

Work Study Training Program – Students

We want you to make the most of your Work Study experience. To help you, we have arranged the Work Study Professional Development program:

1. Attend in-person training sessions (list below)
2. Complete the [Professional Development Workbook](#)

The professional development sessions and the Workbook will help you set learning goals, explore and develop your skills, and track your progress.

Student Feedback:

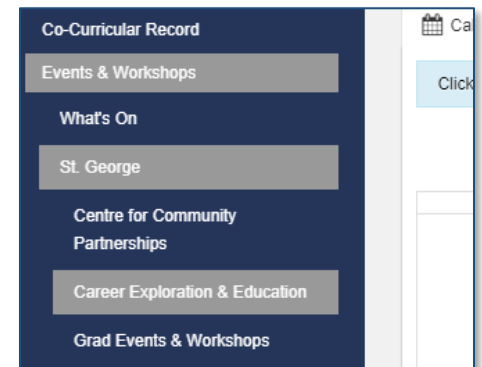
- “[The **workbook**] was an excellent resource: it **forced me to think about this job as being more than "just a job"** but as a space for personal reflection and growth. I was able to set tangible goals and evaluate how well (and why) I achieved them.”
- “From the very beginning, I was asked to draft a personal development plan ... **The 1:1’s with my supervisor helped me resolve any challenges I was facing, discover my strengths and map out a plan to further my goals in this position.** I have never been more confident in my ability to make an impact as I am in this position.”
- “[setting learning goals] pushed me to **want to learn and do more** while on my work term”
- “Setting learning goals forced me to figure out how the resulting skills would shape my career. It **made me realize how much I could accomplish** and how far I still have to go ... I finally **found role models**, such as my Professor and others, that gave me a clear idea of what I could do with these skills. Above all, setting goals helped me tailor my experience to still produce a unique skill-set. It also helped **me see the extent of applicability of my degree.**”

Professional Development Sessions

Register for sessions: CLNx.utoronto.ca > Events > St. George > Career Exploration & Education

Note: All sessions are optional and open to all students. Please check with your supervisor if your attendance will be counted as part of your work hours.

For more information, please contact: Libby West at utsgws@utoronto.ca



WORK STUDY SUMMIT

This year’s Work Study and Student Staff Summit is a networking and learning opportunity you do not want to miss! In this summit, you will connect with other Work Study and student staff across the St. George campus to hear from U of T alumni about how Work Study helped build their careers. You will also work through your results to the CliftonStrengths Inventory (for free!) and explore how your unique strengths can support your career.

Date: October 24, 3-7pm Registration: <https://baseline.campuslabs.ca/uot/wssummitreg>

For more information, please contact: Libby West at utsgws@utoronto.ca.

	Description	Session Dates
Make the Most of Work Study (Relevant to all students)	Work Study Info Session Have you heard about Work Study but not sure what it is? Applying for Work Study jobs and want to increase your chances of getting hired? This session is for you! In this session we will discuss: <ul style="list-style-type: none"> - what is Work Study - how to apply - how to make your application competitive - employment skills you'll develop in Work Study 	August 14, 12-1pm August 20, 2-3pm August 28, 1:30-2:30pm
	Navigating the Workplace Work Study positions are an excellent opportunity to gain experience and learn to navigate workplace culture and professionalism. In this session, we will discuss these topics and provide you the opportunity to ask your own questions about navigating the workplace. Although this session is part of the Work Study program, all students are welcome to attend. We recommend also attending the "Write Your Work Study Learning Plan" scheduled just before this session in the same room.	September 23, 11-12pm October 10, 3-4pm (same session)
	Write Your Work Study Learning Plan Work Study positions are an excellent opportunity to gain experience, build transferable skills and see how your studies transfer to employment. In this session, you will complete part A of the Professional Development Workbook where you will explore your strengths, interests and values and set learning goals for your Work Study experience.	September 23, 10-11am October 10, 2-3pm (same session)
	How to Market Your On-Campus Work Experience to Employers You will develop many great competencies in your on-campus work experience; to be able to fully explain the value of your experience to future employers you need to be able to identify what competencies you developed and how you demonstrated those competencies. By the end of this session you will be able to explain how you demonstrated at least two competencies using resume accomplishment statements and the STAR interview method.	February 12, 2-4pm
	Know Your Skills You are continuously developing essential and transferable skills through your academic and co-curricular experiences. This session will help you learn how to identify and articulate your skills, and feel more confident in communicating your experiences to professionals and employers.	September 10, 3-5pm October 28, 2-4pm (same session)
	Exploring Meaningful Work Wondering about what kind of work might feel meaningful to you? This session will help you reflect on your interests, values and strengths to identify possible career possibilities. <ul style="list-style-type: none"> • What do I like to do? • What matters to me? • What am I good at? 	October 24, 3-5pm

