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.
## FALL 2014 CAREER FORUM (PPPA 6097)
Fridays, 3:30-6:00 p.m.; Location: MPA 309

**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.*

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<thead>
<tr>
<th>Date</th>
<th>Time(s)/Location</th>
<th>Program</th>
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| September 5th | 3:30 – 6pm       | **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.  
Presenters: Linda Miller and Colin Fallon, GAO |
| September 12th| 3:30 – 5:00pm    | **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!  
Presenter: Denise Riebman |
|               | 5:00 – 6:00pm    | **Consulting Resumes**  
How to build a resume for the consulting world  
Presenter: Deloitte |
| September 19th| 3:30 – 4:30pm    | **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.  
Presenter: Deloitte |
|               | 4:30 – 6:00pm    | **Panel:** Real life insights from alumni working at all types of consulting firms |
| September 26th| 3:30 – 5:00pm    | **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.  
Presenter: Steve Ressler, Founder and President, GovLoop |
|               | 5:00 - 6:00pm    | **Panel:** The Public Sector is More than Just Federal Jobs:  
Alumni working on State/County/Local Government Levels |
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<th>Date</th>
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<tr>
<td>September 27th</td>
<td>8:00 – 1:00pm</td>
<td><strong>Case Interview Workshop</strong> &lt;br&gt;Case interviews are very different than any other type of interview and will often be the determining factor in landing a consulting job. This workshop will offer students a chance to practice a case interview and get feedback. <strong>Presenter: Deloitte</strong></td>
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<td>September 20th</td>
<td>9am – 1:00pm</td>
<td><strong>MBTI</strong> (Required for MPA students, optional for MPP)</td>
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<td>October 3rd</td>
<td>3:30 – 4:30pm</td>
<td><strong>Pathways Federal Programs</strong> &lt;br&gt;Learn about the Presidential Management Fellows (PMF), Recent Graduates and Internship programs and how best to navigate landing these opportunities. Session will cover the PMF process and timeline. <strong>Presenter: Denise Riebman</strong>&lt;br&gt;<em>This session is held in conjunction with the Law School and is held in the Law School, Room LL101</em></td>
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<td>4:30 – 6:00pm</td>
<td><strong>Panel: Advice and perspective from Presidential Management Fellows Alumni</strong></td>
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<td>October 10th</td>
<td>3:30 – 4:30pm</td>
<td><strong>The Art of the Cover Letter: YES, they are still read and can make the difference in landing an interview</strong>&lt;br&gt;Is your cover letter weak, bland or cliché? Are you at a loss on how to write a persuasive letter that doesn’t sound insincere or pretentious? Writing compelling, authentic cover letters is an art that can be learned and truly can determine whether or not you are called in for an interview. <strong>Presenter: Denise Riebman</strong></td>
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<td>4:30 – 5:30pm</td>
<td><strong>LMI Government Consulting- Policy Fellows Program</strong>&lt;br&gt;<strong>Presenter: Keira White</strong></td>
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<td>5:45 – 8pm</td>
<td><strong>Individual Interviews with LMI</strong>&lt;br&gt;(Opportunities to sign up for interview slots will be announced early in the fall semester)</td>
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<td>October 17th</td>
<td>3:30 – 4:30pm</td>
<td><strong>Building and Sustaining an International Development Career</strong>&lt;br&gt;Interested in working in economic and social development? In small enterprise development in developing countries? In how organizations can use evaluation to measure impact and improve programming? Or in helping to address the public health or education challenges that face developing countries? This Career Forum will review course offerings and considerations related to international development careers. A panel with practitioners from a range of public and private development organizations will discuss paths into the field, characteristics of different organizations working in development, types of development work, and balancing an international career with other aspects of life. <strong>Presenters: Joan Dudik-Gayoso and Jennifer Brinkerhoff</strong></td>
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<td>4:30 – 6pm</td>
<td><strong>Panel: Professionals in the International Development Field</strong></td>
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<td>October 24th</td>
<td>3:30 – 4:30</td>
<td><strong>Closing the Deal: Interview Tips to Land the Job</strong></td>
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<td>October 31st</td>
<td>3:30 – 5:00pm</td>
<td><strong>Negotiating a Compensation Package: It’s more than Salary</strong></td>
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<td>November 7th</td>
<td>3:30 – 5:00pm</td>
<td><strong>It's NOT about Networking; It IS about Building a Network</strong></td>
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<td>November 14th</td>
<td>3:30 – 5:00pm</td>
<td><strong>Managing Up - How to Influence Your Boss and Accelerate Your Career</strong></td>
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<td>November 21st</td>
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<td><strong>Career Happiness</strong></td>
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