

# Bell Work

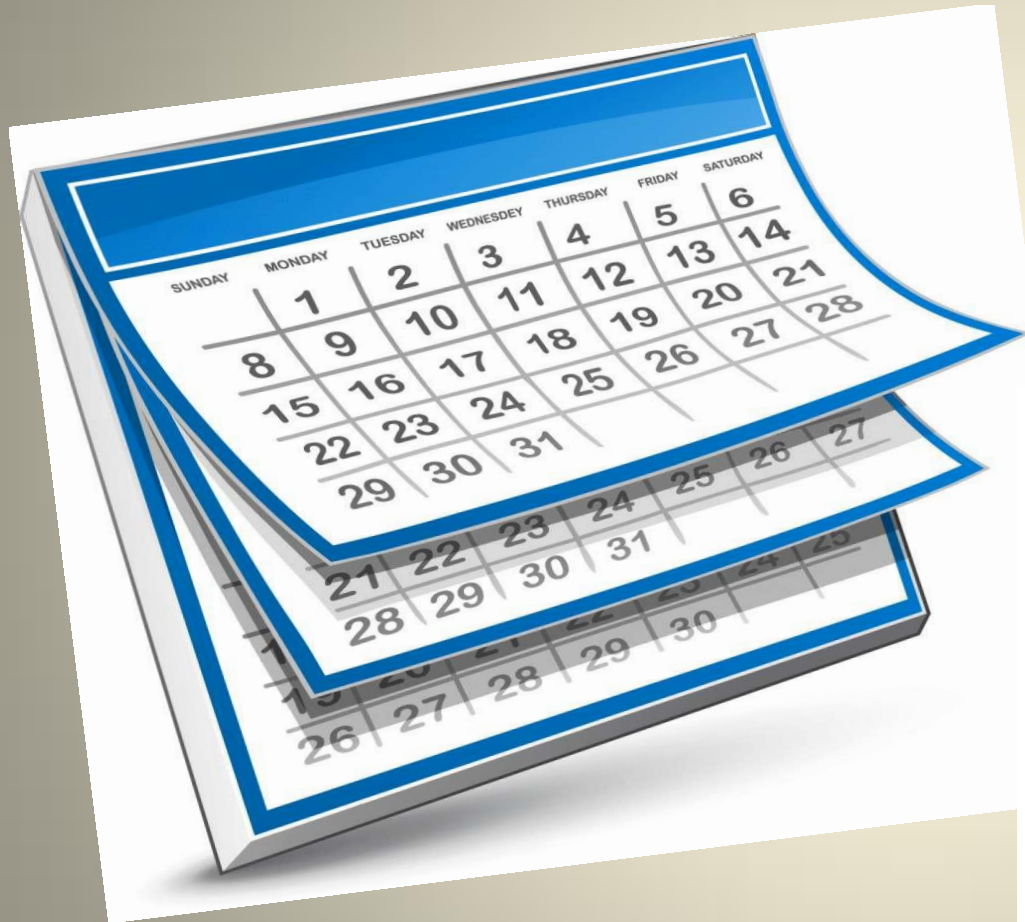
Please take the following survey  
on your phone:

