

PROFESSIONAL DEVELOPMENT PROGRAM CHECKLIST



MANAGER LEVEL

- Résumé Workshop AND Approved Résumé in FIN - Do this step first!**
- Interview Skills Workshop
- LinkedIn Workshop
- Dining Etiquette
- Plus One (1) Additional Workshop**

You must complete a total of **5** workshops and have an **APPROVED** Résumé in FIN.

DIRECTOR LEVEL

Manager + 5 additional workshops from the list below

Must complete a total of 10 workshops plus Approved Résumé in FIN

EXECUTIVE LEVEL

Director + 5 additional workshops from the list below

Must complete a total of 15 workshops plus Approved Résumé in FIN

ADDITIONAL WORKSHOPS

- | | |
|---|---|
| <input type="checkbox"/> Accounting Careers of Tomorrow (ACT) | <input type="checkbox"/> Futures in Finance |
| <input type="checkbox"/> Business 101 | <input type="checkbox"/> Leadership Role FCBE Student Organization (SHRM, Student Delegate Board, etc...) Limit 2 |
| <input type="checkbox"/> Career Fair Workshop | <input type="checkbox"/> Learn to Lead |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Memphis + Me |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Personal Branding |
| <input type="checkbox"/> Diversity Equity and Inclusion | <input type="checkbox"/> Persuasive Presenters (All 4 Sessions) |
| <input type="checkbox"/> Emotional Control | <input type="checkbox"/> SHRM HR Academy/ Discovery Day |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Supply Chain Academy (3 Sessions) |
| <input type="checkbox"/> Executive Presence | <input type="checkbox"/> Technology Careers in Business |
| <input type="checkbox"/> Fiscal Wellness (All 5 Workshops) | <input type="checkbox"/> Additional Professional workshops or events pre-approved by the CPCD |
| <input type="checkbox"/> Fogelman Serves (5 hours of community service) | |
| <input type="checkbox"/> Fogelman Women in Leadership Conference | |

Most workshops can be completed in-person or Virtually in Canvas or via Teams. For More information contact the CPCD office at professional@memphis.edu