

# Pratt Engineering Master's Career Services & Professional Development

## Fall 2022 Professional Development Workshop Guide

### [Survey for all workshops](#)

1. **F-1 & H-1B Visas: Rights and Responsibilities**
2. **You're Not an Imposter: How to Stay Positive and Overcome Self-Doubt**
3. **What Am I Doing Here? How to Make the Most of your Master's Degree**
4. **The Art of Self-Articulation: How to Build Powerful Resumes and Cover Letters**
5. **How to Win Friends and Get Ahead in Your Career: A LinkedIn Workshop**
6. **CliftonStrengths for Professional Success: Orientation Follow-up**
7. **Effective Communication for Professional Success**
8. **The Art of Interviewing: How to Get Hired**
9. **The Successful Search: Strategies for Getting a US-Based Job or Internship**
10. **Leading with Laughter**

1. **F-1 & H1B Visas: Rights & Responsibilities**

Instructor: [Rishi P. Oza, J.D.](#)

Capacity: 340

Date: Friday, September 23 - Time: 1:30-3:30 pm – Location: 111 Bio Sci

[Recording](#) | [Slides](#)

Experienced immigration attorney Rishi Oza will outline the rights and responsibilities of F-1 and H-1B visa holders in the United States. This workshop will be a great opportunity for students to ask questions. Anyone on a student or work visa, or anyone who may work with colleagues/employees/supervisors on student and/or work visas in the U.S. will find this a useful session.

2. **You're Not an Imposter: How to Stay Positive and Overcome Self-Doubt**

Instructor: Sarah Carlson, J.D.

Capacity: 65

Date: Tuesday, October 4 – Time: 3:30-5 pm – Location: 126 Wilkinson

[Recording](#) | [Slides](#) | [Worksheet](#)

In this workshop, we will address self-doubt, imposter syndrome, and the many ways we sabotage our own success. We all face societal, cultural, and individual narratives around our value and appropriate self-promotion. Participants will reflect on their own strengths

and their own definitions of humility and learn why healthy self-confidence is a critical component for success at school and in the workplace. Finally, we will learn to identify, work through, and take an assertive stance against limiting and negative beliefs, so that students feel equipped to effectively direct their own experience at Duke, meet faculty, network with industry professionals, interview for jobs, and more!

### **3. What Am I Doing Here? How to Make the Most of your Master's Degree (RESCHEDULED)**

Instructor: Sarah Carlson, J.D.

Capacity: 340

Date: Friday, October 14 – Time: 1:30-3 pm – Location: 111 Bio Sci

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1140389/share\\_preview](https://duke.joinhandshake.com/events/1140389/share_preview)

In this foundational workshop, students will work on clarifying and articulating their career goals, including how to move forward even if those goals are not crystal clear. This will be an interactive workshop, including various exercises through which students will start to create longer-term visions from which they will build out a plan for their time at Pratt. Students will leave with an understanding of self-directed learning, where they are on that scale, and a plan for how to move forward on their internship search, job search, or taking their next most important step.

### **4. The Art of Self-Articulation: How to Build Powerful Resumes and Cover Letters**

Instructor: Sarah Carlson, J.D.

Capacity: 340

Date: Friday, October 28 – Time: 1:30-3 pm – Location: 111 Bio Sci

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1124790/share\\_preview](https://duke.joinhandshake.com/events/1124790/share_preview)

You can get the best grades and be the very best in your field, but it may not matter if you can't effectively communicate this to employers, clients, or stakeholders. In this workshop, participants will learn how to create authentic, persuasive narratives that will get employers' attention, no matter what type of employer it is. Students will learn to identify themes that clearly set them apart and how to make their value clear and

apparent in both their resumes and cover letters. Students will leave with resume formats and formulas designed specifically for their success!

#### 5. How to Win Friends and Get Ahead in Your Career: A LinkedIn Workshop

Instructor: [Chloe Benjamin](#) & [Jenny Sloop Johnson](#)

Capacity: 340

Date: Friday, October 21 – Time: 1:30-3 pm – Location: 111 Bio Sci

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1124797/share\\_preview](https://duke.joinhandshake.com/events/1124797/share_preview)

In this workshop, students will gain practical experience around the art of networking and making new connections online. Students will leave with an understanding of how making professional relationships is key to getting a great job or internship, and they will learn methods to initiate conversation, ask powerful questions, and to use LinkedIn to get ahead in their careers.

