MEIS CENTER WORKSHOPS
FALL 2020

Our Core Values

- Professionalism
- Friendliness
- Integrity
- Helpfulness
- Accountability
Advanced Public Speaking – (recommended for Junior, Senior)

Presented by: Dr. David Fleming

Before attending the Zoom workshop, you must:
- Make a list of reasons why you do not like public speaking
- Make a list of benefits of public speaking

For admission into the Zoom Meis event, be prepared to share electronically:
- List of reasons why you are uncomfortable public speaking
- List of benefits of public speaking

During the workshop, you are expected to:
- Participate in activities to improve public speaking skills
- Engage in exercises to reduce public speaking stress

Dates Presented
- October 6th at 5:00 PM
- October 7th at 3:00 PM
- October 8th at 3:00 PM
- October 12th at 2:00 PM

Building a Digital Mindset – (recommended for all)

Presented by: Dr. Cory Campbell

Before attending the Zoom workshop, you must:
- Watch the video titled: The top 5 in-demand job skills for the future
- Video link: https://www.youtube.com/watch?v=jWWQLzMTZ70
- Read the article: Key Competencies for Financial Business Partnering
- Article Link: https://www.fm-magazine.com/issues/2020/feb/finance-business-partnering-key-competencies.html


For admission to the Zoom Meis event, you must have:
- Laptop

During the workshop, you are expected to:
- Examine what are the key skills for the future
- Determine as to where your individual strengths and weakness lie

Dates Presented:
- September 23rd at 2:00 PM
- October 12th at 10:00 AM
- November 9th at 12:00 PM
Business Etiquette – Navigating Professional Attire, Communication & Dinners in Today’s Professional World – (recommended for Freshman, Sophomore)

Presented by: Sara Williams

Before attending the Zoom workshop, you must:
- Research a business professional that you find to be truly successful. You can define what “truly successful” in business means to you.
- Create a written document explaining who the professional is and why you find them to be so successful.

For admission into the Zoom Meis event, be prepared to share electronically:
- The written document you created that explains who the professional is and why you find them to be so successful.

During the Zoom workshop, we will:
- Discuss the different types of dress, to include “business casual”, “professional” and “interview attire”
- Look at common mistakes made when communicating via email and phone
- Discuss dining etiquette for business dinners

Dates Presented:
- September 16th at 1:00 PM
- September 24th at 12:30 PM
- October 21st at 12:00 PM
- November 2nd at 4:00 PM

Career Fair Prep – (recommended for all)

Presented by: Kyle Harris

Before attending the Zoom workshop, you must:
- Completed profile in Handshake=100% completion rating

For admission into the Zoom Meis event, you must have:
- Laptop w/ webcam capabilities

During the workshop, you are expected to:
- Practice logging into Handshake and reviewing upcoming Career Fairs
- Register for upcoming Career Fair as appropriate
- Be prepared to talk about online interviewing including physical space and professional dress
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:
- September 8th at 2:00 PM
- September 9th at 5:00 PM
- September 10th at 12:30 PM
- September 14th at 12:00 PM
Cover Letters – (recommended for all)

Presented by: Dr. Kelly Wilkinson

Before attending the Zoom workshop, you must:
• Watch Five Cover Letter Mistakes Video
  Video link: https://www.youtube.com/watch?v=6ybiR3sJTaY
• Find an entry-level job or internship description for a position in your field
• Compare your skills with the requirements of the job description and bring comparison to workshop (What qualifies you for this job)

For admission to the Zoom Meis event, be prepared to share electronically:
• Laptop
• Comparison of skills and requirements

During the workshop, you are expected to:
• How to determine the content to put in your cover letter
• Determine resume skills versus application requirements

Dates Presented:
  o September 3rd at 5:00 PM
  o October 7th at 10:00 AM
  o October 13th at 10:00 AM
  o November 16th at 2:00 PM

Cultural Leadership – (recommended for all)

Presented by: Allison Crick

Before attending the Zoom workshop, you must:
• Visit: https://hi.hofstede-insights.com/national-culture
• List at least 2 questions you have on this topic
• Make a list of 3 countries you would like learn more about their culture

For admission to the Zoom Meis event, be prepared to share electronically:
• Your questions and countries listed above

During the Zoom workshop, you are expected to:
• Discuss what you want to learn about cultural leadership
• Discuss your experiences with cultural leadership
• Participate in exercises to become more culturally aware

Dates Presented:
  o October 5th at 12:00 PM
  o October 6th at 12:30 PM
  o October 7th at 5:00 PM
  o October 8th at 4:00 PM
Grad School 101 – What are my options? – (recommended for Junior, Senior)

Presented by: Sara Williams

Before attending the Zoom workshop, you must:
• Think about the career you want 10 years after graduation and research if a graduate degree would be required or helpful
• Research a graduate school program and print off the requirements

For admission to the Zoom Meis event, be prepared to share electronically:
• A written document showing graduate school program requirements/details