<https://www.surveymonkey.com/s/cavit15>

# CAVIT Professional Development

Career Speaker Forum Project

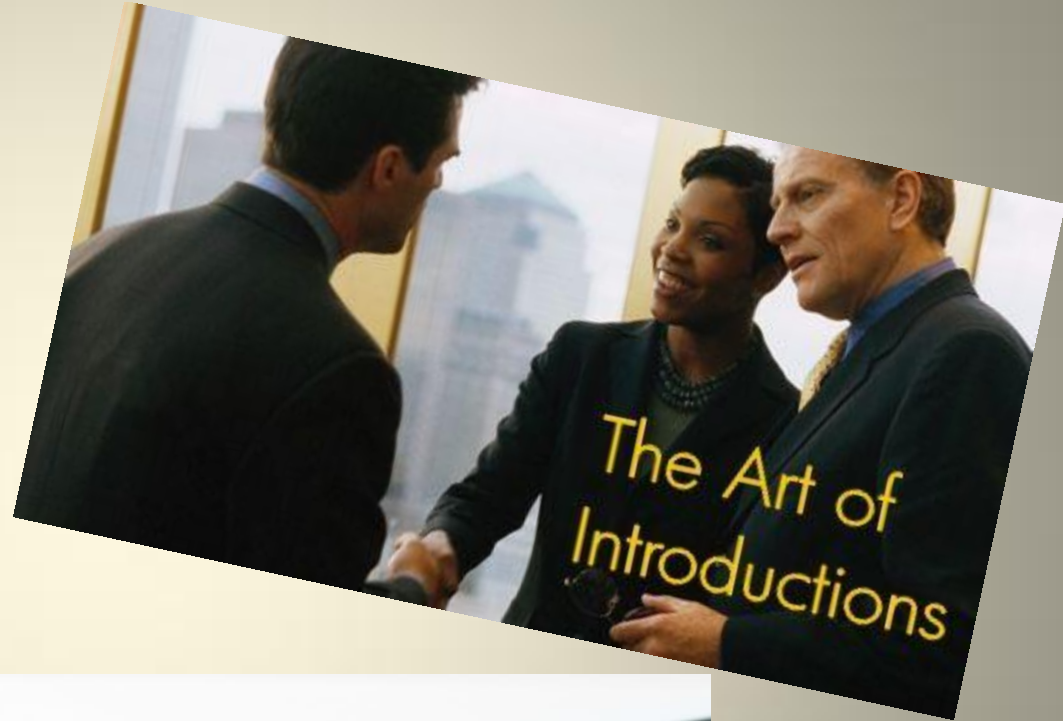
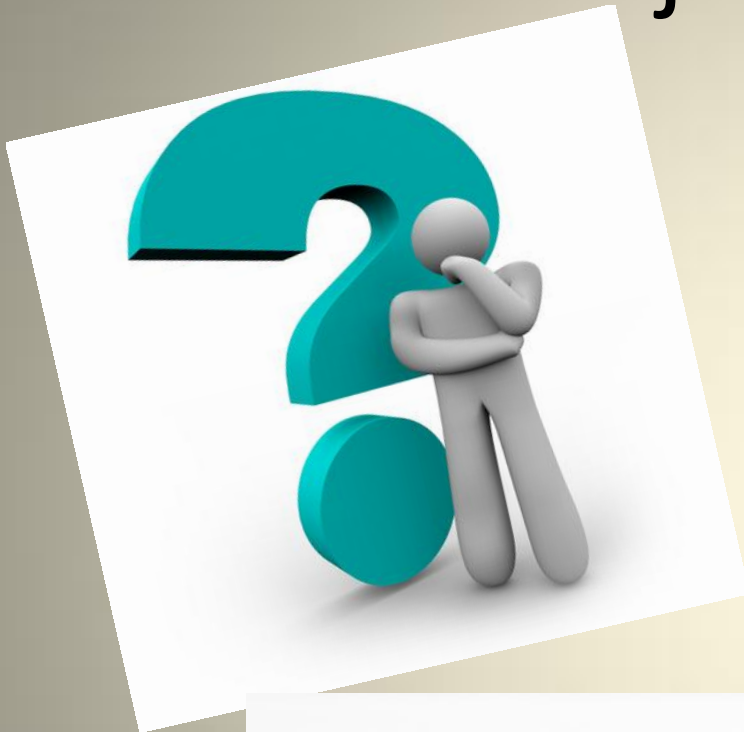
# Project Overview



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## Greetings

### Formal

Hello,  
How are you?

Good  
Morning

Good  
Afternoon

Good  
Evening/Night

### Informal

What's Up

Howdy

Hey

How is It going?