	<p>Leveraging Mentorship at Work</p> <p>Students are often told they need a mentor to succeed. In this session we'll explore what a mentor can actually do for you and how you can use the people you already know in your Work Study position to serve this role.</p> <p><i>Offered by: Student & Campus Community Development</i></p>	October 3, 1-2:30
	<p>Improv @ Work – Workplace Communication Skills</p> <p>Improve your communication skills at work! Do you get butterflies in your stomach and break into a sweat at the idea of workplace stressors like meeting new people or giving presentations? This interactive workshop will teach you how to stay in the moment, respond in an authentic, unplanned way to deliver your point, and reduce anxiety when dealing with new environments.</p> <p><i>Offered by: Yes Unlimited</i></p>	November 13, 2019

Register for sessions on CLNx.utoronto.ca > Events > St. George > Career Exploration & Education

For more information, please contact: Libby West at utsgws@utoronto.ca

Note: All sessions are open to all students, except the Work Study summit (you must be working on-campus). Please check with your Supervisor if your attendance will be counted as part of your work hours.

Online Skill Development

Want to improve your **Excel skills**? Check out Microsoft's free online tutorials: <https://support.office.com/en-us/excel>

Lynda.com has a wide range of tutorials. Access free with your UTORid. <https://www.lynda.com/signin> Click 'Sign in with your organization portal' on the sign in page. Type '@utoronto.ca' in the text box and you will be redirected to the UofT sign-in page.

Additional Training on Campus

Check out other great professional development happening around campus:

For all Students:

Building Your Strengths Program

- Explore Your Strengths: Complete the Strength Quest Inventory and learn your Top 5 Strengths
- Building Your Strengths: Workshops encouraging you to further develop your Strengths & apply them in a variety of contexts (career, academic success, and leadership)

For more information and registration: <http://studentlife.utoronto.ca/cld/strengths>

Offered by: Student & Campus Community Development

Learning to Lead

Want to develop your leadership skills and make connections on campus? This program is for you! Join us for a series of workshops that will encourage you to build your personal philosophy of leadership and gain a deeper understanding of yourself, others and community. Upon completion of the program, students will receive CCR recognition.

Further information and registration: <http://www.studentlife.utoronto.ca/cld/learning-lead>

Offered by: Student & Campus Community Development

Starting Point (previously known as Blueprint)

Starting Point, previously known as the Blueprint program, is a build-your-own-experience program that introduces you to all the U of T has to offer and will set you up for success during your first year. Each week you will receive an email with helpful information including what is happening across campus, and you'll choose which workshops and activities interest you most and fit your schedule.

Further Information and Registration: <https://www.studentlife.utoronto.ca/ote/starting-point>

Offered by: Student & Campus Community Development

Academic Success Workshop Series

Academic Success offers workshops on a variety of academic topics every semester. Like our appointments, we try to make our workshops as interactive as possible – using practical skills while explaining the theory behind them. We also keep the size of the group small enough to cater to your individual needs and answer all of your questions.

Further Information and Registration: <https://www.studentlife.utoronto.ca/asc/workshops>

Offered by: Academic Success

For Graduate Students:

Graduate Professional Skills Program (GPS)

uoft.me/gps

Prepare for your future with GPS! Build critical career skills beyond what you gain in your academic work. Take seminars, workshops, and non-credit courses to learn about effective communication, planning and time management, entrepreneurship, ethical practices, teamwork and leadership. Successful completion will be recognized by a transcript notation. A program of the School of Graduate Studies (SGS).

Leadership for Grads

leadership.utoronto.ca

Learn key skills for successful leadership in an academic setting. Workshops in collaborative leadership techniques will help build your skills and knowledge in group facilitation, conflict resolution and more. Participation counts toward the SGS Graduate Professional Skills program.

Flexible Futures Series Workshop – Postdoctoral Fellows: Networking with North American Industries

clnx.utoronto.ca

This session involves group advising with postdoctoral fellows – as a postdoctoral fellow, you would be discussing your experiences making connections outside academia, for either research collaboration or future employment!

Flexible Futures for Graduate Students and Post-docs

www.clnx.utoronto.ca! For more information about this series, please visit studentlife.utoronto.ca/cc/flexible-futures
Curious what path to pursue after completing your master's, PhD, or post-doctoral fellowship? The possibilities are endless - explore your options through this series! *Fall and Winter semester dates TBA; keep checking*

English Conversations Communities for Graduate Students

clnx.utoronto.ca

In this series, build your confidence in spoken English with the support of friendly student facilitators and enhance your fluency strategies by engaging in authentic and spontaneous discussion with no textbooks! Recommended career-related topics:

- Non-verbal communication across cultures: Oct 21st
- Interpreting and using humour in conversations: Nov 4th
- How to navigate awkward or challenging conversations: Nov 11th
- Email communication and online chatting: Dec 2nd

Grad Talks

sgs.utoronto.ca/gradlife/Pages/Grad-Talks

These sessions help graduate students build skills and gain balance! Recommended sessions to support both your studies and Work Study experience:

- Time Management as a Grad Student: September 30th
- Talking to New People in Grad School: October 7th
- Managing Your Supervisor Relationship: October 22nd

- Learning to Say No: Setting Boundaries as a Grad Student: November 4th
- Creating an Inclusive Environment as a Teaching Assistant: November 19th