



Hilbert College

Leadership  
Workshop Series



Spring 2012

## Hilbert College Leadership Workshop Series

In keeping with the mission of Hilbert College, the Leadership Workshop Series endeavors to empower informed global citizens who are committed to serving and strengthening their communities. Participation in this program affords the opportunity to develop and enhance individual skills, network with others, and build an impressive resume.

### Requirements

To complete the Level I Leadership Workshop Series, students must complete the following:

- *What is Leadership and Why Should I Care?* Workshop;
- Five (5) additional workshops from the list provided;
- Complete Program Completion Form and submit it to the Student Life Office, 107 Franciscan Hall.

### Topic Tracks

For those students who wish to concentrate their efforts on specific areas of leadership, the workshops are coded to fit special interest areas. There is no requirement to fulfill a track, it is simply categorized to help participants identify special interest areas.

**Multicultural (MC)**  
**Organizational Leadership (OL)**  
**Personal Development (PD)**  
**Professional Development (PRO)**  
**Sophomore Success (SS)**

### Additional Information

Some workshops require pre-registration. Please read the schedule for deadlines.

Most workshops will be approximately one hour in length unless otherwise noted.

Additional workshops may be added during the semester. Please watch the Hilbert College website at <http://www.hilbert.edu/leadership/certificateprogram> for changes and additions.

If you would like additional information on this program, please contact Jim Sturm, Vice Provost for Leadership Development at 716-926-8935 or stop in the Student Life Office, 107 Franciscan Hall.

### **What is Leadership and Why Should I Care?**

*This workshop is being offered multiple times (you need only attend once)*

Presenter: Jim Sturm, Vice Provost for Leadership Development

Dates: Monday, January 30, 2012  
Monday, February 6, 2012  
Tuesday, February 7, 2012

Time: 3:30 p.m.

Location: 160 Bogel Hall

Track: ALL

### **MLK Commemoration Lecture**

Keynote: Mr. Kevin Powell

Title: "Looking for Martin: Are Dr. King and His 'Dream' Still Relevant?"

Date: January 26, 2012

Time: 3:30 p.m.

Location: Swan Auditorium

Track: **MC**

### **Writing a Resume That Gets Noticed!**

Date: Wednesday, February 1, 2012

Time: 3:00 p.m.

Location: Career Lab, 105 Franciscan Hall

Track: **PRO**

### **Take a Stand: Activity Addressing Critical Thought About Global Issues**

Date: February 2, 2012

Time: 3:00 p.m.

Location: 218 PH

Track: **MC**

### **Writing a Resume That Gets Noticed!**

Date: Thursday, February 2, 2012

Time: 3:00 p.m.

Location: Career Lab, 105 Franciscan Hall

Track: **PRO**

**Put It in Writing** – Note Taking Techniques to Get the Most Out of Class and Into Your Brain The Note-Taking Workshop will help students develop note-taking strategies that work for them. Topics covered in this workshop include the following:

- How to prepare for class
- How to listen effectively
- How to identify signs that indicate something the professor says is important
- How to take notes during PowerPoint lectures
- Note-taking methods, including the Cornell Method, mind maps, and outlines
- Note-taking tips, including color coding
- What to do after class: reviewing editing lecture notes.

Presenter: Bridget Hodges

Date: Thursday, February 2, 2012

Time: 3:15 p.m.

Location: 217 Paczesny Hall

Track: **OL, PD, SS**

### **Answering Those Tough Interview Questions**

Date: Wednesday, February 8, 2012

Time: 3:00 p.m.

Location: Career Lab, 105 Franciscan Hall

Track: **PRO**

### **Part 1: Civility and Diversity Dialogue**

Date: February 9, 2012

Time: 4:00 p.m.

Location: Trinity Basement

Track: **MC**

### **Answering Those Tough Interview Questions**

Date: Thursday, February 9, 2012

Time: 3:00 p.m.

Location: Career Lab, 105 Franciscan Hall

Track: **PRO**

### **Ace That Test – Strategies to Prepare for and Take Tests**

In this workshop, students will be introduced to the various testing styles (i.e. multiple choice, essay, etc...) and learn various techniques and strategies to assist them in becoming successful at taking these tests. Several tips will be addressed, including the following:

- Importance of arriving early, being comfortable, and confident
- Avoiding carelessness
- Reading directions carefully
- Answering questions in a strategic order
- Proofreading for spelling, grammar, and punctuation

Presenter: Bridget Hodges, First-Year Counseling Specialist

Date: Monday, February 13, 2012

Time: 3:15 p.m.

Location: 217 Paczesny Hall

Track: **OL, PD, SS**

### **Book Club Panel Discussion**

Featured Book: *Decoded* by Jay-Z

Date: February 14, 2012

Time: 4:00 p.m.-6:00 p.m.

