MEIS CENTER
WORKSHOPS
SPRING 2020
Can you articulate your skills? Workshop

Presented by: Kyle Harris

Before coming to the Meis Center you must:

- Fill out Career Development Plan
- Must go onto Sycamore ELearning and watch one of the videos related to NACE competencies.

For admission to the Meis event, you must bring:

- Student ID
- Completed Career Development Plan
- Printout showing completion of approved E-learning video/quiz
- Laptop

During the workshop you are expected to:

- Participate in any and all conversations
- Complete Next Level Career Development Plan
- Talk about how to articulate Career Competencies to potential employers
- Potentially answer interview questions based off of career competencies on Career Development Plan/E-sycamore learning videos.

Presented:
January 29th, 5 PM FD 133
February 25th, 2 PM FD 133
March 11th, 2 PM FD 133
April 13th, 1 PM FD 133

Career Opportunity Fair

Recommended for everyone
Presented by: Career Center

Before coming to the event:

- To be prepared for the Career Fair, look over the list of employers, on the Career Center website, and decide who you’re going to talk to ahead of time
  [http://www.indstate.edu/career-center](http://www.indstate.edu/career-center)

For admission to the event you must bring:

- Student ID

During the Career Fair you are expected to:

- Network with employers in a professional setting

Date:

- Wednesday, February 19th 1:00 p.m. – 4:00 p.m.

Bring your résumé, dress for success, and get ready to network.
Cover Letters

Presented by: Dr. Kelly Wilkinson

Before coming to the Meis Center, 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

For admission to the Meis event, you must bring:
- Laptop
- Student ID
- 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:
Wednesday, February 4 2:00 PM – 2:50 PM FD 133
Thursday, March 5 11:00-11:50 FD 133
Monday, March 9th 11:00 AM – 11:50 AM FD 133
Tuesday, April 7, 5:00 PM – 5:50 PM FD 133

Early Career Sales Success Workshop

Presented by: Dr. Greg Marshall

Dates Presented:
Wednesday, February 19th 9:00 AM – 10:00 AM FD 223

Executive Dining

Invite Only

Dates Presented:
Wednesday, April 8th 5:00 PM – 7:00 PM

Gradschool 101 – All of your gradschool questions answered!

Open for Juniors and Seniors

Presented by: Sara Williams

Before coming to the Meis Center, you must:
- Identify at least one graduate program that might go well with your current undergraduate major
- Be interested in learning about what it takes to go to graduate school

For admission to the Meis event, you must bring:
- Bring a PRINTED copy of the name of the graduate program, what it entails, the school that offers it and why this degree would be attractive
- Student ID
During the workshop, you are expected to:
- Learn about graduate school options
- Understand what different graduate programs offer
- Discuss you interest in graduate school

Dates Presented:
Tuesday, March 3rd 11:00 AM – 11:50 AM FD 133
Wednesday, March 4th 5:00 PM – 5:50 PM FD 133
Tuesday, April 21st 11:00 AM – 11:50 AM FD 133
Tuesday, April 21st 12:30 PM – 1:20 PM FD 133

Internship Search Strategies
Open for freshmen, sophomores, & juniors
Presented by: Kyle Harris
Before coming to the Meis Center, you must:
- Watch https://www.youtube.com/watch?v=rYGLwfZG4fY&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 to the Meis event, you must bring:
- Laptop
- Job description specific to your career interest
- Student ID

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:
February 3rd, 5 PM-FD 133
February 12th, 1 PM FD 133
March 2nd, 2 PM FD 133
April 20th, 1 PM FD 133

Job Search Strategies
Recommended for Seniors
Presented by: Kyle Harris
Before coming to the Meis Center, you must:
- Watch https://www.youtube.com/watch?v=KZulav lxHI - “Best Job Search Tips”
- Find an entry-level job description for a position in your field and bring it with you-Must be an actual job posting Printed off and brought with you

For admission to the Meis event, you must bring:
- Laptop
- Student ID
- Job description specific to your career interest printed off-must be an actual job posting
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 Presented:
February 4th, 12:30 PM-FD 133
February 10th, 5 PM FD 133
March 2nd, 1 PM FD 133
April 15th, 1 PM FD 133

