

What to Expect

Designing Your X-Factor | October 6th – November 10th, 2020
Academic Advising & Career Centre, University of Toronto Scarborough

ACCESSING THE WORKSHOP SESSIONS

Designing Your X-Factor is a 6-week workshop that will be delivered through the Zoom video conferencing platform. You will need a laptop or desktop computer to join. A high-speed internet connection will allow for an optimal experience. A Web Browser OR the Zoom desktop software is required.

We recommend that you join through the Zoom desktop application as the web browser experience is limited. You can download Zoom here: zoom.us/download. For web browsers, please use the latest versions of Google Chrome or Firefox.

Here are the steps on how to access the sessions:

- 1) There is one link for each week.
- 2) Click the link to join. You will be prompted to open the Zoom application – click “Open Zoom” to join the session with the desktop app OR click “Cancel” and click “Join from your browser”. Enter the Webinar Password, also provided in the Agenda.
- 3) Please enter your **mail.utoronto.ca email address** and **your full name** to join.
- 4) Click “Join Audio By Computer”. Please note that you will be muted upon entry.

Note: The AA&CC recommends that you join 5-10 minutes prior to the session start time.

BEFORE THE WORKSHOP

A Power Point presentation will be provided prior to each session to help you prepare for the topics that will be discussed.

WORKSHOP DELIVERABLES

Week 1: Intro to the program and Things you Won't Find in a Book

Week 2: Navigating the World of Work

Week 3: Building Relationships

Week 4: Finding Clarity

Week 5: The Power of LinkedIn

Week 6: Creating your Digital Brand

WHAT TO EXPECT DURING EACH WORKSHOP

Will I need to turn on my camera and microphone?

YES. In order to get the full experience of these highly engaging workshops you will be asked to turn on your camera. Your microphone will be muted upon entry.

What level of interaction is expected?

As previously mentioned, this is a highly engaging and interactive workshop that will enable you to share your opinion(s) about a particular subject. There will be points and times during the sessions that the facilitator may ask you a question(s) directly and you will be expected to post in the Chat box or unmute your microphone to respond. If you are not prompted to talk, it is recommended that you mute your microphone until instructed to be respectful of background noise that may distract other participants.

If you have any questions during the sessions, the facilitator is open to you utilizing the chat box or you can unmute yourself to ask the question.

Speakers may launch poll questions to survey the audience – please select your answers when the polls are opened. Note: Attendees using the desktop app will be able to participate in polling, but those using a web browser are unable to view or participate in polls.

Will there be any homework that I need to complete?

The facilitator will task the group with weekly challenges, but they are minor in terms of time required to complete and will not interfere with your existing course/workload. These challenges are fun in nature and are designed to help you prepare for the corporate world.

Am I expected to attend each of session (October 6th - November 10th)?

We recommend that you attend all the scheduled sessions to get the most out of this program. However, we recognize and understand that you may not be able to attend certain sessions on the, as other commitments may arise throughout your week. Note all times listed in the agenda are Eastern Standard Time (Toronto).

To earn the CCR credit, you should attend 5 of the 6 sessions.

What if I need to take a break to rest, eat, etc?

Each session is an hour long. You are always welcome to take a break and step away when you need to!

Will these sessions be recorded?

The sessions will be recorded, and available to individuals who attended these sessions (i.e. for reviewing the material). These recordings will be available for a limited time (1 month after the last session). The instructor/facilitator may or may not be using some or all of the recordings as reference materials for public view but will respect the need for privacy if instructed by certain parties or persons involved in each session, so do let Reggie Waterman know if you do NOT wish to be recorded.

Will closed captioning be available?

We do not plan to have live closed captioning, with apologies.

Who do I contact if I have questions or experience problems during the Workshop?

Please email jen.davies@utoronto.ca if you cannot get in the conference sessions. If you have questions for the speakers during the sessions, please use the Chat box or Unmute yourself to ask your question (though we suggest you wait for moments when Reggie invites questions and comments rather than interrupting him).

I have an accommodation request, who do I contact?

We would prefer knowing about your accommodation needs in advance – if you forgot to include your accommodation request when you registered, please send it to us as soon as possible at career@utsc.utoronto.ca. Please note that we will be liaising with the AccessAbility office to accommodate you.