



**Professional Development Workshop Series**  
**Spring 2022**

**Resume Writing 101**

**Wednesday, February 16, 2022**  
**1:30 pm RMCC 282/283**

**Presenter: Carm Speciale, Employment Coach**

Whether it's full-time or part-time work, the resume is a necessary tool during the job search. Learn about the different components of the resume, appropriate content, and format.

Herkimer Edge and Resume Builder will also be discussed.

**NACE Competencies: Career & Self Development, Communication and Technology**

**Job Search Strategies**

**Wednesday, March 9, 2022**  
**1:30 pm RMCC 282/283**

**Facilitators: Larry DiCesare & Carm Speciale**  
**Employment Coaches**

While there is no single strategy that works 100% of the time we will discuss some of the most effective ways to conduct your job search. Topics will include networking, online resources and interviewing, career fairs and more. Herkimer Edge and Handshake will also be introduced.

**NACE Competencies: Career & Self Development, Communication and Technology**

**Destress for Success: Resilience & Positive Emotions**

**Monday, March 21, 2022**  
**6:00 pm LB 133**

**Presenter: Mary Greene, Counselor**

Resilience is the ability to bounce back from negative or challenging experiences. Resilience leads to success. In this workshop we will look at cultivating resilience with positive emotions.

**NACE Competencies: Career & Self Development & Professionalism**

**Navigating the Virtual Job Fair**

**March 23, 2022**

**1:30 MS Teams - Link: Handshake Events**

**Presenter: Suzanne Paddock, Director of Career Services**

Virtual Job Fairs are here to stay. Learn effective strategies to navigate these events to successfully promote your skills to recruiters. Emphasis will be placed on virtual fairs on the Handshake platform.

**NACE Competencies: Career & Self Development, Communication, and Technology**

**Communication Skills for the Workplace**

**Wednesday, April 6, 2022**  
**1:30 pm RMCC 282/283**

**Presenter: Larry DiCesare, Employment Coach**

How can you learn to plan and prepare powerful and successful business messages? A 6 step process of systematic analysis will help you develop messages that respond to the needs of customers or clients, coworkers and supervisors, and other key business partners and set yourself apart from your peers.

**NACE Competencies: Career & Self Development, Communication, Professionalism, and Teamwork**

**Sign up for these events through Handshake.**  
**Log into MyHerkimer and click the icon**



**Navigate to the events tab and register.**  
**The Teams link is available in Handshake as well as the Campus Activities Team.**

**Are You Career Ready?**

Employers expect college graduates to be CAREER READY when entering the workforce. In addition to obtaining your degree, being able to communicate and demonstrate NACE Competencies will gain you an edge when launching your career.

**NACE Competencies**  
**Career & Self Development**  
**Communication**  
**Critical Thinking**  
**Equity & Inclusion**  
**Leadership**  
**Professionalism**  
**Teamwork**  
**Technology**

# Competencies for a Career-Ready Workforce



## Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



## Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



## Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



## Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



## Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



## Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



## Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



## Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



## What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

[naceweb.org/career-readiness-competencies](https://naceweb.org/career-readiness-competencies)

