Developing Self-Confidence and Credibility. Presented by Judy Santacaterina, Director of Bachelor of General Studies, NIU College of Liberal Arts & Sciences. This session will concentrate on professionalism and communication style and will address how to develop and keep your credibility. **Wednesday, September 14th from 12:00 PM - 1:00 PM (Campus Life Building 100)**

Positively NIU: Making Every Interaction Count. Presented by Lesley Gilbert, Assistant Director, NIU Human Resource Services Center for Training & Professional Development. All student employees play a critical role in providing service to fellow students and customers. Balancing this focus on "high touch" services and maintaining collegial working relations happens while coping with multiple work demands. This workshop addresses techniques to provide excellent customer service to fellow students and customers while managing stress and multiple job demands. **Tuesday, September 20th from 2:30 PM – 4:30 PM (Founders Memorial Library 71 North)**

NIU Diversity Dialogues. This Jobs PLUS event is being held in conjunction with NIU's Diversity Dialogues and will feature "Defamation: The Play." For students in Jobs PLUS, this event will provide them with important insight needed to promote high-quality service by introducing them to the lived experiences of diverse communities that they may encounter in their work. **Thursday, September 29th from 6:00 PM – 8:00 PM (Holmes Student Center Carol Sandburg Auditorium)**

Decision Making in Ethical Judgement (Option 1). Presented by Dr. Terrence R. Bishop, Associate Professor, NIU College of Business. This session will focus on the key steps in decision processes and the characteristics of effective decision making. The importance of applying values as criteria in evaluating alternatives will also be covered, including how ethical decision making may have profound impacts on building business relationships and trust. Students will have the option to remain after this event to have their resume reviewed by a member of the business community. Details will be provided to the student by email after they register for this event online. **Monday, October 3rd from 12:00 PM – 1:00 PM (Campus Life Building 100)**
Decision Making in Ethical Judgement (Option 2). Presented by Dr. Terrence R. Bishop, Associate Professor, NIU College of Business. This session will focus on the key steps in decision processes and the characteristics of effective decision making. The importance of applying values as criteria in evaluating alternatives will also be covered, including how ethical decision making may have profound impacts on building business relationships and trust. Students will have the option to arrive before this event to have their resume reviewed by a member of the business community. Details will be provided to the student by email after they register for this event online. **Monday, October 3rd from 3:00 PM – 4:00 PM (Campus Life Building 100)**

**Working Effectively in Teams. Presented by: Derrick Strand, NIU Alum.** This workshop will cover working efficiently with teams in the workplace. Details of this event are still being finalized. **Friday, October 14th from 4:30 PM - 6:30 PM (NIU Convocation Center)**

**Creating Trusting and Positive Working Relationships. Presented by: Laura Hall, NIU Alumna.** Creating trusting and positive relationships in the workplace is a key ingredient to career success, but individuals often struggle with the question "Where do I start and how do I know how other people react to my style?" This interactive session starts with a focus on the student. We will begin by helping the student surface and define the behaviors that they commonly exhibit at work and in different work situations/environments. **Tuesday, October 25th from 5:00 PM – 7:00 PM (Founders Memorial Library 71 North)**

**Crossing the Bridge from Doing to Leading. Presented by: Harlan Teller, Interim Vice President, NIU Division of Marketing & Communications.** Most leaders are not born. They learn on the job how to lead. Invariably, the professional skills that get you your first job and even your first several promotions don’t necessarily translate into the skills it takes to be a true leader of an organization. In fact, many of these skills - active listening, interpersonal communications, critical thinking, behavior modeling - are skills that can be gained from a liberal arts education, and in applying them to any job you may have. In this talk and question and answer session, our presenter will define the skills you need to cross the bridge from being a great professional to a great leader. **Wednesday, November 2nd from 11:00 AM – 12:30 PM (Founders Memorial Library 71 North)**
The Art of Disagreeing and Maintaining Professional or Personal Relationships. Presented by Sarah Klaper, University Ombudsperson, NIU Office of the Ombudsperson. Disagreements occur in all workplaces. Speaking up and asking questions is also somewhat expected in an academic environment. However, those actions can be interpreted as insubordination. This active, hands-on workshop will discuss how employees throughout the university community can ask questions, express concern, or disagree with a supervisor without crossing the line into insubordination. **Monday, November 7th from 11:30 AM – 1:00 PM (Founders Memorial Library 71 North)**

What's My Style? Learning to Communicate with Others. Presented by Audrey Southard, NIU Alumna. This is a workshop that helps individuals understand their own communication and personality styles as well as the styles of others and how to best work together in a diverse environment. All registrants must complete a short questionnaire prior to participating. This questionnaire should only take a few minutes to complete and will be sent to students by email after they register online for the session. **Tuesday, November 15th from 1:30 PM – 3:30 PM (Founders Memorial Library 71 North)**