

CAREER FORUM (PPPA 6097)

Fall 2014

Fridays, 3:30-6:00 p.m.*; Location: MPA 309

I. SUMMARY AND OBJECTIVES

The purpose of this weekly class, co-taught by Denise Riebman, Career Services Director, and Professor Joan Dudik-Gayoso, is to offer students and alumni career development support and resources at a consistent time and place. It will help clarify career objectives; assess past experiences, skills, strengths and preferences; identify gaps students can/should fill through class work, internships, or employment; teach students how to prepare an appropriate resume; offer networking opportunities and exposure to important organizations/institutions; and help them to manage their professional development and learn from their experiences.

II. REQUIREMENTS

Students and alumni may be asked to register for some Career Forums in advance in order to assure appropriate attendance rates. Individual Career Forums may be canceled if fewer than 10 students/alumni do not show interest in a particular employer/workshop.

III. APPROACH AND SIGNIFICANT FEATURES

The Career Forum is organized in a flexible way, to respond to the needs of students and alumni as they arise. What students and alumni gain, however, depends heavily on their investment and participation in the course.

The class will be organized to offer both group activities and one-on-one support. It will benefit from the variety of professional experiences students and alumni bring to the sessions. Making the most of this class will require a combination of action and introspection. Group activities are designed to provide a foundation to answer many general and frequently asked questions about career opportunities in the public, private, and non-profit sectors.

Some "classes" will involve presentations and discussions with representatives of organizations likely to hire TSPPPA students and alumni.

Some classes will offer opportunities to explore the current job situations and gain a perspective on typical workplace and professional development issues others have encountered.

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SCHEDULE

* All times are 3:30-6:00 p.m. and locations are MPA 309 unless stated otherwise. Schedule subject to change.

** These events are related to, but not part of, the Career Forum.

Date	Time(s)/ Location	Program
September 5th	3:30 – 6pm	<p>Enhancing Your Effectiveness as a Public Service Professional and Student: Writing Skills Workshop Writing for public service is different than the creative writing, essay writing, or research papers you may have done as an undergraduate. During your time in the Trachtenberg School, you will practice and hone your public service writing skills. This workshop provides: an overview of some of the types of writing you will encounter while in the program, a glimpse of the writing expectations of the program, strategies to help you prepare for Trachtenberg School writing, and tips that can help you improve your writing both inside and outside the classroom. <i>Presenters: Linda Miller and Colin Fallon, GAO</i></p>
September 12th	3:30 – 5:00pm	<p>Get Connected: TS Career Central, LinkedIn and More One of the most critical first steps you can take when starting your graduate career is to understand social media and online resources that will benefit your career in both the short and long term. You'll learn about the institutional memberships we purchase for our students, online resources and how to effectively use social media and LinkedIn (especially the TSPPPA group) to open countless doors! <i>Presenter: Denise Riebman</i></p>
	5:00 – 6:00pm	<p>Consulting Resumes How to build a resume for the consulting world <i>Presenter: Deloitte</i></p>
September 19 th	3:30 – 4:30pm	<p>Consulting 101 We toss around the word “consulting” all the time but what does it really mean to be a consultant. This session will cover the types of work, range of projects and organizational culture. <i>Presenter: Deloitte</i></p>
	4:30 – 6:00pm	<p>Panel: Real life insights from alumni working at all types of consulting firms</p>
September 26 th	3:30 – 5:00pm	<p>Getting into Federal Government Navigating the federal system can be complex and sometimes frustrating. Learn more about current hiring trends, federal resumes and how to maximize your chances of landing a job or internship. <i>Presenter: Steve Ressler, Founder and President, GovLoop</i></p>
	5:00 - 6:00pm	<p>Panel: The Public Sector is More than Just Federal Jobs: Alumni working on State/County/Local Government Levels</p>

October 24th	3:30 – 4:30	Closing the Deal: Interview Tips to Land the Job By the time you land the interview, they already have seen your resume and cover letter so learn how to interview so that you convince them that there is no other candidate they should even consider. But at the same time, make sure you also know how to interview them to find out if you even want to work there! <i>Presenter: Denise Riebman</i>
	4:30 – 6:00pm	Panel: Insider tips from Human Resources Representatives – Everything You Need to Know But Didn’t Know Who to Ask
October 31st	3:30 – 5:00pm	Negotiating a Compensation Package: It’s more than Salary Time, power and information are the three critical keys to leveraging a strong compensation package. Tools and resources to maximize this leverage will be covered in this session. <i>Presenter: Denise Riebman</i>
	5:00 – 6:00pm	Panel: Making an Impact While Making a Living in the Nonprofit Sector
November 7th	3:30 – 5:00pm	It’s NOT about Networking; It IS about Building a Network Learn how to go beyond traditional “networking” approaches to build a robust network of professionals and cultivate an expansive understanding of your field. <i>Presenter: Joan Dudik-Gayoso</i>
	5:00 – 6:00pm	Panel: Navigating Diversity and Inclusion in the Workplace
November 14th	3:30 – 5:00pm	Managing Up - How to Influence Your Boss and Accelerate Your Career Top tips for developing strong relationships with your boss. <i>Presenter: Sara Melita, Senior Advisor, GWU (previous GW positions include Assistant VP, Organizational Development & Effectiveness and Executive Director, Staff Learning and Development)</i>
	5:00 – 6:00pm	Panel: Thinking of Think Tanks? Hear from alumni working in diverse positions at all types of think tanks
November 21st	3:30 – 5:00pm	Career Happiness How often do we really allow ourselves to think about what it means to have career happiness? This interactive workshop will engage participants to think about “What You Are, What You Love, and What You Value.” <i>Presenter: Denise Riebman</i>
	5:00 – 6:00pm	Panel: What does it REALLY mean to be a Policy Analyst? Where do they work and what do they do?