




## SEMINAR SCHEDULE | SPRING 2019

#	Seminar Topic	Speaker(s)	Location	Date/Time
1	<b>Entrepreneurial Mindset &amp; Networking</b> This is about getting your hustle on and letting everyone know what you're about. Let's brainstorm and think about how we can set goals, get others involved, and make things happen!	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	MON SEP 09 5:00 – 6:30
2	<b>Digital Profile &amp; Portfolio</b> Is your social media profile on "private?" This workshop will help you establish your online portfolio and provide you with the tools you need to manage your online presence to reflect a more professional tone.	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	TUE SEP 10 5:00 – 6:30
3	<b>Healthcare Employer Meet-Up</b> Engage with healthcare employers on our campus during our employer Meet-ups. They are ready to talk to you about job and internship opportunities	<b>To receive Activity Credit for Attendance, download and complete the <a href="#">Career Activity Form</a></b>	Santa Rosa Campus Quad front of Race Building	WED SEP 11 11:30 – 1:30
4	<b>Deciding on your Career</b> Explore the resources available at the Career Center while investigating your values, personality type, work preferences and conditions. Learn which careers suit you.	<b>Jill Mead</b> Career Advisor Career Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	THU SEP 19 3:30 – 4:30
5	<b>Communication</b> Communication is something you do every day- could you do it better? Learn to evaluate your own skill level and ensure greater success in the workplace, in the classroom, and in life!	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	MON SEP 23 5:00 – 6:30
6	<b>Industry Spotlight – Health &amp; Fitness Panel &amp; Networking Event</b> Working in fitness: reflections on the journey During our first hour, our professional panel will present the realities of working in the fitness industry. The second hour will provide you time to network with the professionals.	<b>To receive Activity Credit for Attendance, download and complete the <a href="#">Career Activity Form</a></b> 	Petaluma Campus Call Hall Room 641	TUE SEP 24 6:00-8:00 pm



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7	<b>Career Vision Board</b> Come and create a "vision board" to assist you in visualizing your career goals and plan for your life. What you visualize, you can materialize.	<b>Jill Mead</b> Career Advisor Career Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED SEP 25 2:00 – 3:30
8	<b>LinkedIn Basics</b> In this seminar you'll learn <i>how to setup and optimize your LinkedIn profile</i> , upload your contacts, <i>and</i> build your network.	<b>Kim Kinahan</b> Job Developer Workforce Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED SEP 25 5:30 – 6:30
9	<b>Time Management</b> This seminar focuses on two basic behaviors that will save you time daily. Includes easy techniques, priorities and goal setting along with proven methods to overcome delaying, deferring and postponing.	<b>Chance Massaro</b> Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	THU SEP 26 3:30 – 5:00
10	<b>Interviewing Skills</b> Learn how to present yourself with confidence. This interactive seminar will teach you how to prepare for tough interview questions and convince potential employers that you are the person for the job.	<b>Jill Mead</b> Career Advisor Career Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED OCT 02 2:00–3:00
11	<b>Resume &amp; Cover Letter</b> This is your opportunity to highlight your skills and show potential employers what you have accomplished. Whether you need to start or update your resume and cover letter, this workshop is for you!	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	MON OCT 07 5:00 – 6:30
12	<b>Collaboration</b> Alone we can do so little; together we can do so much. Let's learn how to make a dream team and ease the process of finishing important tasks at hand.	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	TUE OCT 08 5:00 – 6:30
13	<b>Employer Meet Up Various Industries</b> Engage with employers on our campus during our employer Meet-ups. They are ready to talk to you about job and internship opportunities	<b>To receive Activity Credit for Attendance, download and complete the <a href="#">Career Activity Form</a></b>	Santa Rosa Campus Inside Bertolini Hallway/1 <sup>st</sup> floor	WED OCT 09 11:30 – 1:30
14	<b>Critical Thinking</b> Explore the process to assess situations accurately in order to make better decisions and create better solutions. Learn hands-on techniques to generate breakthrough ideas and solve your most pressing problems. You will discover how to ask the right questions, challenge assumptions and see others' viewpoints with clarity.	<b>Chance Massaro</b> Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED OCT 09 3:30 – 5:00