LinkedIn 101

Open for all
Presented by: Dr. Ricky Fergurson

Before coming to the Meis Center, you must:
- Set-up or update LinkedIn account
- Watch video on building an effective LinkedIn profile
  https://www.youtube.com/watch?v=2ffdgZFyjUk

For admission to the Meis event, you must bring:
- Laptop
- Student ID

During the workshop, you are expected to:
- Understand what makes good LinkedIn profile
- How to effectively use LinkedIn to network

Dates Presented:
Monday, March 2nd 3:00 PM – 3:50 PM FD 133
Tuesday, March 3rd 2:00 PM – 2:50 PM FD 133
Thursday, March 19th 5:00 PM – 5:50 PM FD 133
Wednesday, April 15th 10:00 AM – 10:50 AM FD 133

Negotiating your First Job

Recommended for Juniors & Seniors
Presented by: David Fleming

Before coming to the Meis Center, you must:
- Identify what job you want when you graduate (field/industry and role) and find at least 2 job postings that match your desired starting job.
- Make a list of what major compensation and employment issues you might face when selecting/determining which job you will take (i.e., pay, vacation, etc.)

For admission to the Meis event, you must bring:
- Laptop
- Student ID
- Job descriptions (printed)
- List of compensation issues (printed)
During the workshop, you are expected to:
- Discuss the complexities of negotiating your compensation package
- Complete a worksheet to help you plan for the negotiation of your first job

**Dates Presented:**
Monday, January 27<sup>th</sup> 12:00 PM – 1:00 PM
Tuesday, January 28<sup>th</sup> 5:00 PM – 6:00 PM
Wednesday, January 29<sup>th</sup> 11:00 AM – 12:00 PM
Thursday, January 30<sup>th</sup> 12:30 PM – 1:30 PM

**Networking in a Crowd of Strangers**

Open for Fr/So

**Presented by: Sara Williams**

**Before coming to the Meis center, you must:**
- Students are required to bring a **printed brief biography** of a business professional that they personally feel is truly successful in business and be prepared to explain why.

**For admission to the Meis event, you must bring:**
- Student ID
- Laptop
- Printed biography

**During the workshop, you are expected to:**
- Learn how to network with professionals
- Learn how to carry on a conversation and ask appropriate question
- Learn how to work the room

**Dates Presented:**
Thursday, March 19<sup>th</sup> 2:00 PM – 2:30 PM FD133
Thursday, April 2<sup>nd</sup> 12:30 PM – 1:20 PM FD 133
Monday, April 6<sup>th</sup> 12:00 PM – 12:50 PM FD 133
Tuesday, April 7<sup>th</sup> 11:00 AM – 11:50 AM FD 133

**Networks Conference Luncheon Keynote**

Open for all

**Presented by: Networks Professional Development Program**

**Before coming to the Meis Center, you must:**
- Register at [www.indstate.edu/ethics](http://www.indstate.edu/ethics)
- Check Ethics Conference website for panelist list
- Research panelists on LinkedIn
- Come prepared with questions for panelists

**For admission to the Meis event, you must bring:**
- Student ID

**During the workshop, you are expected to:**
- Actively listen and participate in discussion

**Dates Presented:**
Wednesday, March 11<sup>th</sup> 11:30 AM – 12:00 PM, Dede I, HMSU
12:00 PM - 12:50 PM complimentary lunch for registered attendees

**Speaker, Denny Sponsel, President & CEO of RJE Interiors**
Nonprofit Career Path: How to build your business career in the non-profit sector

Open for all
Presented by: Dr. Schaumleffel
During the workshop, you are expected to:
  • Listen to nonprofit expert, Dr. Schaumleffel, explain the importance of nonprofits and what you should know about starting a career in the nonprofit sector.
Topics include:
  • The meaning of “nonprofit”
  • The value of a career in a nonprofit business
  • How to start preparing, now, for a career in the nonprofit sector
Dates Presented:
Monday, February 3rd 9:00 AM – 9:50 AM Courtroom

