



# **National Society of Black Engineers (NSBE)**

## **RETENTION PROGRAM - SKILL DEVELOPMENT WORKSHOPS GUIDE**

**VERSION 3.0**

**July 2016**



## Overview

Skill Development Workshops are chapter level sessions that are designed to help chapter members develop their soft skills as well as interact with individuals who can aid in their development. The goal is to develop within our members a set of intangible skills such as time management, goal setting, and scheduling. NSBE recommends that chapters reach out to campus career offices, local alumni chapters, minority engineering programs, and upperclassmen to lead these workshops. A record of each Skill Development Workshop should be kept which can be done via a chapter spreadsheet.

## How It Works

### *Roles & Frequency of Events*

- **Freshman** - Freshmen are the target audience of the presented workshops. Sophomores and Juniors are a secondary audience, but many skills may apply to all demographics
- **Non-Freshmen** - Upperclassmen, Graduate Students, NSBE Alumni, Faculty, Staff, and Corporate representatives can all serve as the facilitator of any particular workshop.
- **Frequency of Events** - Skill development workshops should occur at least once per month. Try to offer at least eight (8) workshops over the course of the academic year.

### *National Interaction*

Each month, the National Academic Excellence chair will provide a targeted Skill Development workshop to the contact for each chapter. A chapter may choose to either use that seminar for the skill development session, or hold onto it for a month when no other arrangements have been made. It is recommended that a chapter seek out workshop content that is catered directly to its respective membership as a first option.



## Chapter Best Practices

- Workshops should be scheduled along with the Chapter's generally offered programs.
- Overall, we recommend that there be at least:
  - One (1) workshop specifically designed to help students recognize who they are, where they fit in amongst the college community, and what they hope to accomplish during college
  - One (1) workshop specifically designed to provide students with an appropriate four year plan
- **Recommended Workshop facilitators and presenters**
  - Faculty, staff and administrators
  - Local Alumni Extension Chapter Members
  - Corporate sponsors
  - Experienced students (generally upperclassmen)
- Consider utilizing general body meetings as times for skill workshops
- Workshop topics that can be implemented include, but are not limited to:
  - *Operating According to Plan: Systematic Approaches to Being Effective*
  - *Understanding the Difference in Urgent and Important*
  - *3 S's: Sleep, Study, and Socialize – Can I Balance It All and Still Succeed?*
  - *4 Year Planning Seminar*
  - *Goal-Setting: Begin with the End in Mind*
  - *Understanding how YOU study*
  - *Bouncing back from failure*
- Skill Development workshops that lead to:
  - Better study & time management skills
  - Project management skills
  - Stress Management
  - Academic goal setting
  - Increased academic confidence



## Implementation Suggestions

- Establish a regular location/time for Skill Development Workshops
  - Suggested times include after general body meetings or other events, and after executive board meetings
- Reach out to NSBE Alumni to serve as workshop leaders!
- Collaborate with other academic societies.
- Reach out to chapter level corporate partners for opportunities to collaborate

## Checklist

### *FOR CHAPTER LEADERS:*

- Determine the desired topics for the workshops
- Align workshop topics with the term (e.g., exam preparation before midterms)
- Determine the number of workshop to be offered during the academic year
- Brainstorm key leaders who can present the desired workshop topics
- Identify workshop facilitators
- Draft an invitation letter to be distributed to the desired workshop facilitators
- Determine the appropriate timeline to workshops
- Reserve the classroom/space needed for the workshops
- Schedule the workshops
- Determine the appropriate time to have meetings (refrain from over-committing the Chapter membership)



## ***Important Contacts***

For general inquiries please contact the National Academic Excellence Chair. For region-specific inquiries, please contact your respective Regional Academic Excellence Chair.

*National Academic Excellence Chair*

*Wayne Lester [nebaex@nsbe.org](mailto:nebaex@nsbe.org)*

*Region I Programs Chair*

*Alaisha Alexander [r1programs@nsbe.org](mailto:r1programs@nsbe.org)*

*Region II Academic Excellence Chair*

*Anthony Dobson [r2aex@nsbe.org](mailto:r2aex@nsbe.org)*

*Region III Academic Excellence Chair*

*Nia Allen [r3aex@nsbe.org](mailto:r3aex@nsbe.org)*

*Region IV Academic Excellence Chair*

*Tyrone Jacobs Jr. [r4aex@nsbe.org](mailto:r4aex@nsbe.org)*

*Region V Academic Excellence Chair*

*McKenzie Brown [r5aex@nsbe.org](mailto:r5aex@nsbe.org)*

*Region VI Academic Excellence Chair*

*Candice Wright [r6aex@nsbe.org](mailto:r6aex@nsbe.org)*