

A photograph of a young Black man with a wide smile, wearing a blue and white checkered button-down shirt. He has a red lanyard around his neck with a name tag that reads "Jamal". The background is blurred, showing other people in a professional or academic setting. The entire image is overlaid with a semi-transparent purple gradient.

# MEETING 7: FOUNDATIONS OF PROFESSIONAL DEVELOPMENT

SigEp

# MEETING 7: FOUNDATIONS OF PROFESSIONAL DEVELOPMENT

## PURPOSE

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This meeting should provide members information about the importance of career preparation and fundamental skills necessary for professional development.

## LEARNING OUTCOMES & OBJECTIVES

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Participants will...

- Gain knowledge about on-campus resources available for career preparation.
- Learn basic skills for professional development.
- Understand how to gain and translate experience with basic skills in résumé writing.

## AREAS OF DEVELOPMENT

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Intellectual, Professional.

## SESSION FACILITATORS

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- Sigma Challenge coordinator.
- Guest speaker from career services.

## SESSION OUTLINE [60 MINUTES]

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[5] Welcome.

[10] Importance of career preparation.

[30] Guest speaker from career services.

[10] Career road maps.

[5] Session wrap-up.

## MATERIALS & EQUIPMENT

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- PowerPoint presentation and projector (if needed).

## SESSION PREPARATION

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- Arrange for campus professional to facilitate a session about on-campus resources and steps to take for professional development.
- Set up room for challenge meeting.
- Verify with the guest speaker of the date and time of meeting or activity.
- Sending out a reminder to challenge participants about the meeting.

## **1. WELCOME [5]**

### **WELCOME**

The Sigma Challenge coordinator(s) should welcome members and introduce today's meeting topic.

### **GUEST INTRODUCTIONS**

- The Sigma Challenge coordinator(s) should introduce today's guests:
  - Campus professional.
    - Strive to include a student affairs professional who focuses on career preparation. This could include someone who works in the university career services center.

## **2. IMPORTANCE OF CAREER PREPARATION [10]**

**BEGIN THE SESSION BY HAVING EACH MEMBER LIST WHAT, AS CHILDREN, THEY WANTED TO BE WHEN THEY GREW UP. ASK HOW MANY ARE STILL PURSUING WHAT THEY WANTED TO BE AS A CHILD.**

**FOR THOSE WHO HAVE CHANGED THEIR PATHWAY, ASK WHAT THEY EVENTUALLY WANT TO DO.**

- How did you come to this decision?

**MANY MIGHT NOT HAVE AN ANSWER OF WHAT THEY WANT TO DO YET. THAT IS OKAY. EXPLAIN ONE OF THE IMPORTANT BENEFITS OF CAREER PREPARATION IS EXPLORING FIELDS AND POTENTIAL CAREERS. EARLY CAREER PREPARATION ALLOWS MEMBERS TO HONE IN EARLY AND FIND EXPERIENCES THAT WILL SET THEM UP FOR SUCCESS.**

**EXPLAIN THAT DURING THE REMAINDER OF THIS SESSION, MEMBERS WILL BE TAKING SOME FIRST STEPS IN PREPARING FOR THEIR CAREER AND LIFE AFTER GRADUATION.**

## **3. GUEST SPEAKER FROM CAREER SERVICES [30]**

**A CAMPUS PROFESSIONAL SHOULD PRESENT ON MENTAL HEALTH AND STRESS MANAGEMENT. THEIR PORTION OF THE SESSION SHOULD INCLUDE:**

- Finding work experience - internship opportunities, on-campus jobs.
- Creating a resume and translating experience.
- Personal branding, especially on social media.
  - LinkedIn.
  - Rules of engagement for other platforms.
- Networking basics.
- Communication best practices.
  - Name stamping.
  - Please and thank you.

- Sir/Ma'am.
- Clean language.
- Smile.
- Filler words.
- Campus resources available for students.
- Handshake workshop.
- Elevator pitch workshop.

**ALLOW TIME FOR MEMBERS TO ASK QUESTIONS OF THE GUEST SPEAKER.**

#### **4. CAREER ROADMAPS [10]**

**BASED ON THE CAMPUS PROFESSIONAL PRESENTATION ON CAREER SERVICES AND PREPARATION, MEMBERS WILL DEVELOP A CAREER ROADMAP THAT WILL FOCUS ON THEIR PATHWAY OF CAREER PREPAREDNESS.**

**THEIR CAREER ROADMAP WILL BE A STARTING POINT THAT WILL SET THEM UP FOR SUCCESS WITHIN COLLEGE AND IN THE PROFESSIONAL WORLD.**

**ITEMS ON THEIR ROADMAP SHOULD SERVE AS "STOPS" ON THEIR MAP AND SHOULD INCLUDE:**

- Declaring a major.
- Identify other brothers within the chapter who share the same major.
- Obtaining an internship.
- Gaining job experience on or off campus.
- Exploring two or three career paths.
- Obtain a professional mentor.
- Have resume critiqued.
- Interview for jobs.
- Graduate.
- Obtain full-time job.
- If applicable, graduate school.

**STOPS ON THEIR ROADMAP SHOULD INCLUDE DEADLINES OR ANTICIPATED TIMELINES FOR COMPLETION.**

**ONCE MEMBERS HAVE COMPLETED THEIR CAREER ROADMAP, HAVE THEM PAIR UP AND SHARE THEIR ROADMAPS. WITHIN THEIR PAIRS, THEY SHOULD ALSO PROVIDE ANY ADVICE OR CRITIQUE TO HELP THEIR PARTNER REFINE THEIR ROADMAP.**

## **5. WRAP-UP [5]**

### **LESSONS LEARNED:**

Provide an opportunity for a few members to share the most important thing they learned from today's meeting.

### **FOLLOW UP:**

- Set expectations for members to complete by the next meeting or event:
- Meet with their new member mentor to discuss how they plan to achieve stops on their career roadmap.
- Schedule a time to have their resume reviewed by a career services professional.
- Set time and place for next week's meeting.
- If guests allow, post/provide contact information for your guest speaker.

### **QUESTIONS**

Provide an opportunity to answer any questions members have from this meeting and in preparation for the next meeting.