

Name: _____

ID: _____

ENTRANCE REQUIREMENTS

- Completion of Certificate of Professional Development registration form

CERIFICATE REQUIREMENTS

Communication	Workshop <i>Attend one workshop</i>	Activity* <i>Complete one activity</i>
47-102-40508 Or	Communication and Personality Styles in the Workplace	Conduct an informational interview
47-890-41303 Or	Listening Effectively and Communicating Clearly	Tour a prospective college campus
47-102-40604 Or	Motivation and Teambuilding	Tour a prospective place of employment
47-102-40533 Or	Emotional Intelligence in the Workplace	Speak at a campus or workplace event
47-890-41102	Following Directions	
Job Seeking	Workshop <i>Attend one workshop</i>	Activity* <i>Complete one activity</i>
	Developing a Career Portfolio	Participate in mock interviews
	Developing a Resume and Cover Letter	Complete a job shadow in a career field of interest
	Tips on Job Interviewing and Presentation Skills	Attend a College Fair, Job Fair, or professional fair in your field
	Accessing Job Leads and Job Openings to Find the Perfect Job	
Leadership	Workshop <i>Attend one workshop</i>	Activity* <i>Complete one activity</i>
47-102-40507 Or	Managing Conflict and Taking Control of Stress	Attend a Leadership Retreat or professional conference
47-890-41201 Or	Thinking Critically	Attend a state/regional/national conference with a club
47-890-41402 Or	Demonstrating a Positive Attitude	Complete 3 hours of community service
47-120-40610 Or	Dealing with Negativity	
47-102-40530 Or	Dealing with Diversity and Embracing Change	
47-196-44103	Principles and Qualities of Genuine Leadership	
Professionalism	Workshop <i>Attend one workshop</i>	Activity* <i>Complete one activity</i>
47-890-41401 Or	Demonstrating Integrity	Attend Dining with Professionals
47-890-42600 Or	Exhibiting a Professional Image	Attend a Transfer Fair or Job Fair
47-102-40503	Managing Time and Overcoming Procrastination	Complete 3 hours of community service

*Activities listed are not exhaustive. The Certificate of Professional Development Committee will determine if a submitted activity meets the requirement. Please note that activities should be in addition to current course requirements.

GRADUATION REQUIREMENTS

- Complete one activity in each of the four areas
- Complete one workshop in each of the four areas
- Career portfolio presentation