



CAREER-READINESS TRAINING

Summer 2021

May 19th 4-5 pm

WELCOME & IN-BOARDING

Sheri West, LiveGirl Founder & CEO and Amanda De Lauzon, SHE WORKS Program Manager

- Welcome, icebreaker, expectations
 - What you will learn:
 - Everything you need to know about the SHE WORKS program
 - How to approach every opportunity with a growth mindset
 - Weekly reading and journal prompts will be assigned!
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May 26th 4-5 pm

Training #1: Professionalism 101 | Making a Good First Impression

Amanda De Lauzon, SHE WORKS Program Manager, Alison Waller, LiveGirl Program Director and Anne Buehl, Founder Rocaton Investment Advisors

- What you will learn:
 - How to set yourself up for success
 - How to communicate with your employer and colleagues effectively
 - Email, zoom, and meeting etiquette
 - LinkedIn and social media (your personal brand)
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May 27th 4:30-5:15 pm

Training #2: Diversity and Inclusion

Mita Mallick, Head of Inclusion, Equity, and Impact at Carta

- What you will learn:
 - How to speak up and use your voice
 - How to be an inclusive leader
 - Why diversity matters

June 2nd 4-5 pm

Training #3: Professionalism 102 | Maintaining Professional Relationships

Amanda De Lauzon, SHE WORKS Program Manager, Alison Waller, LiveGirl Program Director

- What you will learn:
 - How to leverage your mentor and maintain a mentor/mentee relationship
 - How to advocate for yourself on the job with your manager
 - How to form lasting relationships with clients
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June 3rd 4-5 pm

Training #4 Interviewing and Resume

Laura Kinder, Partner at Daversa Partners

- What you will learn:
 - Important edits to be made to your resume
 - What employers are looking for
 - How to have a successful interview
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June 9th 4-5 pm

Training #5: Women in Leadership

Abbeygale Anderson, LiveGirl Launchpad Mentor and Katherine Davis, VP and HR Director at Stone Point Capital

- What you will learn:
 - How to overcome workforce bias and challenges
 - How to make sure your voice is heard
 - How to take credit for your own ideas in intimidating spaces
 - Networking
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June 10th 4-5 pm

Training #6 Personal Finance

w/ Kendra Korkus, Financial Advisor at Northwestern Mutual

- What you will learn:
 - How to budget your money and be prepared for the unexpected
 - How to prioritize expenses
 - How to mindfully spend your money
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June 16th 4-5 pm

Training #7: Confidence and Professional Purpose

w/ Dr. Hilary Berger, CEO of Work Like a Mother

- What you will learn:
 - How to identify what you care about and your career goals
 - How to bring your hobbies and passions in to a future career

July 28th 4-5 pm
Program Debrief
Report Out