

ASPIRE Module: EQ+IQ=Career Success
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5 Sessions: Wednesdays, 10:30-noon, February 1-March 1, 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: 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.