

SYEP 2008
Bloom Where You're Planted!



Professional Development Workshops

The Center for Workplace Development (CWD) has created a fantastic series of enrichment workshops for each SYEP Intern. Unless otherwise noted, all workshops are held at the CWD~124 Mt. Auburn Street on the 3rd floor.

Below is a summary of our 2008 workshops:

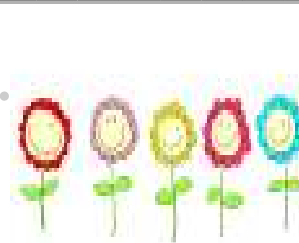
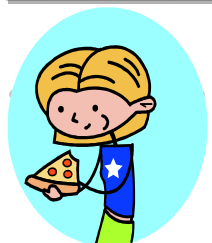
Date	Session Title	Time
Monday, July 7, 2008	First Day/Orientation	9:00 am-12:30 pm
Friday, July 11, 2008	Charm School	3:00 pm-5:00 pm
Friday, July 18, 2008	MBTI-Group A & Money Matters	9:00 am-1:00 pm
Friday, July 25, 2008	MBTI-Group B & Individual Money Matters	9:00 am-1:00 pm
Friday, August 1, 2008	"Be" come Yourself	3:00 pm-5:00 pm
Friday, August 8, 2008	Speak Easy	3:00 pm-5:00 pm
Thursday, August 14, 2008	Holyoke Center/Farewell Gathering	10:30 am-11:30 am
Friday, August 15, 2008	Final Day/Community Service	8:00 am-1:00 pm

Program Coordinator

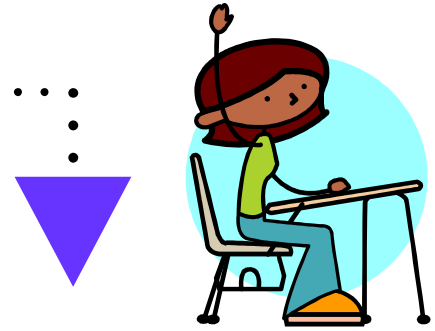
Heather Grady

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Workshop Guidelines

We are privileged to offer weekly guests to speak with you during the workshops. Please show your respect for their time and message, by following a few simple guidelines.

Devote Your Full Attention to Each Guest

- Turn off *and* store all personal electronic devices (cell phones, pagers, PDAs, ipods, etc.)
- Avoid speaking with your neighbors
- Minimize trips to the restroom (do this before or after the presentation)
- If you have an emergency, please leave the room as *quietly* as possible



Present Yourself in a Professional Manner

- Display proper body language:
 - Smile and practice your “active” listening skills
 - Make eye contact with the speaker(s)
 - Sit up and keep your feet on the floor
- Eat quietly
- Participate in the question and answer session
- Personally thank each guest by shaking their hands and say, “Thank you for coming.”
- Play!, Make Their Day!, Be There!, Choose Your Attitude!



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