**ASPIRE Module: EQ+IQ=Career Success**

**Instructors: David Sacks, Ph.D., BRET Psychologist, PCC**

**Kate Stuart, Program Manager, BRET Office of Career Development**

**Winter 2017**

**5 Sessions: Wednesdays, 11:30-1:00pm, November 1-December 13, 2017**

**Session 1: Effective Communication** – Participants will learn specific effective communication skills (words, body language, voice, tone, and volume) through lecture and role-playing. The goals of this module are to help participants (a) understand that effective communication can give them an edge in getting a job, (b) recognize that effective communication can be an integral component to career success, and (c) develop a specific skill set that will improve their communication abilities.

**Session 2: Professional Relationship Building** - In this module, participants will explore the differences between building professional and personal relationships through lecture and open discussion. One common mistake that people make in a professional setting is over-sharing personal information. This over-sharing is usually inappropriate and can have a negative impact on professional relationships, mental health and productivity. Participants will also review research related to the impact of mentoring on career success. The goals of this module are to help participants (a) identify appropriate behaviors for professional relationship building and (b) develop an action plan of who to start developing professional relationships with.

**Session 3: Conflict Resolution** – Conflict is something that many people prefer to avoid, as they believe it will inevitably worsen the situation or ruin a relationship. Conversely, successfully navigating a conflict usually results in a more effective work environment and stronger professional relationships. The goal of this module is for participants to develop knowledge, awareness and skills related to dealing with difficult situations and difficult people through lecture and role-playing.

**Session 4: Emotional Intelligence** – This module will review how Emotional Intelligence can help participants build stronger professional relationships, obtain a job, succeed at work and achieve career goals. Emotional intelligence refers to an individual’s ability to recognize his/her emotions and the emotional states of others and then using that information to effectively engage others in effective communication. The goals of this module are for participants to learn how to develop (a) self-awareness, (b) self- management, (c) social awareness, and (d) professional relationship management.

**Session 5: Cultural Differences in Work Relationships** – This module will discuss how the difference in cultural norms may affect interactions and relationships in the lab. We will rely on the expertise of Vanderbilt’s International Student and Scholar Services office to lend a voice in a larger discussion about cultural expectations and customs that may influence the working environment. The goals of this module are for participants to (a) understand similarities and differences in other cultures beyond their own, (b) find effective ways to communicate with kindness and respect, (c) discuss scenarios they may be seeing to learn how to approach relationship differences.

**Session 6: StrengthsFinder 2.0** – This module is the culmination of the seminar and will involve having the opportunity to read Tom Rath’s bestseller “Strengths Finder 2.0” and completing the on-line assessment (book provided by the BRET office). The goal of this module is for participants to learn about the importance of focusing on developing their strengths instead of trying to fix their weaknesses. We will also review and process your results from the StrengthsFinder 2.0 Assessment that include a personalized Strengths Insight Report and an Action-Planning Guide.