

FSU Career Advisor & Graduate Assistant Training Schedule Fall 2022: August 12th – August 19th

Friday, August 12th – VIRTUAL – Zoom Link: <https://fsu.zoom.us/j/94216363707>

Homework Due: Fill out “Career Advisor/Graduate Assistant Info Sheet” and email to Erin – Erin.Bennett@fsu.edu

2:00pm – 2:30pm: Welcome & Icebreakers (CACI Team)

2:30pm – 3:00pm: On-Boarding Information, Training Overview, Group Expectations (Erin Bennett, Senior Assistant Director - Career Advising, Counseling & Instruction)

3:00pm – 3:45pm: Career Advising Skills 101-Part 1 (Megan Crowe, Assistant Director - Career Advising, Counseling & Instruction)

3:45pm – 4:00pm: Technology Check-In & Homework

Tuesday, August 16th – IN-PERSON – Dunlap Student Success Center RM: 1006

Homework Due: Take Career Thoughts Inventory and Self-Directed Search

Dress is business-casual, eat lunch before arriving

1:00pm – 2:00pm: Career Center Overview (Program Directors: Dr. Casey Dozier, Leslie Mille, Tracey Dowling Lord & Shereada Harrell)

2:00pm – 2:45pm: Building Tour and Team Introductions (Employer Relations Team, Experiential Learning Team, Admin Team)

2:45pm – 3:00pm: (Break – check out the Grad Pad)

3:00pm – 4:15pm: Career Advising, Counseling & Instruction Team (CACI Team) & the Career Advisor Role

4:15pm – 5:00pm: Cognitive Information Processing (CIP) Theory Overview – Q&A (Dr. Dozier)

Wednesday, August 17th – IN-PERSON – Rez Lakefront Park & The Globe – RM: 2400

Homework Due: Rez Lakefront Park Release Form (reference calendar invite), turn in preferred schedule to Erin – Erin.Bennett@fsu.edu – Fill out the Career State Inventory and take Focus2

Dress is casual at the Rez (read notes in calendar invite), business-casual for the rest of the day, bring your own bagged lunch

7:30am – 10:00am: Team Building (All Career Advisors, Graduate Assistants, GA Supervisors & CACI Team) Location: Rez Lakefront Park- *Donuts, juice and coffee provided, must coordinate your own transportation back to campus from the Rez – Refer to Outlook calendar invite for details*

10:00am – 11:30pm: Assessing Readiness – Location: The Globe – RM: 2400

10:00am – 10:30am: Career Thoughts Inventory (Dr. Dozier)

10:30am – 10:50am: Complexity vs. Capability (Dr. Sampson)

10:50am – 11:10am: Career State Inventory (Dr. Reardon)

11:10am – 11:30am: Decision Space Worksheet (Dr. Peterson)

11:30am – 12:15pm: Individual Learning Plans (ILPs) and Advising (Dr. Lenz)
12:15pm – 1:00pm: Break/Lunch (bring-your-own-lunch)
1:00pm – 2:00pm: Utilizing CIP - Case Scenario Round Tables/Lunch (Facilitated by CACI and Tech Center)
2:00pm – 2:15pm: Break
2:15pm – 3:15pm: Career & Mental Health (Dr. Dozier)
3:15pm – 4:15pm: Working with Exploring Students (Dr. Osborn)
4:15pm – 4:45pm: Self-Knowledge Assessments (i.e., Focus2, SIGI, SDS) (Erin)
4:45pm – 5:00pm: Wrap-Up

Thursday, August 18th – IN-PERSON – Dunlap Student Success Center – RM: 1006

Homework Due: Bring your own cover letter and resume

Dress is business-casual, lunch is provided

8:00am – 8:30am: Check-In/Announcements
8:30am – 9:00am: Document Review Basics (Megan)
9:00am – 10:00am: Resume Critiquing 101 (Cameron Hatcher, Career Liaison to the College of Business)
10:00am – 10:15am: Break
10:15am – 11:00am: Cover Letters (Alexis Fraites, Career Liaison to the College of Arts & Science; Biological Science, Neuroscience and Psychology and TJ Johnson, Career Liaison to the College of Social Sciences and Public Policy)
11:00am – 12:00pm: Roundtable Resume Critiques (Facilitated by Lauren Spaunburgh, Career Liaison to the College of Business & CACI Team)
12:00pm – 1:00pm: Pizza Lunch with Career Center Staff (All Staff invited) Location: The Globe Cafeteria
1:00pm – 2:15pm: Career Center Resources (Sarah Pearson, Career Center Librarian)
2:15pm – 2:30pm: Break
2:30pm – 3:30pm: Personal Statements (Megan)
3:30pm – 4:00pm: Group Document Critiques (Megan)
4:00pm – 4:45pm: Mandated Reporting (Dr. Dozier)
4:45pm – 5:00pm: Wrap-Up

Friday, August 19th – IN-PERSON – Dunlap Student Success Center – RM: 1006

Dress is business-casual, lunch is provided

8:00am – 8:30am: Check-In/Announcements
8:30am – 9:45am: Job & Internship Search (Li Pon and Rebecca Lovett, Senior Assistant Directors - Experiential Learning)
9:45am – 10:30am: Job Search Model & Case Scenarios (Facilitated by Li Pon, Rebecca Lovett & CACI Team)

10:30am – 10:45am: Break

10:45am – 11:30am: Career Advising 101 Revisited: Part 2 (Megan)

11:30am – 12:00pm: Build Your Career Advisor ILP (Erin)

12:00pm – 1:30pm: Lunch with Supervisors, Location: Suwannee Room - Seminole Dining

1:30pm – 2:30pm: All Staff In-Service with Tech Center – RM: 2201/2202

2:30pm - 4:00pm: Drop-In Role Play, Location: Career Center Library (Facilitated by CACI Team, returning CAs and additional staff) Location: Career Center Library

4:00pm – 4:30pm: Career Advisor Q&A/Week Re-Cap (Erin)

4:30pm – 5:00pm: Career Advisor Graduation (All Staff invited) Location: Career Center Lobby

5:30pm: Optional After-Work Social, Location: Proof Brewing Co. – 1320 South Monroe Street - <https://proofbrewingco.com/> (All CAs and Staff)