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15	<b>Ethics at Work</b> What are ethics in the workplace? Come find out how to clarify workplace ethics, such as honesty and integrity, in relation to your own ethics. Do you value these characteristics and the rewards and consequences for having these characteristics?	<b>Chance Massaro</b> Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED OCT 09 5:30 – 7:00
16	<b>Creating First Impressions</b> Come learn how to make a great impression in person at your job interview. Learn how to present yourself with confidence and dress for success.	<b>Jill Mead</b> Career Advisor Career Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED OCT 16 2:00 – 3:00
17	<b>LinkedIn Basics</b> In this <i>seminar</i> you'll learn <i>how to setup and optimize your LinkedIn profile</i> , upload your contacts, <i>and</i> build your network.	<b>Lauralyn Larsen</b> Intern Coordinator Work Experience	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED OCT 16 5:30 – 6:30
18	<b>Analysis/Solution Mindset</b> This is about how we're able to solve problems, take ideas and create solutions. This is all about critically thinking on your feet!	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	MON OCT 21 5:30 – 6:30
19	<b>Resume and Cover Letter Development</b> Learn current best practices to prepare important marketing tools - your resume and cover letter. This seminar provides an overview of the various formats and tips on how to best highlight your experience and accomplishments to attract potential employers. You may bring a finished resume for a brief critique.	<b>Jill Mead</b> Career Advisor Career Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	THU OCT 31 3:30 – 4:30
20	<b>Effective Job Search</b> Come find out what opportunities are available to you as a student whether you're looking on or off campus for your next job. Get informed about what employers are looking for in a resume, a cover letter, and during the interview process. Let's make sure they pick the best candidate - YOU.	<b>CE Student Success Team</b> CE Programs	Petaluma Campus Petaluma Student Success Center, Call Hall #690	MON NOV 04 5:00 – 6:30
21	<b>LinkedIn Basics</b> In this <i>seminar</i> you'll learn <i>how to setup and optimize your LinkedIn profile</i> , upload your contacts, <i>and</i> build your network.	<b>Kim Kinahan</b> Job Developer Workforce Development	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	TUE NOV 05 Noon – 1:00



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22	<b>Employer Meet Up Various Industries</b> Engage with employers on our campus during our employer Meet-ups. They are ready to talk to you about job and internship opportunities	To receive Activity Credit for Attendance, download and complete the <a href="#">Career Activity Form</a>	Santa Rosa Campus Inside Bertolini Hallway/1 <sup>st</sup> floor	WED NOV 06 11:30 –1:30
23	<b>Customer Service I</b> This seminar will teach how to identify the customer, their needs and wants while using effective communication, both written and verbal as well as other 21st century soft skills. Be the employee that employers want. Attendance at both Part I and Part II will provide maximum benefit.	<b>Chance Massaro</b> Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED NOV 06 3:30 -5:00
24	<b>Customer Service II</b> This seminar will teach how to identify the customer, their needs and wants while using effective communication, both written and verbal as well as other 21st century soft skills. Be the employee that employers want. Attendance at both Part I and Part II will provide maximum benefit.	<b>Chance Massaro</b> Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	WED NOV 06 5:30 -6:30
25	<b>Learn Faster Using Your Unique Style</b> This interactive seminar will acquaint you with the simple processes you can use to design your own super learning power. Include your motivation, senses, diet, sleep, rest, attitude and other people to make a comprehensive plan to learn more effectively. You can double your learning speed!	<b>Chance Massaro</b> Managing Director Power Communications	Santa Rosa Campus Bertolini Student Center 3rd Floor, Rm 4875	THU NOV 07 3:30 – 5:00

