**Work Study Training Program – Students**

We want you to make the most of your Work Study experience. To help you, we have put together the Work Study Training Program:

1. Attend in-person training sessions (list below)
2. Complete the [Professional Development Workbook](https://cln.utoronto.ca/content/documents/Link/SLC1651_CC_Work%20Stude%20Development_AODA%20FINAL-es(1).pdf)

The training 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 accomplis**h** 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**.”

# Training Sessions

**Register for sessions** on [CLN.utoronto.ca](https://cln.utoronto.ca/home.htm) > Events > St. George Career Exploration and Education.

Note: All Training Modules are optional and open to all student staff. Please check with your Supervisor if your attendance will be counted as part of your work hours.

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|  | Description | Session Dates |
| Make the Most of Work Study  (Relevant to all students) | **Work Study and Student Staff Summit**  Join other Work Study and student staff from across campus to socialize, complete Strengths, and learn more about how your role will help you build you career while at U of T!  Registration will open on CLN on October 3. | Oct. 24, 3-6pm |
| **Navigating the Workplace**  Work Study positions are an excellent opportunity to gain experience, build transferable skills and learn to navigate workplace culture and professionalism. 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. We will also discuss professionalism and workplace culture with time for questions and discussion.  *Offered by: Career Exploration and Education* | Sept. 27, 4-6pm  Oct. 29, 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.  *Offered by: Career Exploration and Education* | Sept. 13, 3-5pm  Oct. 16, 3-5pm  Nov. 19, 3-5pm |
| **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.   * What do I like to do? * What matters to me? * What am I good at?   *Offered by: Career Exploration and Education* | Oct. 11, 2-4pm  Oct. 31, 3-5pm  Dec. 4, 12-2pm |
| **Leveraging Mentorship at Work**  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.  *Offered by: Mentorship and Peer Programs* | Nov. 21, 1-3pm |
| **Improv @ Work**  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.  *Offered by: Jump B2B* | Jan. 15, 2-4pm |
|  | **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.  *Offered by: Career Exploration and Education* | Feb. 12, 2-4pm |
| Develop Your Skills  (Attend sessions relevant to your job or interests) | **Event Planning**  Big or small, planning successful events of any type requires the same skills: budgeting, building partnerships, promotion, execution and more. In this interactive workshop, we will cover the foundations of running a great on-campus event: Network with others; get helpful tips and templates, a free event planning toolkit, and practical knowledge that will guide you in designing and executing successful events!  *Offered by: Hart House* | Sept. 27, 1-3pm |
| **Effective Facilitation**  This workshop aims to help participants learn helpful techniques when facilitating groups. The focus in this workshop is on learning and practicing skills to effectively facilitate focused and inclusive meetings, sessions and workshops.  *Offered by: Clubs and Leadership Development* | Sept. 28 3-5pm |
| **Social Media 101: Best Practices, Promotion and Growth Strategies**  Do you do social media in your job? Want to be awesome at it?  Social media is fun, fast and furious. It can even make you kind of famous. So what are the best ways to make it work in your job? Discover how to have great conversations, how to stay out of trouble, and how to help your audience.  *Offered by: Office of Student Life Communications* | Oct. 9, 3-4pm |
| **Intercultural Communication**  Every workplace can benefit from improved communication! This workshop will challenge you to (re)think culture, help you recognize the workings of culture in your daily interactions with others, and help you build more strategies for communicating and understanding across cultural differences.  *Offered by: Centre for International Experience* | Oct. 17, 12-2pm |
| Take Care of Yourself  (Relevant to all students) | **Healthy Habits**  This hands-on workshop focuses on setting realistic, achievable goals that enhance our confidence and contribute to our wellbeing. Participants will be guided through a process of self-reflection to gain insight into their own health behaviours, will identify personally important habits they can be successful in adopting, and will learn how to capitalize upon smaller successes to build momentum towards improving overall health and wellbeing.  *Offered by: Health & Wellness Centre* | Oct. 15, 10-12pm |
| **Student Life 101**  Students learn more when they are involved. As Work Study students you are often the first point of contact for students interacting with your department. Spend some time with us to explore the wide range of supports and services that are available with Student Life Programs & Services and how to take advantage of these opportunities. Your adventure begins now!  *Offered by: Student & Campus Community Development* | Sept. 26, 10-11:30 |

# Online Skill Development

**Lynda.com** has a wide range of tutorials, and you have free access with your UTORid!

* To sign in, visit: <https://www.lynda.com/signin> and select ‘Sign in with your organization portal’.
* Enter ‘@utoronto.ca’ in the text box and you will be redirected to the U of T sign-in page.

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

# Additional Training on Campus

There are many great training sessions happening around campus. To help connect Work Study and other student staff with these trainings we have outlined some of these opportunities below:

**Essential Research Skills**

The [Essential Research Skills guide](https://guides.library.utoronto.ca/Essential) and accompanying [workshops](https://libcal.library.utoronto.ca/?) will help you learn how to develop successful research questions; how to effectively search for quality resources; how to choose and critically evaluate the best sources; and how to use information responsibly. These are also skills that employers look for in potential employees.

**For more information and registration:** https://libcal.library.utoronto.ca

Offered by: University of Toronto Libraries

**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.

**For more information and registration:** http://www.studentlife.utoronto.ca/cld/learning-lead

Offered by: Clubs & Leadership Development

**Leadership for Grads**

All graduate students need leadership competencies to run effective group processes in research groups, committee meetings and the classroom. Clubs and Leadership Development (CLD) is offering a series of workshops to help graduate students apply leadership theories to their everyday lives.

We encourage all graduate students to read more about this program and learn how they can strengthen their skills in group facilitation, collaborative visioning, organizational communication and reflective practices.

**For more information and registration:** <http://www.studentlife.utoronto.ca/cld/grad-workshops>

Offered by: Clubs & Leadership 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.

**For more Information and Registration:** <https://www.studentlife.utoronto.ca/asc/workshops>

Offered by: Academic Success

**Questions? Problems Registering? Please contact:**  
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