# Teamwork

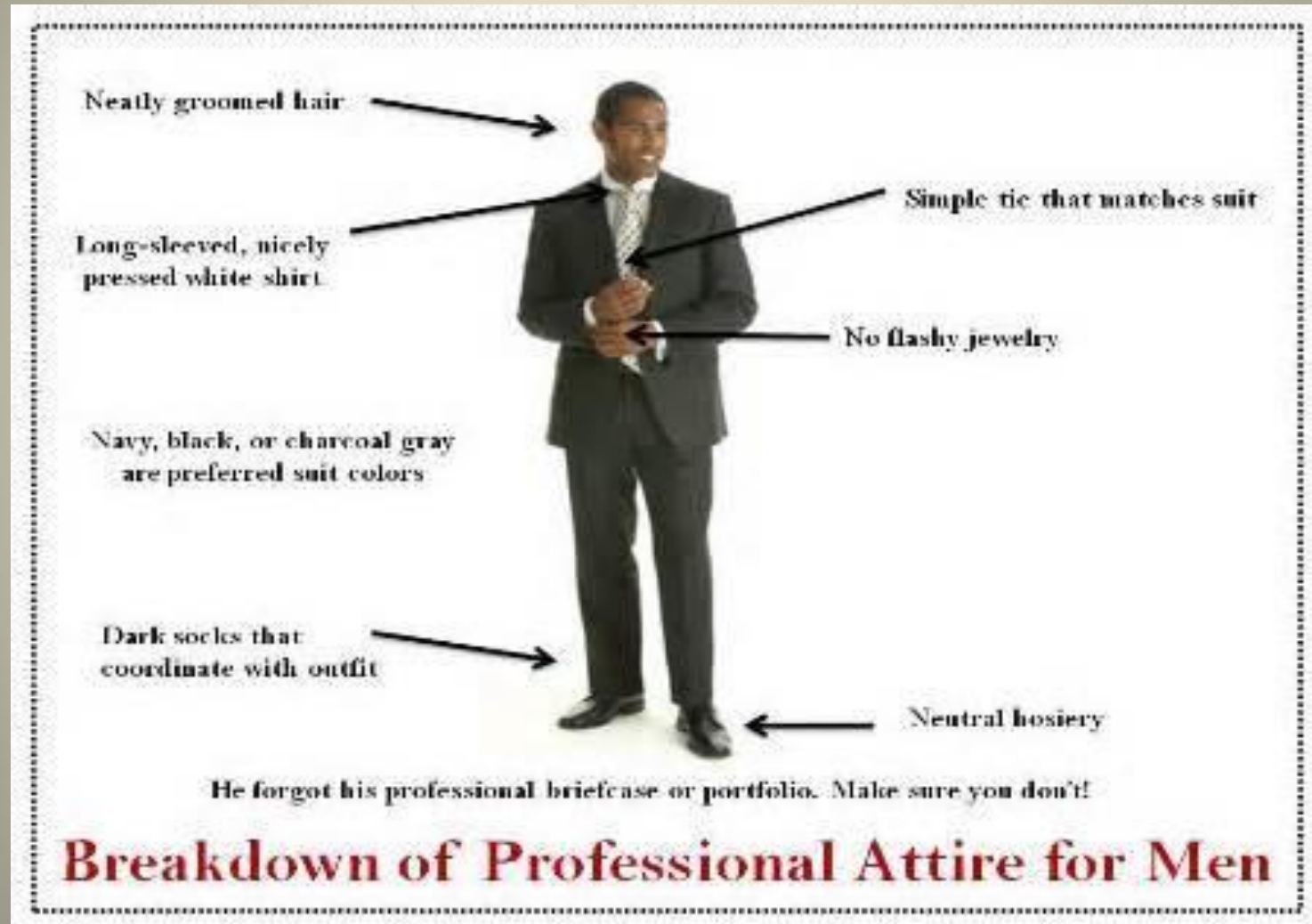
## Strong Teams

- Choose wisely
- Communicate frequently
- Assign tasks equally
- Follow the plan!
- Contact the teacher