#### 6. CliftonStrengths for Professional Success: Orientation Follow-up

Instructor: [Jenny Sloop Johnson](#) & [Cameo Hartz](#)

Capacity: 65, 70

Date: Tuesday, October 25 – Time: 3-5 pm – Location: 126 Wilkinson – **IN PERSON ONLY**

Registration Link: [https://duke.joinhandshake.com/events/1124807/share\\_preview](https://duke.joinhandshake.com/events/1124807/share_preview)

Date: Friday, October 28 – Time: 10-11:30 am – Location: 203 Teer – **IN PERSON ONLY**

Registration Link: [https://duke.joinhandshake.com/events/1124837/share\\_preview](https://duke.joinhandshake.com/events/1124837/share_preview)

Knowledge about your strengths can play an important role in your professional life. Spend this workshop diving deeper into the Top 5 CliftonStrengths you learned about during this year's orientation. We'll spend more time with the "name it, claim it, aim it" process and you'll leave with an individual plan drafted to use the unique power and edge of your own talents for success this semester and into the future.

#### 7. Effective Communication for Workplace Success

Instructor: [Sue Brien](#)

Capacity: 340

Date: Friday, November 4 – Time: 1:30-3 pm – Location: 111 Bio Sci

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1124853/share\\_preview](https://duke.joinhandshake.com/events/1124853/share_preview)

Effective communication requires us to be clear and complete in what we are trying to express. In this workshop, you will gain the skills to exchange information with clarity, empathy, and understanding, so you can effectively connect with faculty, staff, potential employers, clients, and more! Students will leave with the top techniques and increased confidence to express themselves effectively, which is essential to professional success.

### **8. The Art of Interviewing: How to Get Hired**

Instructor: [Chloe Benjamin](#) & [Sue Mathias](#)

Capacity: 70

Date: Friday, November 11 – Time: 10-11:30 am – Location: 203 Teer

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1124866/share\\_preview](https://duke.joinhandshake.com/events/1124866/share_preview)

Impressing employers in interviews is a skill and one that can indeed be learned. In this workshop, you will learn techniques that will help you put your best self forward, impress potential employers, and get the job you want. Students will leave with tips for answering tough questions, dressing appropriately, sending the perfect thank you note, and interviewing like a pro. In addition to all the techniques, you will also be introduced to the resources available for you to continue to practice this critical skill until you land the job you want.

### **9. The Successful Search: Strategies for Getting a US-Based Job or Internship**

Instructor: [Angelica Ramirez Blanks](#)

Capacity: 340, 65

Date: Friday, November 11 – Time: 1:30-3 pm – Location: 111 Bio Sci

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1124873/share\\_preview](https://duke.joinhandshake.com/events/1124873/share_preview)

Date: Tuesday, November 22 – Time: 3-5 pm – Location: 126 Wilkinson

Registration (virtual or in person): [https://duke.joinhandshake.com/events/1124875/share\\_preview](https://duke.joinhandshake.com/events/1124875/share_preview)

Job and internship searches often take time, but in this workshop you will learn the most efficient and effective methods for getting where you want to go. Students will leave this workshop with the best tools to find opportunities, connect with employers, highlight their own value, and significantly increase their chances of getting that next role. Why make it harder than it has to be? Join us for this interactive workshop and get the things you need to make your search a success.

### 10. Leading with Laughter

Instructor: [Paul Marks](#)

Capacity: 344, 185

Date: Friday, November 18 – Time: 1:30-3:00 – Location: 111 Bio Sci – **IN PERSON ONLY**

Registration Link: [https://duke.joinhandshake.com/events/1124888/share\\_preview](https://duke.joinhandshake.com/events/1124888/share_preview)

Date: Monday, November 21 – 1-3 pm – Location: Wilkinson Auditorium – **IN PERSON ONLY**

Registration Link: [https://duke.joinhandshake.com/events/1124891/share\\_preview](https://duke.joinhandshake.com/events/1124891/share_preview)

This high energy, interactive workshop incorporates games to develop camaraderie, creativity, humor, and spontaneous thinking in a way that is refreshingly honest and thought-provoking. The format will explore how students can use improv techniques to improve their approach to presentations, interviewing, leadership and collaboration. Join Paul for this workshop to gain confidence in your capacity to speak and lead effectively.

[Survey for all workshops](#)