



Location: Address or Room Number



Date: Date



Time: Time



3 - Day Workshop

Learn. Grow. Connect.

“Olympism is a philosophy of life, exalting and combining in a balanced whole the qualities of body, will and mind. Blending sport with culture and education, Olympism seeks to create a way of life based on the joy of effort, the educational values of good example, social responsibility and respect for universal fundamental ethical principles.”

I. Day 1:

Discovering WHO you are and your values, personal branding, analyzing yourself as a whole person, and creating your 4-Step Action Plan to strengthen your skills.

II. Day 2:

The power of using social media to build a network, utilizing LinkedIn, living the Olympic values, why hire a hero, and changing your life by becoming your own CEO. Networking Dinner.

III. Day 3:

The interview process and tips to help nail those interviews. Interview role play exercises. Career Aptitude and interest assessment and comparing various tests to utilize. Resources for career transition and college transition.

“You were put on this earth with a special combination of talents, abilities, and personal skills that make you different from anyone who has ever lived. Whatever you’re doing today, it’s nowhere near what you’re really capable of doing. The key to a happy and prosperous life is for you to regularly evaluate your strengths and weaknesses, to become very good in the areas you most enjoy, and then to throw your whole heart into what you’re doing.”



DAY 1:

Check-In from 7:30AM – 8:30AM

8:30AM – 9:00AM Settle in

Breakfast pastries and bars, coffee, etc. provided

9:00AM – 9:15AM Ice Breakers

Get to know your colleagues here today. Go around the table and introduce yourself, where you are from, and any interesting background information (5 minutes)

“Five High Fives”: Find five people who you have not met yet, give them a high five and then for 30 seconds introduce yourself and something about you.

9:15AM – 11:30AM Becoming WHO you are: Discover your values

Our values are important because they help us to grow and develop. They help us to create the future we want to experience. Every individual and every organization is involved in making hundreds of decisions every day and these decisions are a reflection of our values and beliefs. Our values are always directed towards a specific purpose

9:15AM – 10:15AM Personal Values Identification

Core Value Exercise: Identify what your core values are. The core value exercise is personal – moments when you explore what is important to YOU. This is where you need to analyze yourself and write down 5-10 core values and complete the worksheet:


<https://carleton.ca/mentoring/wp-content/uploads/Values-Assessment-Community-College-of-Vermont.pdf>

Take the free assessment: <https://www.valuescentre.com/tools-assessments/pva/>

10:15AM – 10:30AM Break

10:30AM – 11:30AM Branding Yourself

14 Tips to build your Brand Strategy: Establish yourself as a credible, reliable expert by developing a strong, personal brand. Starting your personal branding strategy requires a good, hard look at WHO you are: the core values you discovered in the core value exercise, your skills and beliefs. Learn how to convey those elements consistently in your digital presence



DAY 1:

11:30AM-12:00PM Land your Next Job with a WINNING Resume

Your resume is one of your best marketing tools for your career. However, it takes more than just listing your skills and experience – it's about the FIRST impression you make. In this 30 minute session, we'll discuss tips to optimize your resume as well as discuss what to include. We'll finish with a resume review exercise.

Resume Key Tips: 5 minutes

Resume Objective: 10 minutes

Resume Content: 10 minutes

Language & Specificity

Layout & Design

Exercise – Resume Review: 5 minutes

12:00PM – 1:00PM Lunch

1:00PM – 1:15PM Share and Review from the morning session

Within groups of 5-6 share with each other what you gained from the morning session and anything else worth sharing to help bounce ideas off of one another

1:15PM – 3:30PM The Whole Person Approach to Health and Healing

A Whole Person Health approach views five essential aspects of the individual's life which influence and affect the quality and function of that person's health behaviors and personal fulfillment.


The 5 ASPECTS of Whole Health

PHYSICAL– The physical aspect involves the material physical body and all that impacts it; including congenital issues, DNA influence; any insult such as trauma, infection, hormonal disturbance, lack of sleep, over exertion and other similar impacts on the physical body.

MENTAL – One's conditioning, feelings, beliefs, values and worldview make up an individual's emotional profile. There can be triggers that occur that interfere with sustainable behaviors that improve health or prevent disease.

NUTRITIONAL – Both the chemical and energetic components of consumed foods are taken into the body and utilized as fuel to nourish bodily processes and functions. As with any machine, the materials used to run and operate it contribute to the quality of its function.

ENVIRONMENTAL – The environment we live in exerts one of the most critical influences on the quality and quantity of life we live. Air, water, weather, noise, pollution, energetic emissions, politics, war, economics are some of the many environmental issues we can face.



SPIRITUAL or WORLDVIEW – How one views the universal order, how we answer these type of questions– “Why am I here?”, “What is the meaning of my life?”

1:15PM – 2:15PM Whole Person Health Assessment

Whole person means your health and wellness are not limited to your physical health but on the well-being of you as the whole person. There are several areas that contribute to wellness for all of us, such as emotional, financial, social, spiritual, occupational, and physical health. Review your health status in the 5 essential areas and distinguish which areas need improving.

2:15PM – 2:30PM Break

2:30PM – 3:30PM Athlete Strengths and Weaknesses

Do you know your strengths and weaknesses? How well do you know yourself? Evaluate your own skills by reviewing your 5 strengths and 5 areas you need to improve upon. Knowing your strengths and weaknesses will make an impact on your performance which in turn will have an effect on your health as a whole. Be honest when evaluating yourself. Once you’ve developed your list of strengths and weaknesses, decide which of the weaknesses is the most important or in need of the most immediate work in terms of improving performance

3:30PM – 5:00PM Create your 4-Step Action Plan to Strengthen Your Personal Skills

A personal growth plan is somewhat of a guideline for your life: your goals, how you intend to achieve set goals, the skills you need to master, and habits you want to develop. This personal growth plan connects ALL areas of your life.