Outlook Fundamentals

Open for all
Presented by: Dr. Kelly Wilkinson
Before coming to the Meis Center, 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=ctSkPXTf_f
  • For admission to the Meis event, you must bring:
    • Laptop
    • Student ID
    • “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)
Dates Presented:
Tuesday, January 28, 10:00-10:50 FD 133
Monday, February 10, 11-11:50 FD 133
Thursday, February 27, 5:00-6:00 FD 133
Wednesday, April 1, 2:00-3:00 FD 133

Overcoming Public Speaking Anxiety
Open for sophomores, juniors & seniors
Presented by: Dr. David Fleming
Before coming to the Meis Center, you must:
  • Make a list of all the reasons why you do not like to public speak (at least 4)
  • Make a list of at least 2 other things you dislike as much or more than public speaking
  • You MUST PRINT the lists and bring them to the workshop.
For admission to the Meis event, you must bring:

- Student ID
- Printed copy of your lists

During the workshop, you are expected to:

- Discuss your fears of public speaking
- Participate in exercises to reduce your public speaking fears

Dates Presented:
Monday, February 3rd 1:00 PM – 1:30 PM
Tuesday, February 4th 5:00 PM – 5:30 PM
Wednesday, February 12th 11:00 AM – 11:30 AM
Thursday, February 13th 12:30 PM – 1:00 PM

Perfect Your Elevator Pitch

Open to all

Presented by: Dr. David Fleming

Before coming to the Meis event, you must:

- Watch video on giving elevator pitch - https://youtu.be/GqsWKaR9Q6M
- Make video of your pitch
  - Example Video - https://youtu.be/98WI7JqscVk

For admission to the Meis event, you must bring:

- Laptop
- Student ID
- Video Pitch

During the workshop, you are expected to:

- Understand what goes in an elevator pitch
- How to structure your pitch
- Keys that make a great elevator pitch

After workshop:

- Post updated video to ISU Elevator Pitch Competition website

Dates Presented:
Monday, March 16th 12:00 PM – 12:30 PM
Tuesday, March 17th 5:00 PM – 6:00 PM
Wednesday, March 18th 1:00 PM – 2:00 PM
Thursday, March 19th 12:30 PM – 1:00 PM

Personal Branding

Open for all

Presented by: Dr. Ricky Fergurson

Before coming to the Meis Center, you must:

- No Prerequisite

For admission to the Meis event, you must bring:

- Laptop
- Student ID
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:
Thursday, January 30th 5:00 PM – 5:50 PM FD 133
Monday, February 10th 3:00 PM – 3:50 PM FD 133
Tuesday, February 25th 10:00 AM – 10:50 AM FD 133
Wednesday, March 18th 10:00 AM – 10:50 AM FD 133

Preparing PowerPoints

Presented by: Dr. David Fleming

Before coming to the Meis event, you must:
  • Make PowerPoint presentation for one of your class presentations

For admission to the Meis event, you must bring:
  • PowerPoint presentation
  • Laptop
  • Student ID

During the workshop, you are expected to:
  • Understand what makes good PowerPoint Presentations
  • How to effectively use PowerPoints
  • How to design useful slides

Dates Presented:
  Monday, January 27th 3:00 PM – 3:50 PM FD 133
  Tuesday, February 4th 2:00 PM – 2:50 PM FD 133
  Wednesday, February 12th 10:00 AM – 10:50 AM FD 133
  Thursday, March 5th 5:00 PM – 5:50 PM FD 133

Public Speaking 101

Presented by: Dr. David Fleming

Before coming to the Meis Center, 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
  • You MUST PRINT your lists and bring them to the workshop.

For admission to the Meis event, you must bring:
  • Laptop
  • Student ID
  • Printed copy of your lists
During the 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:
* Wednesday, April 8th 12:00 PM-12:50 PM FD 133
* Wednesday, April 8th 3:00 PM-3:50 PM FD 133
* Thursday, April 9th 12:30 PM-1:20 PM FD 133
* Tuesday, April 14th 3:30 PM-4:20 PM FD 133

Running an Effective Meeting
Open for Jr/Sr
Presented by: Dr. Kelly Wilkinson
Before coming to the Meis Center, 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 8 tips.
For admission to the Meis event, you must bring:
• Laptop
• Student ID
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.

