15 p.m. | Job Search Strategies | Room 111 | This informational workshop will help employees learn the most effective techniques and best practices in applying for positions within the City, completing the employment application and answering supplemental questions. Participants will also receive a preview of current job opportunities within the City. | <u>#51525</u> |
| 3:00 p.m. – 4:15 p.m. | Who's Leading Who? | Room 120 | The purpose of this session is to provide employers with tools and techniques to enhance their personal performance and become great leaders. | <u>#51526</u> |

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3:00 p.m. – 4:15 p.m.

Networking for Success

Room 222

Effective networking is an act that anyone can master provided its key components and strategies are well understood. This workshop will provide participants with effective business networking strategies to make connections and form relationships in familiar and unfamiliar environments. Also, it delves into the do's and don'ts of successful networking and the game plan to take advantage of golden opportunities that can make you rub shoulders with the movers and shakers of the business community, seal the deal, access hard-to-get business leads, or land the dream job.

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