Location: Library Conference Room

Track: **MC**

### **Hip-Hop Panel**

Date: February 15, 2012

Time: 3:00 p.m.

Location: 101 Bogel Hall

Track: **MC**

### **Poetry Night**

Date: February 16, 2012

Time: 7:00 p.m.

Location: Lower Level Campus Center (location may change)

Track: **MC**

### **Locating the Job of your Dreams!**

Date: Wednesday, February 22, 2012

Time: 3:00 p.m.

Location: Career Lab, 105 Franciscan Hall

Track: **PRO**

### **Locating the Job of your Dreams!**

Date: Thursday, February 23, 2012

Time: 3:00 p.m.

Location: Career Lab, 105 Franciscan Hall

Track: **PRO**

### **Sophomore Experience Coffee and Conversations - Study Abroad, Internships, Work Experience**

Take your learning outside the classroom, becoming engaged in the greater community, Enhance your *Academic Plan* with off campus experiences, consider what it means to be a citizen

Date: Thursday, February 23, 2012

Time: 3:00 – 4:30 p.m.

Location: second floor Leisure area of McGrath Library

Track: **PD, SS**

### **Play: *For Colored Girls Who Have Considered Suicide When the Rainbow Was Enuf* By Ntozake Shange**

Date: February 23, 2012

Time: 8:00 p.m.

Location: Ujima/Theater Loft, 545 Elmwood Avenue, Buffalo, New York 14222

**Advanced registration is required - RSVP to the Office of Multicultural Affairs at [tjabbaar-qyambrah@hilbert.edu](mailto:tjabbaar-qyambrah@hilbert.edu) or (716) 649-7900 ext. 243 by January 24, 2012**

Transportation will be provided for students

Track: **MC**

**Student Leadership Conference: *Stand Up, Stand Out***

Date: Saturday, February 25, 2012

Time: 9:00 a.m.- 4:00 p.m.

Location: Canisius College

**Advanced registration is required - Sign up by February 1 at Student Life Office – 107 Franciscan Hall**

Track: **OL, PD**

**Professional Success Program**

Presenter: Denise Harris, Director of Career Services

Date: Tuesday, February 28, 2012

Time: 5:30 p.m.-7:30 p.m.

Location: Franciscan Hall Atrium

**Advanced registration is required - Sign up at the Career Development Center, 105 Franciscan Hall**

Sponsored By: Career Development Center

Track: **PD, PRO**

**Part 2: Civility and Diversity Dialogue**

Date: March 6, 2012

Time: 4:00 p.m.

Location: Lower Level Campus Center

Track: **MC**

**Effective Communication 101**

In this workshop, students will be introduced to positive methods of communication that can be utilized when interacting with faculty, staff, and peers. The workshop will address verbal and non-verbal methods including the following:

- Email and Voice messaging
- Body language
- Group interactions

Presenter: Bridget Hodges, First-Year Counseling Specialist

Date: Monday, March 19, 2012

Time: 3:00 p.m.

Location: 217 Paczesny Hall

Track: **OL, PD**

**Sophomore Experience Coffee and Conversations - Professionalism, Finances, and Community Engagement**

The importance of community connections, developing new levels of academic and interpersonal competence as part of your *Academic Plan*, the economics of higher education and a commitment to finish, your financial future

Date: Thursday, March 29, 2012

Time: 3:00 – 4:30 p.m.

Location: second floor Leisure area of McGrath Library

Track: **PD, SS**

**Navigating Global Citizenship: What's Your Cultural Competency Level?**

Students will learn what it means to serve as global citizens in their communities, learn the value of working in a diverse population, and understand their cultural competency level. The purpose of this workshop is to teach students how to effectively interact with people from various backgrounds.

Presenter: Dr. Tara Jabbaar-Gyambrah, Director of Multicultural Affairs

Date: April 12, 2012

Time: 3:00 p.m.

Location: 218 PH

Track: **MC, SS**

**I Thought I Had Time! – Effectively Managing Your Time and Overcoming Procrastination**

Time is always an issue. Scheduling and managing time wisely are important factors to obtaining good grades. In this workshop, the following tips are addressed:

- The Three Keys to Time Management (remembering, setting priorities, and motivation)
- "Best Time" for studying
- Conducive Surroundings
- The "Twofer Concept"

Presenter: Bridget Hodges, First-Year Counseling Specialist

Date: Thursday, April 19, 2012

Time: 3:15 p.m.

Location: 217 Paczesny Hall

Track: **OL, PD, SS**

## Hilbert College Leadership Workshop Series Completion Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_

Workshops Attended: \_\_\_\_\_

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Please write one paragraph describing what you feel you have gained through participation in this program. You may attach additional sheets if necessary: