



SEMINAR SCHEDULE | SPRING 2020

#	Seminar Topic	Speaker(s)	Location	Date/Time
1	Create a Vision Board 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.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE JAN 28 2:00 – 4:00 pm
2	The Power of Networking 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!	CE Student Success Team CE Programs, SRJC	Petaluma Campus Student Success Center, Call Hall, Rm 690	TUE JAN 28 5:00 – 6:00 pm
3	What can I do with this Major? Not sure how your major translates into a job in the real world? Come find out how identifying your interests and values can help you choose a career path.	CE Student Success Team CE Programs, SRJC	Petaluma Campus Student Success Center, Call Hall, Rm 690	TUE FEB 04 5:00 – 6:00 pm
4	Communication Basics This seminar will demonstrate how to succeed in almost all your communications using the soft skills of patient listening, understanding the roles of emotion and thought while learning to carefully sift facts from generalities.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	THU FEB 06 4:00 – 5:00 pm
5	Deciding on Your Career Explore the career resources available while investigating your values, personality type, work preferences and conditions. Learn which careers suit you.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE FEB 11 3:00 – 4:00 pm
6	How Your Major Relates to an Occupation Participants will learn how to connect majors to education and occupational alternatives in this workshop. This will make you better prepared for the internship/job search.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE FEB 18 3:00 – 4:00 pm



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7	Digital Profile & Portfolio 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 (and employable) tone.	CE Student Success Team CE Programs, SRJC	Petaluma Campus Student Success Center, Call Hall, Rm 690	TUE FEB 18 5:00 – 6:00 pm
8	Resume Development 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.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE FEB 25 3:00-4:00pm
9	Communication & Collaboration Communication is something you do every day. This workshop will help you evaluate your own skill level and ensure greater success in the workplace and in life! Learn how good communication contributes to better collaboration.	CE Student Success Team CE Programs, SRJC	Petaluma Campus Student Success Center, Call Hall, Rm 690	TUE FEB 25 5:00-6:00 pm
10	Ethics at Work 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 possessing ethics?	Chance Massaro Managing Director Power Communications	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	WED FEB 26 4:00 – 5:30 pm
11	Job Applications Tips An employment application provides the employer with information about applicants in a standardized format so the employer can quickly screen applicants to see which ones meet minimum requirements. Because of the importance of the job application, we will offer some tips to help you present yourself in the best light.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE MAR 03 4:00 – 5:00 pm
12	First Impressions and Interviewing Skills 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. 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.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	THU MAR 12 3:00 – 4:00 pm



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13	Resume and Cover Letter Development 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.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE MAR 24 3:00 – 4:00 pm
14	Time Management 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.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	WED MAR 25 4:00 – 5:30 pm
15	Critical Thinking 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.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	THU MAR 26 3:00 – 4:30 pm
16	The Job Search Come learn what resources are available to you as a student looking for your next job! Get information about what employers are looking for in a resume, cover letter and during the interview process. Make sure that they select the best candidate – You.	CE Student Success Team CE Programs, SRJC	Petaluma Campus Student Success Center, Call Hall, Rm 690	TUE MAR 31 5:00 – 6:00 pm
17	First Impressions and Interviewing Skills 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. 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.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE APR 07 3:00 – 4:00 pm



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18	Customer Service 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.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	TUE APR 14 3:00 – 4:30 pm
19	Analysis & Solution Mindset This is about how we are able to solve problems, take ideas and create solutions. This is all about the ability to “think on your feet” by using critical thinking skills	CE Student Success Team CE Programs, SRJC	Petaluma Campus Student Success Center, Call Hall, Rm 690	TUE APR 14 5:00 – 6:00 pm
20	Learn Faster Using Your Unique Style 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.	Chance Massaro Managing Director Power Communications	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	WED APR 15 NOON-1:30pm
21	Work-Life Balance Take an energy assessment and learn about how to balance the areas in our lives where our energy goes.	Jill Mead Career Advisor SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	THU APR 16 3:00-4:00pm
22	LinkedIn Basics In this seminar you'll learn <i>how to setup and optimize your LinkedIn profile</i> , upload your contacts, and build your network.	Lauralyn Larsen Internship Coordinator Instructor, Work Experience SRJC	Santa Rosa Campus, Bertolini Student Center 3rd Floor, Rm 4875	FRI APR 17 NOON–1:00 pm