Dates Presented:
Wednesday, February 5th 2:00 PM – 3:00 PM
Thursday, February 20th 5:00 PM – 6:00 PM
Tuesday, March 10th 3:00 PM – 4:00 PM
Monday, April 13th 10:00 AM – 11:00 AM

Sales Industry Panel
Open for all
Presented by: Dr. Kelly Wilkinson
Before coming to the Meis Center, you must:
• Prepare a list of 2-3 questions you have about a career in sales
For admission to the Meis event, you must bring:
• Student ID
• List of 2-3 questions about sales
During the workshop, you are expected to:
• Actively engage and ask questions to the panel

Dates Presented:
Thursday, February 20th 12:30 PM – 1:00 PM FD 223
Thursday, February 20th 6:00 PM – 7:00 PM FD 223
State Farm Circle of Influence Speaker Series Dinner

Invite Only – but open to all classes

Dates Presented:
Tuesday, February 18th 5:30 PM – 9:00 PM Heritage Ballroom in Tirey Hall
- More information on Sales and Negotiations webpage

“Days of Future Passed: (Re)Imagining the Role & Impact of Sales in the Next Decade”
Greg W. Marshall, Ph.D.
Charles Harwood Professor of Marketing and Strategy
Crummer Graduate School of Business - Rollins College

5:30-6:00 Reception/Networking
6:00-7:00 Welcoming Comments followed by dinner
7:00-7:40 Key Note Presented by Dr. Greg Marshall “Days of Future Passed: (Re)Imagining the Role & Impact of Sales in the Next Decade”
7:40-8:50 Students will rotate tables every 10 minutes to network with sales professionals and discuss sales careers
8:50-9:00 Closing remarks

Student Internship Panel

Recommended for FR, SO & JR
Presented by: Networks Professional Development Program
Dates Presented:
Thursday, March 5th 5:00 PM – 6:00 PM Courtroom

Successful Interview Strategies

Open for sophomores, juniors, and seniors
Presented by: Kyle Harris
Before coming to the Meis Center, you must:
- Watch Strategies for Interview Success video - https://indstate.yuja.com/P/VideoManagement/MediaLibrary/search/WatchVideo/3042021
- Find an entry-level job or internship description for a position in your field and bring with you
- Have at least 3 questions that are industry specific that they would ask an employer in an interview

For admission to the Meis event, you must bring:
- Laptop
- Job description specific to your career interest
- Your 3 questions for an employer
- Student ID
During the workshop, you are expected to:
- Practice different types of interview environments and questions
- Practice one on one or in a group
- Understand and answer behavioral interview questions utilizing the CAR method
- 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:**
January 22nd, 5 PM FD133
February 17th, 1 PM FD 133
March 11th, 1 PM FD 133
March 30th, 2 PM FD 133

**Sustainability Event**
Open for all
**Dates Presented:**
Thursday, April 2nd ALL DAY

**Working with Difficult People: The Secret to Group Success**

Recommended for Freshmen & Sophomores

**Presented by: Sara Williams**

**Before coming to the Meis Center, you must:**
- Read the article titled, “Become Successful by Understanding Peoples’ Personalities”, by Hanny Lerner on Forbes.com.
- Identify what personality category best matches you.

**For admission to the Meis event, you must bring:**
- One or two printed paragraphs explaining which one or combination of the four personalities best match your own AND explain why you think there is a match.
- You must bring this as a printed document. An electronic copy on your phone or laptop will not be accepted. You may write out your one to two paragraphs if you choose not to print them.

- **During the workshop, you are expected to:**
  - Understand the importance of working well with others
  - Learn tips to help with working with difficult people
  - Identify if you are the difficult person in the group and how to work well with others

**Dates Presented:**
Thursday, March 19th 11:00 AM – 11:50 AM FD 133
Tuesday, April 7th 12:30 PM – 1:20 PM FD 133