## Weak Teams

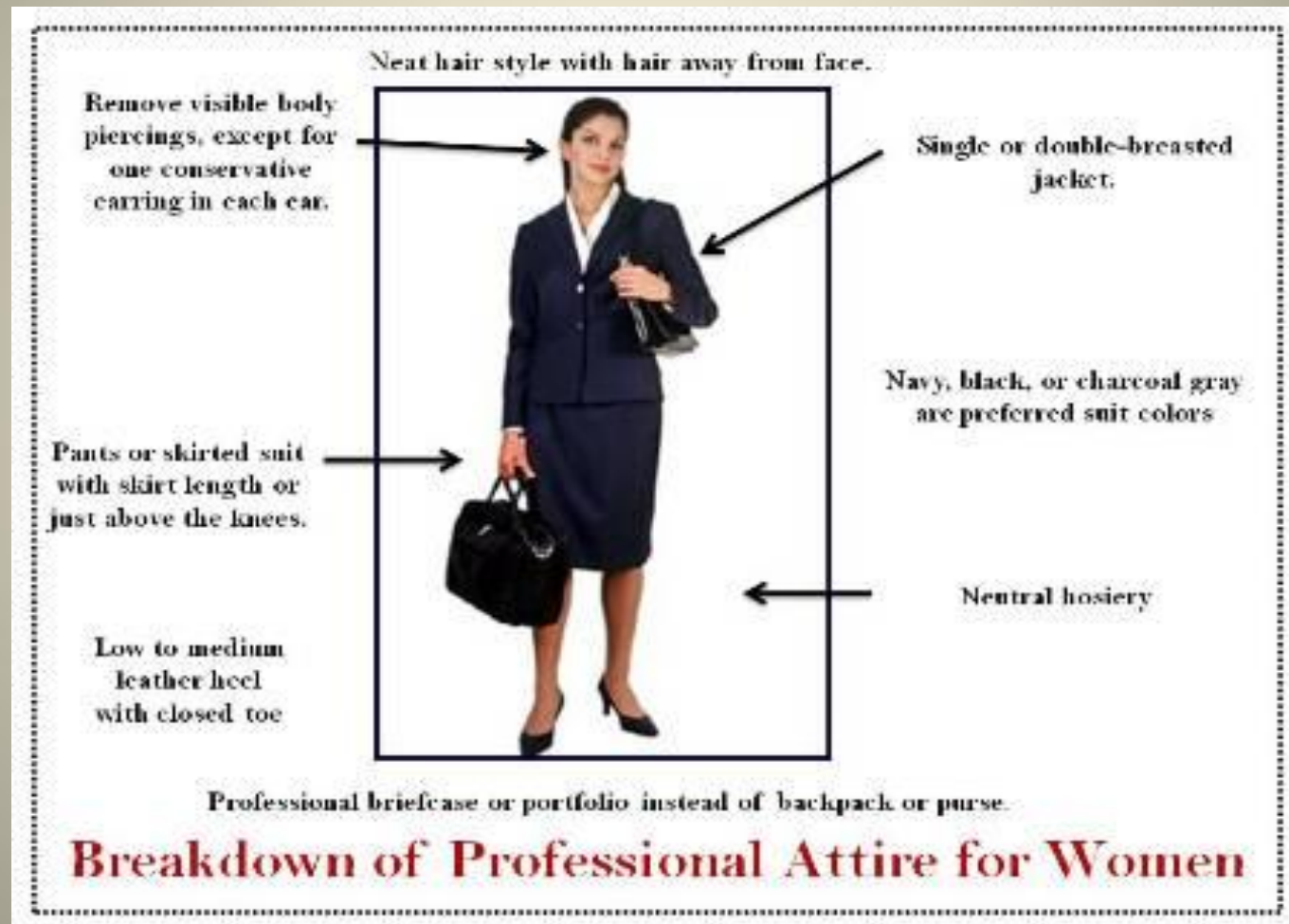
- Friends vs. partners
- Little to no communication
- One person does all of the work
- One person falls apart
- Ignore the teacher

# Professional Dress: Males





# Professional Dress: Females



# What Not to Wear



## Interviewing Attire

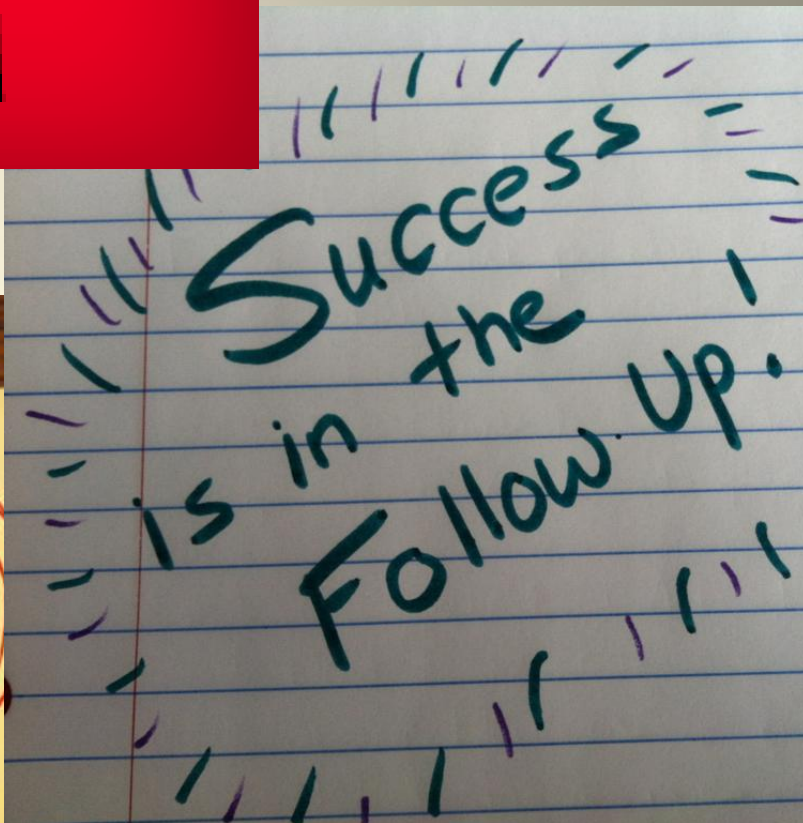
Do's		Don'ts
Jewelry in moderation		Necklace too large/distracting
Conservative 2-piece suit		No bright colors/patterns
Skirt: Knee-length		Capris: too casual
Hosiery at or near skin color		No open-toed shoes
Dark Shoes		

**“COLD” CALLS**

# **CONFIRMATION EMAILS**

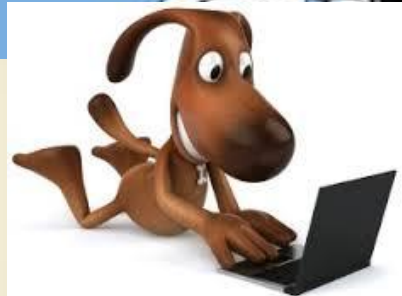


# STEP 2: CONFIRM





Nothing says regret like the  
email address you made as a  
kid.



