

**Duke University Women's Launch Program**  
**Fall 2017**  
**Room McClendon Commons, Duke Admissions Office**  
**Tuesdays 6:00-7:30 pm**

<b>WELCOME TO LAUNCH</b>		
Student Pre-Work	Sign up for Career Center Weekly newsletter <a href="http://careerconnections.duke.edu">http://careerconnections.duke.edu</a>	Career Center, Smith Warehouse
<b>Homework</b>	Complete Strong Interest Inventory by Saturday, Sept 9	
<b>Tuesday Sept 12</b> Session 1  My Values	<ul style="list-style-type: none"> <li>• Welcome, quick review of Launch Goals (Alison)</li> <li>• Ice Breaker</li> <li>• Values Clarification Activity (Teri)</li>   <li>• Take Away: What are my 3 most important values?</li> <li>• Hand out 9 Domains</li> </ul>	Teri Mills Alison Rabil Hayley Broadhead  Room McClendon Commons, Admissions
<b>Homework</b>	Review alumnae bios and <a href="#">email Alison</a> with Alumnae dinner choice.	
<b>Tuesday Sept 19</b> Session 2  Ideal Job	<ul style="list-style-type: none"> <li>• Hat Ice Breaker</li> <li>• Strong Interest Inventory (Teri)</li> <li>• Ways to think about What your Dream Job might be? Look at 9 domains—what are YOUR elements</li> <li>• Take Away: 5 elements of my dream job. Develop a sheet for them to fill out and complete to take home</li>   <li>• Hand out Career Fair Tip Sheet</li> </ul>	Teri Mills  Room: McClendon Commons, Admissions
<b>Homework</b>	Attend Career Fair 9/20/17	Wilson Gym, East Campus

<b>Homework</b>	Draft a Resume, go to drop-ins for help Drop-In Hours: 1:30-4:30 M-F in CC See Resources: <a href="#">Link to new resume building link</a> <b><i>Bring copy of Resume to Sept 26 session!</i></b>	Drop-In Hours: 1:30-4:30 M-F Career Center Smith Warehouse
<b>Tuesday September 26</b> Session 3  Resume Writing	<ul style="list-style-type: none"> <li>• Icebreaker</li> <li>• Resume Writing Workshop</li> <li>• Review how the “Speed Review” session will work.</li> <li>• Take Away: Give students portfolios to bring with them to next session with the list of reviewers included in the portfolio</li> </ul>	Jen Agor or Leanne Brown/Christina Plante Room: McClendon Commons, Admissions
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Research your reviewers. What can you find out about them before you meet them?</li> </ul>	

Tuesday Oct 3 Session 4 Resume Speed Review	<ul style="list-style-type: none"> <li>Speed Review by professional staff members/peers</li> <li>Take away: 4 sets of comments on Resume and sample thank you notes.</li> </ul>	Alison Rabil Room: McClendon Commons, Admissions
Homework	Revise resume based on comments and email revised resume to Teri and Alison.	
Homework	Send thank you email to your reviewers!!	
October 6- October 10	Fall break	
Tuesday Oct 17 Session 5 Board of Directors	<ul style="list-style-type: none"> <li>Ice Breaker</li> <li>Develop a "Board of Directors"</li> <li></li> <li>Take away: List of potential board members</li> </ul>	Teri Mills/Christina Plante Room: McClendon Commons, Admissions
Thursday, Oct 19	Alumnae Dinner: Marisa Lazo	West Union
Homework	<ul style="list-style-type: none"> <li>Review sample cover letters <a href="https://studentaffairs.duke.edu/career/resources#coverletter">https://studentaffairs.duke.edu/career/resources#coverletter</a></li> </ul>	
Tuesday Oct 24 Session 6 Cover Letter	<ul style="list-style-type: none"> <li>Cover Letter Development Workshop with Staff</li> <li>Overview of good cover letter</li> <li>4 cover letter workshop: which one would you hire?</li> <li>Take away: Essential elements of your cover letter</li> <li>Reminder next session is at Career Center. Hand out directions!</li> </ul>	Career Center Staff
Homework	<ul style="list-style-type: none"> <li>Pick a job description and write a cover letter. Send to Alison and Teri</li> </ul>	
Homework	<ul style="list-style-type: none"> <li>Review Career Center Interview Resources <a href="https://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/interviewing">https://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/interviewing</a></li> <li>In Career Beam&gt;Getting the Job&gt;Interview Preparation&gt; <b>Review interview questions</b>, interview types and examples</li> </ul>	
Tuesday October 31 Session 7 Interviews	<ul style="list-style-type: none"> <li>Interviewing Day!</li> <li>Roll Play a good and bad interview (Hayley/Alison)</li> <li>Student critique the roll play (what was good? Not?)</li> <li>Practice 3 answers to interview questions in groups of 3 in interview rooms.</li> <li>Takeaway: practice interview skills</li> </ul>	Career Center Interview Rooms
Homework	<ul style="list-style-type: none"> <li>Send thank you notes to all your interviewers!</li> </ul>	
Tuesday	<ul style="list-style-type: none"> <li>Managing Social Media/setting up profiles.</li> </ul>	Teri Mills

Nov 7 Session 8	<ul style="list-style-type: none"> <li>• Take Away: 6 word story exercise</li> <li>• Hand out on Linked in Profile development</li> </ul>	Room: McClendon Commons, Admissions
Thursday Nov 9	Alumnae Dinner: Demi Davis	West Union
Homework	Set up/Work on LinkedIn Profile <a href="https://www.linkedin.com/">https://www.linkedin.com/</a>	
Homework	Add Connections to include everyone in Launch and your resume reviewers to your My Network in LinkedIn. Send a note introducing yourself if they need a reminder where they met you.	
Homework	Read panelist bios and send questions for panel participants to Alison and Teri	
Tuesday Nov 14  Session 9 Network	<ul style="list-style-type: none"> <li>• Panel Session: Networking</li> </ul>	Miranda McCall Nyote Calixte Stephanie Helms-Pickett, Minna Ng Room: Admissions
Homework	Write about what you learned to present to the group and list 3 things you'd like to do after you leave the group (and bring them to our celebration!)	
Tuesday November 28  Session 10	<ul style="list-style-type: none"> <li>• Celebration: Present Yourself!!</li> </ul>	Room: McClendon Commons, Admissions