

# **JAZZ UP YOUR CAREER PRESENTATIONS!**

ACPA Conference 2008 – Kristen Renee Lindsay

## **Career Fortune**

- Goal: Introduce general Career Development topics
- Audience: Any size group; great for Overview Sessions presented in classes, at Orientation, during First Week activities
- Facilities: N/A
- Equipment / Materials: Fortune cookies (enough for each participant)
- Preparation: N/A
- Overview: Encourage each participant to identify how their fortune relates to / reflects their current career choices or questions

## **Career Bingo**

- Goal: Introduce general Career Development topics
- Audience: Any size group
- Facilities: N/A
- Equipment / Materials: Bingo Cards & Call List, something participants can use to mark the Bingo Cards
- Preparation: Create Bingo Cards and Call List, using various career topics or events
- Overview: Pass out blank Bingo Cards; encourage participants to ask questions about the topics as they fill in their Bingo Cards; call out winning squares and identify or explain each topic as they are read; for added difficulty, ask winning participants to describe each topic as they read it back to verify

## **Hire or Fire?**

- Goal: Introduce both positive and negative aspects of Social Networking sites on the web
- Audience: Any size group
- Facilities: Space that includes or allows for technology
- Equipment / Materials: LCD Projector and Laptop
- Preparation: Collection of Facebook and MySpace photos and development of a PowerPoint presentation featuring the photos; may also want to research expert opinions and include personal stories
- Overview: Show each photo and ask participants to comment on whether this image would affect the individuals hire-ability

## **Survivor**

- Goal: Encourage participants to think about what they value in a job / career; and how those values can contribute to narrowing down career choices
- Audience: Any size group, although it may be more effective with groups of around 20 participants
- Facilities: Participants do need to be able to stand
- Equipment / Materials: Survivor description
- Preparation: Research and create a description that may match participants' interests or skills, but still expand their horizons; for example: Food Science Technician description for an Intro Level Biology Course
- Overview: Have participants stand; read each statement, and invite participants to sit down if they hear something that is not compatible with the type of job they want to have; encourage them to think about why they sat down upon hearing a particular item; ask the participants left standing at the end to guess what the occupation is ("non-survivors" can also help); invite participants to share why they sat down and help them connect those items to work values

## **Friends & Family Plan**

- Goal: Provide participants with a modified "informational interviewing" activity, and encourage them to gather feedback about potential career choices
- Audience: Classroom setting, workshop setting with multiple sessions, one-on-one advising setting with multiple sessions
- Facilities: N/A
- Equipment / Materials: Handouts with "informational interview" questions
- Preparation: Research and develop the "informational interview" questions based on your audience
- Overview: Ask each participant to go out an interview one family member, one friend, and one classmate (or any combination of individuals) using the provided career questions; discuss results at your next meeting; alternatively – assign a written reflection that participants bring to the next meeting

## **Jobardy**

- Goal: Introduce general Career Development topics; you can also create a very specific game for a particular major or class year
- Audience: Individual or group competition; terrific interactive activity for a classroom or residence hall program
- Facilities: Space that includes or allows for technology
- Equipment / Materials: LCD Projector and Laptop
- Preparation: Develop the JOBARDY PowerPoint, optional prizes for winners, optional buzzers or noisemakers
- Overview: Play Jeopardy

## **The Candidate**

- Goal: Explore transferable skills, what employers want in job candidates, and interviewing
- Audience: Individuals or groups can compete; terrific interactive activity for a classroom or residence hall program
- Facilities: N/A
- Equipment / Materials: Handouts for each participant or for groups of participants
- Preparation: Copy CANDIDATE handouts, develop a job description if you want to incorporate a particular type of job and a handout about interviewing questions
- Overview: Describe the concept and importance of transferable skills; handout THE CANDIDATE sheets; ask participants to rank the skills employers want; additionally – ask participants to develop interview questions that help draw out each transferable skill they rank

## **What Not to Wear**

- Goal: Explore professional dress and professional etiquette
- Audience: Any size group
- Facilities: Space that allows for or includes technology
- Equipment / Materials: LCD Projector and Laptop
- Preparation: PowerPoint that includes good and bad examples of appropriate interview attire, and DRESS FOR SUCCESS handouts
- Overview: Review appropriate and inappropriate dress, asking participants to provide their suggestions and insight; ask participants to “dress” their handout figures for an interview; invite participants to share their figures

## **Cold Case (Job Search Investigator)**

- Goal: Explore job search strategies, especially uncovering the hidden job market
- Audience: Classroom setting, workshop setting with multiple sessions, one-on-one advising setting with multiple sessions
- Facilities: Space that allows for or includes technology
- Equipment / Materials: LCD Projector and Laptop
- Preparation: PowerPoint that reviews job searching and presents strategies to uncover the hidden job market; JOB INVESTIGATOR contract for each participant
- Overview: Discuss effective job search strategies as they relate to the skills utilized by detectives; invite each participant to complete the contract; additionally – you can keep a copy of the contract to review it at future meetings

## **Deal or No Deal**

- Goal: Explore compensation packages and salary negotiation
- Audience: Any size group
- Facilities: N/A
- Equipment / Materials: Salary Cards
- Preparation: Choose 5 to 10 different job titles and research average salary; create a Salary Card for each job title using common compensation package components, but leave several cards incomplete (for example, list salary but no other benefits)
- Overview: Keep the introduction brief so participants do not have much time to consider compensation package components; randomly pass out Salary Cards and ask participants not to look at them until you give permission; provide 30 seconds for the students to accept or reject the job offer; invite participants to share why they accept or reject the offer, and discuss different compensation package components