My email address is  
ruining my life.



your  cards  
someecards.com

joe.swanson@mail2world.com



crazydancedude01@freeemailprovider.com





short and sweet...



## Microsoft Outlook



Do you want to send this message without a subject?

Don't Send

Send Anyway



... but the Subject line I really like is: My other car's also a Porsche

© 2008 the lab rat's view

Subject: Subject Lines: Make them count!

Variable Width





Look Forward



about

# When and where...







*Sincerely, Me*



**THE DAY OF...**

# **LEADING QUESTIONS**



**“I am very curious, not only about football, but life in general. If I have the ability to be around somebody who is great at what they do, I’m going to hit them with a barrage of questions.”**

*The Arizona Republic, Sunday, August 2, 2015*

# Leading Questions



**KEEP  
CALM  
AND  
ASK  
QUESTIONS**

# Examples of 5 leading questions *to* ask:

- What motivates you to be successful?
- Can you explain the impact, if any, that social networking and or the internet has had on you or your organization?
- What are you doing personally or professionally to maintain success within your career?
- What is one behavior habit or trait that can derail someone's success in your career field?
- Can you give an example of when you had a bad day at work? How did you handle it and did you grow from it?
- How does gender figure into the job field? Women entering a 'Men Only' career, and Men entering a 'Women Only' career.



# Examples of leading questions *not* to ask:



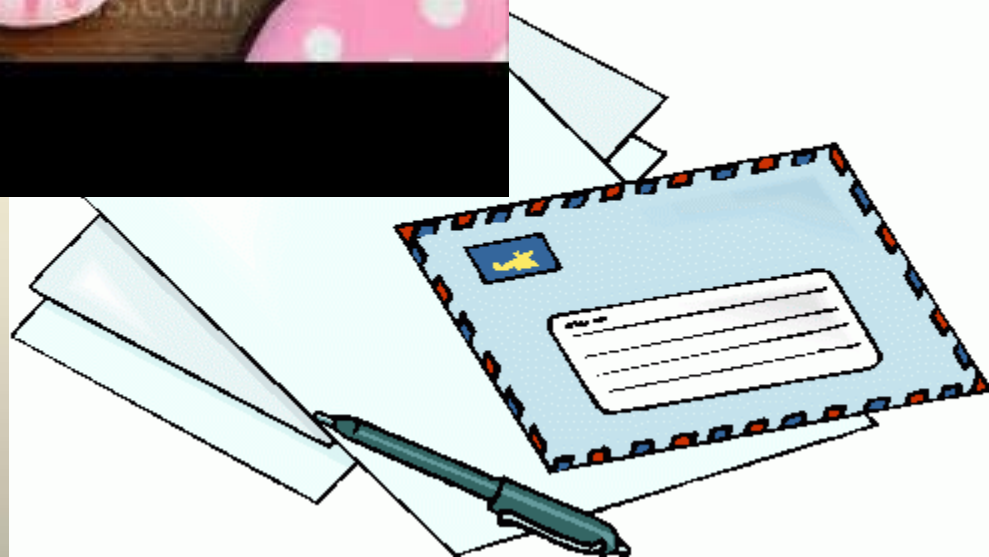
- How much do you make/earn?
- Are you married? If so, why or why not?
- Basically anything that could create “headline news”.
- Do you work too many hours
- How much vacation time do you get?







**THANK YOU!**







*skip the formalities.*



simple

~~CANNOT~~ back to the basics

~~UNWILLING~~

~~IMPOSSIBLE~~

~~UNSUCCESSFUL~~









How to convert appointments into business every time



Lasting Impressions

# Being Genuine

Stop Being Nice, Start Being Real



Be  
genuine.

Fake

Genuine

freedigitalphotos.net

KEEP  
IT  
REAL







DJEARWORM.COM



about

I look forward to football season. It signals the countdown to the beginning of hockey.







*Sincerely, Me*



**GO FORTH AND  
CONQUER!**

**PROJECT ENDS  
NOVEMBER 30**