You Did What in College?
Using your community engaged experience for professional and personal success

Description: This training is designed to help students identify skills and competencies developed in their community engaged service and how to leverage these for professional and personal success. Additionally, participants will practice articulating/explaining how their service work translates into skills so they are prepared to speak confidently in a variety of settings.

Date and Time: Sunday, October 1, 2017, 9:00am - 10:15am
Location: Snyder G33
                        Facilitator: Kelly Phillips and Allison Schultz
Materials/Resources:
>   Paper
>   Pens
>   Facilitator Bag
>   5 Skills Sheet for opening activity
>   Questions Sheet for breakout group

Brief Outline:

Part:	Activity/Exercise:	Time:	Actual Time:
Part 1	Name five skills developed in service	5 minutes	9:00-9:05
Part 2	Introductions	5 minutes	9:05-9:10
Part 3	How do you explain what you do?	5 minutes	9:10-9:15
Part 4	Brainstorm how skills/competencies can be highlighted	10 minutes	9:15-9:25
Part 5	10 Most important skills according to employers	10 minutes	9:25-9:35
Part 6	Bonner Case Study	10 minutes	9:35-9:45
Part 7	Self-Reflection and Planning	10 minutes	9:45-9:55
Part 8	Sharing Your Story	15 minutes	9:55-10:10
Part 9	Closing	5 minutes	10:10-10:15

Script is in italics

Part 1): Five skills developed in service, 5 minutes, 9:00-9:05 (Kelly and Allison)
- As participants enter the room facilitators will hand each one a quarter piece of paper
- Participants will be asked to write down 5 skills they have gained through their community

      engagement work
- After they have listed their five, participants should fold the paper and put it aside

Welcome to E-Block 3 You did WHAT in College! So happy to see you. Please write on this paper five skills that you have developed during your service. Once you have listed your five, please fold the paper in half and place it under your chair. We will begin just as soon as all of you have completed the list.

Part 2): Introductions, 5 minutes, 9:05-9:10 (Kelly and Allison)
- Facilitators will briefly introduce themselves
- Facilitators will ask all participants to each introduce themselves and let us know their name, school, their year in college, and their service site and role at site

Now that you have all finished your list and tucked it away for the time-being, we are going to get to know each other a bit better. Facilitators introduce themselves. Now let's go around the room so we can get to know you. Please let us know your name, school, year, and service site and role there.

Part 3): Slide #2—How do you explain what you do? (Allison) 5 minutes, 9:10-9:15
- What are the challenges that you have had explaining what you do?
- What skills you have developed, how does your academic work relate to these, and how have you have developed in your leadership skills
- Do you have an elevator speech or prepared summary of your work?

Community Engagement work, both direct and indirect service, is not widely understood. In my role as Director of Programs at ACE, I often encounter colleagues, friends, family that don't quite understand what I mean when I explain the work that I do. Kelly, have you had that same experience? At ACE, we have our students develop and practice their elevator speech (a 1-2 minute explanation of their work). Do any of you do this in your program?
Can anyone volunteer to share their explanation?
Does anyone share the skills that they develop through their work when they explain their role?
Do these explanations help? Why or why not?

Part 4): Slide #3—Brainstorm how skills/competencies can be highlighted, 10 minutes, 9:15-9:25 (Kelly)
- Participants will be divided into groups
- Have each group select a scribe and reporter
- Hand out paper/pens to all groups
- Hand out to each group list of challenging questions they might encounter during an interview or networking event

- Ask participants to brainstorm what skills they would like to highlight when answering this question and how they would articulate this answer
- Have each team report out
- Once each group has reported out, ask full group if anything to add to what teams mentioned

Now we are going to divide you up into groups to brainstorm how skills and competencies can can be highlighted in how you describe your work in different settings. (Kelly: Based on our numbers in this block we can figure out how many groups we will have) Once you are in groups, please pick a scribe and someone to report out. We are going to hand out question to each of you. Please take a few minutes to brainstorm how your skills and competencies developed in your community engaged work could help you in answering this question—that is, how might you respond to this question so that your skills are evident? Would your response be different in an interview, networking event, or other situation? After the brainstorming each group will report out. After report outs —is there anything that anyone would add to what was discussed? Is anything missing?

Part 5): Slide #4—10 most valuable skills that employers are looking for, 10 minutes, 9:25-9:35 (Allison)
- Facilitator will ask the group what they think are the most important skills that employers want from new hires
- Participants can shout out their thoughts popcorn-style
- Facilitator will ask if anymore thoughts
- Facilitator will share the skills
- Facilitator will ask everyone to open their sheet from the beginning of the training
- Facilitator will ask "what is on your paper that compares to what employers want."
- What is not on your paper/what isn't on the paper but are skills you have already developed that are wanted by employers.

What do you think are the skills that employers are looking for when they hire new college graduates? Just shout out your thoughts popcorn-style. (participants shout out their thoughts, once that is finished…..) Ok, that is a great list. (Write ideas on the board if possible) Anything else you think we are missing? (Ok, thanks). I think we have listed quite a few great skills. Now I am going to share with you the 10 skills that employers want based on an annual survey administered by the National Association of Colleges and Employers. (put up on the powerpoint). First of all, what do you find interesting about this list? What did we miss from this list? Ok, now open up your paper from the very beginning, how does your sheet compare with what employers want? Given what you see are the 10 things employers want—what do you do in your community engaged work that can help you develop these skills. What is not on your paper? Why not? How can you develop the missing

skills through your work?

Part 6): Slide #5—Self-Reflection and Planning (Kelly), 10 minutes 9:35-9:45
- From what you have learned already, how can you frame your work so that you are highlighting your skills/competencies?
- How can you develop the skills that employers want?
- How can you work with your site supervisor, program director, program cohort/peers to find ways to ensure you are not only developing desirable skills, but also how to articulate these skills
- Report out

Based on what you have learned, how can reflect on your work to identify ways that you can highlight your skills in accordance with the skills just discussed? Where are you successful in this? What are the gaps in your skill development? How can you cover the gaps? Can you enlist your site supervisor, Bonner director, Bonner peers or cohort to help you (to help each other) develop and articulate these skills.

Part 7): Sharing Your Story, 15 minutes, 9:55-10:10
- Kelly Phillips, a Bonner Alum and recent college graduate, will share a story that highlights how she has articulated her skills through conversation/interview discussion

Kelly's story (Saint Rose Classroom Experience, participating and public speaking- tie into speaking on how public speaking was my weakness coming into college and it has turned into a strength that plays into y confidence during interviews. Experiences gained through Bonner- travel to Maine, Global Service Internship- South Africa, conferences, trainings, presentations, being a site team leader, etc.).
Does anyone else have a story to share about conversations they have had when interviewing for jobs, internships, networking events, other situations? Can we think of another prompt on this in case nobody has anything to add?
(Allison share a story if the group is quiet on this?)

Closing/Report Out, 5 minutes, 10:10-10:15
- Ask participants to report out on what they learned during the session
- Ask participants how they might apply what they learned when they return to their home campus?
- Closing

Alright everyone, I am curious to hear what you learned in this session and how it might impact your work? Do you think you might change anything or speak with your supervisor or Bonner Director about opportunities to grow your skills and ways to practice how to convey information to others.