

Attachment 1.3

IEEE-USA Career Makeover Workshop
Saturday, March 25, 2006

Workshop Schedule
8:00 AM – 5:30 PM

8:00 AM – 8:30 AM

Registration and Continental Breakfast

8:30 AM – 8:45 AM

Welcome and Introductions
Ed Perkins/Paul Kostek

Speaker and Attendee Introductions
Overview of Workshop Program

8:45 AM – 9:15 AM

State of the Engineering Workplace
Ed Perkins

Communicate “Big Picture,” paradigm shift and dynamics of job market. Understand changes, no return to past, list of challenges

9:15 AM – 9:45 AM

Requirements for Success in the New Workplace
Ed Perkins

Communicate what employers expect, what attributes are needed to succeed. Understand market requirements, how to relate to market, your business model
(EXERCISE)

9:45 AM – 10:15 AM

Break

10:15 AM – 10:45 AM

How You Can Adapt
Ed Perkins

Communicate attitudes and approaches needed to respond to new workplace. Understand personal factors affecting your ability to adapt. What are your “critical variables”?

10:45 AM – NOON

Career Makeover – Analyze Interpersonal Tool Sets
Dr. Trudy Hu

Paradigm shift: past, present and future trends. Highlight and compare characteristics of the old and new paradigms. Assess your career goals, working styles and personality. Integrate different paradigms; empower yourself and your profession

- More -

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Seminar Schedule cont
8:00 AM – 5:30 PM

NOON – 1:00 PM

Lunch and Issues Exchange
Paul Kostek

1:00 PM – 2:00 PM

Developing a Career Strategy for Change
Greg Hutchins

Developing, branding and presenting a successful career plan. Recasting your accomplishments (EXERCISE)
Identifying and building your “value added.” Branding
Consulting and other alternative work models.

2:00 PM – 3:00 PM

Conducting a Creative Job Search
Cay Humphryes

New ways find the right job and work opportunities.
Elevator pitch, networking, informational interviewing.
Continuing education. Elevator pitch – tell me about yourself (EXERCISE)

3:00 PM – 3:30 PM

Break

3:30 PM – 4:30 PM

Closing the Deal
Dr. Tarek Lahdhiri

How to use your resume. How to sell yourself.
Understanding the interview process – what to expect, how to sell yourself.

4:30 PM – 4:40 PM

How IEEE-USA Can Help
Dr. Tarek Lahdhiri

Identify IEEE and IEEE-USA career development and employment assistance resources

4:40 PM – 5:00 PM

Conclusion and Call to Action
Ed Perkins/Paul Kostek

Motivational Wrap-Up and Program Evaluation

Q: cpc/2006mtgs/Career Workshop Schedule.032506