

TIME	TRAINING LECTURE	KEY POINTS	FACULTY / SPEAKER
5:00 – 5:15 PM	Welcome to LI		<b>Caleb Pascoe</b> Career Services Coordinator The Leadership Institute
5:15 – 6:00 PM	Resumes and Cover Letters that Open Doors	<ul style="list-style-type: none"> <li>• How to structure a resume to get recruiters attention</li> <li>• What you should include in your resume and cover letter</li> </ul>	
6:00 – 6:45 PM	Networking Your Way to the Top	<ul style="list-style-type: none"> <li>• Developing your networking strategy</li> <li>• Working a room and networking etiquette</li> <li>• Learning the dos and don'ts of networking</li> </ul>	
6:45 – 7:00 PM	<i>Break</i>		
7:00 – 7:45 PM	Interviews: Showing the Best of Yourself	<ul style="list-style-type: none"> <li>• Before the interview: Research, preparation, and materials</li> <li>• During: Questions to expect and making a strong Impression</li> <li>• After: Following up and securing that job</li> </ul>	

7:45 – 8:30 PM	Building your Brand	<ul style="list-style-type: none"><li>• What is a brand, and how do you create one for yourself?</li><li>• Understanding the way people see you.</li><li>• Manage your reputation in the movement.</li></ul>	
8:30 PM	<i>Adjournment</i>		