

Professional Development Workshop Series

University of Colorado

Project Description & Implementation Overview

This project comprised of several Professional Development Workshops including: Elevator Speeches, Letters of Recommendations, and Women’s Salary Negotiation workshops. Each workshop was constructed to engage students to be interactive in building on their professional development skills.

Purpose of the Project

These workshops are designed to foster leadership, communication, networking, and mentorship skills to heighten one’s pharmacy career. The Elevator Speech Workshop allowed students to concisely advocate their strengths, talents, and personality in a couple of minutes as they learned to further networking abilities. The Letters of Recommendations Workshop invited faculty and practicing pharmacists in providing helpful tips on how to approach people for letters of recommendation, how to ask for the strongest letter, and what components were necessary to build a solid, well-composed letter of recommendations for scholarships, future jobs, and potential residencies. Lastly, the Women’s Salary Negotiation was geared to advocate and teach women in the pharmacy profession how to maximize their asking salary amount that matched their skillset; this workshop was designed to teach students about the pay discrepancies amongst genders, but also to empower students by providing valuable skills to enhance their salary and overall negotiation skills for future careers.

Project Budget: Expenses and Revenues

Expenses	Revenues/Funding
Food—Lunch (Chick-FilA)	AMCP Fundraiser Funds
Dessert Pot-Luck	Donation based by AMCP board members

Who and How Many Chapter Members are Involved?

Workshop committee consisted of:

- Current President
- P1 Representatives (2)

Who Should be Targeted? Audience or Involvement? How Do You Find Them? How Do You Contact?

Workshop	Target
Elevator Speech	P1-P4 Students
Letters of Recommendations	P1-P4 Students (especially P3’s)
Women’s Salary Negotiations	P1-P4 Students (upcoming P1’s targeted)

We found our audience for these workshops through emailing our AMCP Listserv, advertisement via Facebook, Fliers, and weekly announcements through the School of Pharmacy.

What Materials are Needed? Outside Resources, Ordering, etc?

- A/V—Microphone, Computer, PowerPoint
- Tables and Chairs
- Ordering/Catering of Food
- Elevator Speech Worksheet
- Donation of Desserts
- GoogleForm

Timeline for Implementation and Execution

Elevator Speech Workshop

- Will occur during the Fall Semester (November/December)
- August → start planning and setting a date for the event; appoint committee members
- September → decide catering for food and set up GoogleForm for RSVP for lunch. Decide on the speaker to present the worksheet and activities.
- October → Make fliers and announcements & start advertising,
- November/December → Date of Workshop

Letters of Recommendations Workshop

- Will occur during the Spring Semester (March/April)
- January → start planning a setting date for event, decide on food, room arrangements, etc.
- February → find guest speakers to present. Start advertising: fliers, GoogleForm, Facebook, etc.
- March/April → Date of Workshop.

Women’s Salary Negotiation Workshop

- Will occur a week before starting of new semester (August)—recruiting tool
- June → start planning and setup guest speaker
- July → decide on dessert donations for potluck. Start advertising: Facebook, fliers, announcements, GoogleForm, etc.
- August → Date of Event

Follow-up with Faculty Members/Volunteers/Participants

- Feedback forms from participants—improvements, what went well, etc.
- Follow-up to make sure speakers are available for events/workshops
- Thank you notes for guest speakers

Project Evaluation:

What Went Well? What Didn’t? How Would You Improve for the Next Year?

What went well	What didn’t go well	Improvements
<ul style="list-style-type: none"> - Student involvement - Applicability to pharmacy school career planning - Material for workshop themes 	<ul style="list-style-type: none"> - Having ‘women’s salary’ in title of workshop—suggestions to make general salary workshop was a feedback given - Providing enough food 	<ul style="list-style-type: none"> - Advertisement - Adequate catering - More general salary negotiation workshops

Timeline/Checklist for Project:

Date	Activity	Responsible Party
August	Set themes for workshops and select list of guest speakers	President & P1 Representatives
September	Set dates for the workshops	President & P1 Representatives
Late September	Set room for workshop—reserve	President
October	Decide on catering for workshops	President & P1 Representatives
Late October	Place ordering for Workshop #1	P1 Representatives
November	Setup room and make copies of resources	President & P1 Representatives
January	Set date for 2 nd workshop	President & P1 Representatives
February	Select guest speaker for workshop #2	President & P1 Representatives
February	Set room for workshop #2--reserve	President
Late February	Place ordering for Workshop #2	P1 Representatives
May	Set date for Summer Workshop	President & P1 Representatives
June	Decide on speaker, theme, and food for Workshop #3	President & P1 Representatives
July	Set up room for 3 rd Workshop	President
Early August	Set up GoogleForm for Sign Up –dessert potluck and for event	President

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Elevator Speech Workshop

60 Second Speech to make a lasting impression

Components for Elevator Speech

Who am I?	What are my strengths?
What is my objective?	What is my passion?

Example:

Hello my name is JR and I am a 3rd year pharmacy student. I became interested in pharmacy because of the intricacies of how medications work and interact with each other in the body. I am especially interested in psychiatric pharmacy since there is a need for more research in learning how psychotropic medications function for better clinical applications. I am actively involved in research in clinical outcomes dealing with different mental health disorders and hope to pursue a residency after pharmacy school.

Letters of Recommendation Workshop

Asking and receiving the best letters of recommendations for scholarships, jobs, and residencies

Tips:

1. Plan ahead and give plenty of time for the writer to write the letter
 - Give at least a month in advance notice
 - Request a meeting to talk about the letter and what you are applying for
2. Be prepared—provide updated CV's, resumes, cover letters, etc.
 - Also provide information about what the letter is for:
 - > info about the scholarship, residency program, job description, etc.
3. Ask to ensure that the highest recommendation can be given
 - Choose people who know you well and that you already have a established relationship/mentorship with
4. If situation permits, ask for a copy of the letter to see where you can personally improve
 - After the letter is submitted, see if it's all right to have a copy of the letter for reflection and improvement for the future

Women's Salary Negotiation Workshop

4 Steps to Negotiation

1. Assess: Benefits > Costs
2. Prepare: my interests, counter parts interests, etc.
3. Ask/Engage: Share unique information, educate, contribute to the conversation
4. Package: Bring alternative solutions that make both parties better off

Collaborative Problem Solving

- o You & counterpart are on the same side
- o Goals = strengthening relationship
- o This will help when negotiating salary, contracts, residencies, etc.

Negotiating Tips:

- o Think of Family
- o Think of where you want to be
- o Think of your goals and aspirations
- o Use Communal Frame