

CAREER READINESS AND PROFESSIONAL DEVELOPMENT

Presentation Offerings for Classes and Groups

SPRING 2024

The following presentations offered by [Michigan Tech Career Services](#) are organized around the professional development competencies identified by the [National Association of Colleges and Employers](#) (NACE). NACE is a professional organization that connects college career educators and business recruiters to provide resources and research identifying best practices for professional development and recruiting. The NACE competencies are a set of transferable skills that are highly sought by employers and that prepare students to excel academically and thrive professionally. All of these presentations are available upon [request](#).

NACE Competencies:

(1) Career & Self-Development, (2) Communication, (3) Critical Thinking, (4) Equity & Inclusion, (5) Leadership, (6) Professionalism, (7) Teamwork, and (8) Technology.

Reflection, Exploration, and Goal Setting Competencies: 1, 2, 3, 4, 6, 7, & 8
You have to start somewhere. Figure out how to leverage your strengths and improve upon weaknesses to prepare for your future.

Resume and/or Cover Letter Writing Competencies: 1, 2, 3, 4, 6, 7, & 8
Get ready to draft a resume and/or cover letter. Have your personal information and work history handy.

Experiential Learning Opportunities (Internships & Co-ops) Competencies: 1, 2, 3, & 5
Learn about opportunities to apply your knowledge in real life — job shadowing, informational interviews, internships, and co-ops — and why they're valuable.

Interviews Competencies: 1, 2, 3, 4, & 6
Tips and tricks on how to be prepared and present your best self during an interview.

Job Offer Evaluation and Negotiation Competencies: 1, 2, 3, 4, & 6
Congrats, you got the offer! Ensure you have the tools to evaluate and negotiate (if and when you should).

Networking, LinkedIn, and Personal Branding Competencies: 1, 2, 3, 4, 5, & 6
Make a lasting impression with an in person elevator pitch, or virtually through online platforms in 30 seconds or less. Ready, set, go!

CareerFEST! Prep Competencies: 1, 2, 3, & 6
Learn how to connect and build relationships with industry professionals like a pro. Something worth celebrating.

Career Fair Prep Competencies: 1, 2, 3, & 6
Word on the street, MTU career fair is a pretty big deal. Make the best of this opportunity by showing up with a plan.

Job Search Strategies and Resources Competencies: 1, 2, 3, 6, 7, & 8
[also offered in collaboration with the VP&O Library]
Unlock possibilities, and create an action plan that will get you going. We can present this workshop in the Career Services Learning Center or in the Van Pelt & Opie Library with additional reference resources.

Succeeding as a Professional Competencies: 1, 2, 3, 5, & 6
You don't know what you don't know. Learn how to make the most out of transitioning into your career.