During the Zoom workshop, we will:
• Discuss the different types of graduate degrees
• Examine the difference between the required entrance exams (GRE vs GMAT)
• Attempt to identify the right graduate program for you

Dates Presented:
 o September 17th at 11:00 AM
 o October 1st at 11:00 AM
 o October 5th at 1:00 PM
 o November 4th at 12:00 PM

Internship Search Strategies – (recommended for freshman, sophomore, junior)

Presented by: Kyle Harris

Before attending the Zoom workshop, you must:
• Watch https://www.youtube.com/watch?v=rYGLwZG4fY&t=265s “How to Get a Summer Internship”
• Find an entry-level job or internship description for a position in your field and bring it with you

For admission into the Zoom Meis event, you must have:
• Laptop with webcam capabilities
• Job description specific to your career interest

During the workshop, you are expected to:
• Discuss your choice of job description and reasoning behind the choice
• Write up 3 desired locations, 3 industries of interest, and resources you plan on using to find said jobs/internships
• Participation during the event is required and at the discretion of the facilitator

Dates:
 o September 30th at 1:00 PM
 o October 21st at 2:00 PM
 o October 27th at 5:00 PM
 o November 11th at 1:00 PM
Improving Your Elevator Pitch – (recommended for all)

Presented by: Dr. David Fleming

Before coming to the Zoom workshop, you must:

- Watch both of these videos on creating your elevator pitch
  Video link: [https://www.youtube.com/watch?v=YHgf4SvysfA](https://www.youtube.com/watch?v=YHgf4SvysfA)
  Video link: [https://www.youtube.com/watch?v=0zaeAuZly9Q](https://www.youtube.com/watch?v=0zaeAuZly9Q)
- Read the elevator pitch prompt and scoring sheet
- Prepare your elevator pitch response to the prompt

Scott College of Business
Fall 2020 Elevator Pitch - Round 1 Evaluation Sheet
Prompt
In one minute or less, tell us what unique opportunity you capitalized on while in school and how it shaped your preparation for the future?

Evaluation Form
Time Limit: 1 minute max
Score each item on a 0-10 scale with 10 being the best possible score and 0 being the absence of the skill or behavior being evaluated.

Introduction

_____ Initial Greeting/hook – not just name and basic info, but something that grabs attention
_____ Transition to pitch – it flows naturally from the intro into the meat of the presentation

Content/Message

_____ Explained the topic - did they give enough detail to peak your interest
_____ Relayed relevant content – did they stay focused or did they wander

Close

_____ Asked for the next step (call, interview, etc.)
_____ Clear ending/close – did they have a clear conclusion or did they fade out or say “that’s all I have?”

Communication

_____ Verbiage (concise, professional) – did they use proper language?
_____ Energy (enthusiastic about subject matter, confidence) – were they engaged and excited?
_____ Time (kept to time limit)
_____ Nonverbal (posture, eye contact, facial expressions, smile) – did they look at the camera, smile, etc.?

_____ TOTAL

For admission into the Zoom Meis event, be prepared to share electronically:

- Student ID
- Outline of your elevator pitch

During the workshop, you are expected to:

- Present your elevator pitch
- Have a dialog about ways to improve your pitch

After the workshop, you are expected to:

- Record and submit your revised pitch to the ISU Elevator Pitch competition by 10/23/2020
- [https://drive.google.com/drive/folders/1bi3iE2PLEc741CDzfFprSulwME2p5e2c?usp=sharing](https://drive.google.com/drive/folders/1bi3iE2PLEc741CDzfFprSulwME2p5e2c?usp=sharing)
LinkedIn 101 – (recommended for all)

Presented by: Dr. Ricky Fergurson

Before attending the Zoom Workshop, you must:

- Set-up and update Linked-in account

For admission into the Zoom Meis Event, be prepared to share electronically:

- URL to LinkedIn account shared in chat upon entering the Zoom meeting

During the workshop, you are expected to:

- Understand what makes good LinkedIn profile
- How to effectively use LinkedIn to network

Dates Presented:

- October 5th at 2:00 PM
- October 13th at 5:00 PM
- October 15th at 4:00 PM
- October 28th at 10:30 AM

Negotiating Your First Job – (recommended for Junior, Senior, Graduate)

Presented by: Dr. David Fleming

Before attending the Zoom Workshop, you must:

- Find and download a job posting that you would like to have when you graduate
  (should be reasonable/entry level, not CEO or owner of a sports franchise)

For admission into the Zoom Meis Event, be prepared to share electronically:

- Job description

During the Zoom Workshop, you are expected to:

- Talk about the total compensation package of your first job
- Prepare a worksheet to assist you in negotiating your first compensation package
- Identify minimums you are willing to take in each area of compensation

Dates Presented:

- September 17th at 5:00 PM
- September 21st at 2:00 PM
- September 22nd at 3:30 PM
- September 23rd at 3:30 PM
Networking in a Crowd of Strangers – (recommended for sophomore, Junior)

Presented by: Sara Williams

Before attending the Zoom workshop, you must:
• Research a business professional that you find to be truly successful. You can define what “truly successful” in business means to you.
• Create a written document explaining who the professional is and why you find them to be so successful.

