

Spring 2017 Career Management and Writing Workshops

JANUARY/FEBRUARY 2016

**TU
JAN
31**

Career/Internship Writing Sample 
12:15-1:30 SRH 3.124
Many job and internship applications require a short writing sample. But what makes a great writing sample? In this workshop we'll look at job descriptions and the writing samples that go with them and discuss the samples that best showcase your skills.

**MON
FEB
6**

Internships: What, Where & Why? 
12:15-1:30 SRH 3.124
Internships are a great way to get experience, build your resume, network, and test whether you're your field and focus are a good fit. In this workshop, you'll get tips, tricks, and strategies that will help you find – and land – a great internship in your field.

**WED
FEB
8**

Internships: What, Where & Why? 
5:15-6:30 SRH 3.124
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**WED
FEB
15**

Using Templates & Styles in Word 
5:15-6:30 SRH 3.124
This workshop is "BYOL" (bring your own laptop). Did you know you can build your own document templates and designs using the Styles feature in Word? In this interactive workshop, you'll practice using Styles to create different document designs.

**TH
MAR
2**

Salary Negotiation 
12:15-1:30 SRH 3.124
You've aced the interviews and now you've been offered the job. Did you know you can also negotiate your salary offer? In this workshop, you'll get tips for successfully negotiating your starting salary.

**TU
MAR
7**

Creating Effective Power Points 
12:15-1:30 SRH 3.124
Do you have to present your research at a conference or within your department? Do you want to create an engaging and effective presentation? This workshop will help you plan, organize, and deliver an effective presentation.

**TH
FEB
2**

Resumes and Cover Letters 
12:15-1:30 SRH 3.124
Your resume is one of the primary ways you market your skills to potential employers. In this workshop, we'll discuss resume style and categories and how to best highlight business skills. You'll also get tips on writing cover letters and other business correspondence.

**TU
FEB
7**

Collaborative Writing Best Practices 
12:15-1:30 SRH 3.124
In your PRP and in your career, you'll work in a team to draft, revise and publish a professional report. In this seminar we'll discuss the various ways teams produce professional written work and best practices for managing the process.

**MON
FEB
13**

Job Search Strategies: Resources, Outlook and Salary 
5:15-6:30 SRH 3.124
If you're about to graduate and ready to ramp up your job search or you've got another year but want to get a jump on planning, this workshop will introduce resources to set you on the right track and answer questions about career outlooks and salary.

**TH
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16**

Job Search Strategies: Resources, Outlook and Salary 
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MARCH 2017

**TH
MAR
2**

Public Speaking Panels with LBJ Faculty 
5:15-6:45 SRH 3.124 & 3.122
Come get public speaking tips from 10 LBJ faculty members. We'll have two, 40-minute sessions in two rooms. Choose from panels on legislative testimony, public speech, and presentations at work. **Light Refreshments Served.**

**MON
MAR
20**

Interviewing: Tips & Strategies 
5:15-6:30 SRH 3.124
This workshop will provide an overview of the interview process, including: what to expect during an interview, how to prepare, and additional resources to help you in your job search preparation.

**TU
MAR
21**

Interviewing: Tips & Strategies
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**TH
MAR
23**

Writing for Fundraising
Special Guest: Piper Stege-Nelson 
5:15-6:30 SRH 3.124

Come hear about the fine art of writing for fundraising. From grant proposals to donor-facing research briefs, writing to get funding requires a special toolkit. Piper Stege-Nelson is an LBJ alumna who currently works in development for the Peace Corps Let Girls Learn initiative. Previously, she was publisher of *The Texas Observer* and deputy director of Annie's List. **Light Refreshments Served.**

APRIL 2017

**WED
APR
5**

Copyediting Professional Reports
12:15-1:30 SRH 3.312/360 

In this workshop, you'll learn best practices for reading professional reports with an eye towards formatting, consistency, and grammar, spelling, and punctuation mistakes. This workshop is great if you're finishing up your PR, if you're editing your team's PRP, or if you want to develop your editorial eye.

**TU
APR
18**

Professional Report Panel
Special Guests: TBD 
5:15-6:30 SRH 3.124

Come learn more about the PR process from students who are finishing their projects. Select students will present their research and answer your questions about conducting research, writing your report, and working with faculty. **Lunch Served.**

**MON
APR
10**

From Offer to Office: Professional Development 
5:15-6:30 SRH 3.124

In this workshop, Monica will discuss a few key strategies for getting the most from the professional development opportunities on the job, and ways to create your own learning to advance your career.

**TH
APR
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