For admission to the Zoom Meis event, be prepared to share electronically:
• The written document you created that explains who the professional is and why you find them to be so successful.

During the Zoom workshop, you are expected to:
• Discuss what you think it means to be “truly successful” in business
• Share details about the professional you researched
• Learn and/or review networking skills, the importance of creating a network and how to make small talk in a professional setting.

Dates Presented:
- September 16th at 12:00 PM
- September 24th at 11:00 AM
- October 12th at 12:00 PM
- October 21st at 6:00 PM

Outlook Fundamentals – (recommended for all)

Presented by: Dr. Kelly Wilkinson

Before attending the Zoom workshop, you must:
• Find Outlook on their computer in their Office software. (Not on the web, should be on your laptop or tablet)
• Watch video “7 Tips to get More out of Outlook” https://www.youtube.com/watch?v=ctSkPXTt_fs

For admission into the Zoom Meis event, be prepared to share electronically:
• Laptop
• “Schedule” for the week

During the workshop, you are expected to:
• Develop a strategy for time management using Outlook
• Create more than one calendar for different purposes.
• Verify all calendars are linked (phone, web, and laptop)

Presentation Dates:
- September 8th at 4:00 PM
- October 12th at 5:00 PM
- October 29th at 3:00 PM
- November 11th at 10:00 AM
Personal Branding – (recommended for all)

Presented by: Dr. Ricky Fergurson

Before attending the Zoom Workshop, you must:
  - No Prerequisites

For admission into the Zoom Meis Event, you must have:
  - Laptop

During the workshop, you are expected to:
  - Understand the benefits of personal branding
  - Identify ways to build your personal brand
  - Participation during the event is required and at the discretion of the facilitator

Dates Presented:

  o September 21st at 10:30 AM
  o September 23th at 12:00 PM
  o October 1st at 4:00 PM
  o October 29th at 5:00 PM

Public Speaking 101 – (recommended for Sophomore, Junior)

Presented by: Allison Crick

Before attending the Zoom workshop, you must:
  - Make a list of challenges you face in public speaking
  - Make a list of tips you have been given to be a better public speaker

For admission to the Zoom Meis event, be prepared to share electronically:
  - Your 2 lists mentioned above

During the Zoom workshop, you are expected to:
  - Discuss how to become a better public speaker
  - Discuss your experiences in public speaking
  - Participate in exercises to become a better public speaker

Dates Presented:

  o September 21st at 12:00 PM
  o September 22nd at 12:30 PM
  o September 23rd at 5:00 PM
  o September 24th at 4:00 PM
Running an Effective Meeting – (recommended for Sophomore, Junior, Senior)

Presented by: Dr. Kelly Wilkinson

Before attending the Zoom workshop, you must:
- Watch the video: 8 Tips for Running More Effective Meetings - https://www.youtube.com/watch?v=ypxH_2qdePc
- Bring a meeting scenario that you have encountered that did NOT follow one of the eight tips.

For admission to the Zoom Meis event, you must have:
- Laptop

During the workshop, you are expected to:
- Discuss meeting elements
- Discuss how to handle talkers? People who disagree?
- Create an agenda for a meeting and identify pre meeting activities.

Presentation Dates:
- September 16th at 11:00 AM
- October 8th at 2:00 AM
- October 28 at 5:00 PM
- November 10th at 10:00 AM

Successful Interview Strategies – (recommended for Sophomore, Junior, Senior)

Presented by: Kyle Harris

Before attending the Zoom workshop, you must:
- Watch https://www.youtube.com/watch?v=dIPlDbbcEpyQ -7 Tips for a Successful Online Interview & https://www.youtube.com/watch?v=rBWH3A5yGzl- How to use CAR to answer Behavioral Interview Questions.
- Find an entry-level job or internship description for a position in your field and bring with you. Must be an actual job posting! Be prepared to share link to job posting.
- Have at least 3 industry specific questions that they would ask an employer at the end of an interview

For admission into the Zoom Meis event, you must have:
- Laptop with webcam capabilities
- Job/internship posting specific to your career interest
- Your 3 questions for an employer to ask at the end of an interview

During the workshop, you are expected to:
- Practice different types of interview environments and questions
- Practice one on one or in a group with potential interview questions
- Understand and answer behavioral interview questions utilizing the CAR method
- Talk about different types of interviews and prepare for online interviewing.
- Know when and how to answer questions back to an employer
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:
- October 1st at 12:30 PM
- October 5th at 5:00 PM
- October 19th at 1:00 PM
- November 5th at 2:00 PM