Action Plan Step 1: Clarify your Values


Go back to your Personal Identification Values. Order these values based on priority. The order of priority will help determine your approach to your work. Spend 5 minutes sharing with your group the reasoning behind your order.


Action Plan Step 2: Create Your Personal Mission

The next step is to create your personal mission statement. This is a clear, written description of the person you intend to be in your work life. In personal strategic planning, one technique that you can use to develop your personal skills is to see yourself as a “bundle of resources” that can be applied in a variety of directions to achieve a variety of objectives.

Action Plan Step 3: Perform an Audit to Strengthen Your Personal Skills

Once you have defined your values and written out your mission statement, the next step of personal strategic planning is to do what is called a “situational analysis.” Sometimes we call it a “performance audit.” This is the process of analyzing yourself thoroughly before you begin setting specific goals and planning certain activities. You begin your performance audit by asking yourself some key questions.





Answer this key question: “What are my marketable skills?” – What can you do for which someone else will pay you? What can you do particularly well? What can you do better than others? What have you done particularly well in the past?

Action Plan Step 4: Determine Your Area of Excellence

The aim is always to achieve leadership in your chosen market niche. In what areas are you going to work to achieve results that are far beyond what the average person could be expected to accomplish?

5:00PM – 5:30PM End the day with a review and roundtable discussions

Share with your group three things you took away from today and something you enjoyed

5:30PM Dinner on your own

DAY 2:

8:30AM – 9:30AM Breakfast Buffet

9:30AM – 9:45AM Ice Breaker

A Magical Moment: Think back over your career and identify a moment when everything that is great about themselves was operating in high gear. Share that moment with your small group.

9:45AM – 12:00PM The Power of Social Media and Building a Network

One of the most important, but the least utilized, form of networking is strategic networking. This necessitates that you get out of your own functional area to create a successful future plan, build relationships with others in various domains.

9:45AM – 11:00AM Social Media for Coalition Building

What is social media? A social instrument to communicate. An online tool and technology used to create dialogue and foster the transfer of information. Why use social media? Build relationships, stay connected, brand your organization, issue/cause, get involved, take action, learn what’s going on in your community, etc.

What social media outlets are you currently on or using now? Create a strategy for portraying your personal brand on a social media outlet.

What are the benefits to using social media for building a network? What are some of the challenges? How to create a Facebook or Twitter page and using it to brand yourself. , ,

Simple Strategies for Utilizing Social Media:



**Facebook:**

Create a Group – private space to network, share ideas, discussions

Create a Page – Promote your organization, brand, issue

Advertisements – In-post or column ads to direct users to your page

Twitter:

Listen and Learn – Follow people and organizations that give you information you need

Contribute


Organize a TweetChat or Host a Tweetup

11:00AM – 11:15AM Break***11:15AM – 12:15PM Power of LinkedIn***

LinkedIn is like the Holy Grail for business development when used effectively. Social media is an effective tool in promoting your brand and your business. LinkedIn is a very different from other social networks where its main purpose is all about making professional connections.

Create a LinkedIn profile.

6 Tips to Harness the Power:

1. Create a profile that speaks to the potential organization or boss you want to work for. Create more of a benefits-oriented profile that summarizes what you can bring to the table to make that organization more successful.
 2. Use keywords to get found. Keywords at LinkedIn will help your connections find you when they are searching for your type of expertise. Make a list of keywords related to you and your experience and use them in your personal LinkedIn URL, headings, or text areas.
 3. Make Strategic Connections. Start by connecting with people you know. Remember to think about how you can help others when you make connections, instead of focusing on how they can help you
 4. Share professional news, events, and updates only. LinkedIn is all about showcasing your expertise. It's the place to post your new milestones, products, or industry-related news.
 5. Participate in groups. Building your connections beyond your current network required getting to know new people. How to do that is by participating in groups. Search for or create groups that cater to your interests/market. Once you join them, PARTICIPATE in discussions.
 6. Be generous. Social networking is a two-way street. If you want people on LinkedIn to write recommendations, endorse a skill, or introduce you to potential prospects, you need to do the same.
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DAY 2:

12:15PM – 1:30PM Lunch

1:30PM – 1:45PM Share and Review from the earlier session

Within groups of 5-6 share with each other what you gained from the morning session and anything else worth sharing to help bounce ideas off of one another.

1:45PM – 4:00PM The Olympic Values and why YOU should be hired

1:45PM – 2:45PM Living the Olympic Values

Excellence. Respect. Friendship. What resources can we use to meet the challenge of promoting these values and principles? How do you promote these values in your everyday life and in what ways can you help others do the same? What strategies can be used to incorporate these values in the workplace?

2:45PM – 3:00PM Break

3:00PM – 4:00PM A Hero in the workplace. Why hire a Hero?

Why do athletes make great employees? How do the skills and experiences gained through sport translate into marketable leadership skills? Think back on your experience as an athlete, what are some of the skills and training that can be incorporated into the workplace or how can they help an organization be successful.

4:00PM – 5:00PM Change Your Life and Become Your Own CEO

1. Define who you are and what you want. Look back at your values, they are your core life principles and everything important in your life should support those values. Are your core values still the same?
2. Address your fears. Successful CEO's can't allow fear and indecision to control them. What was your biggest fear as an athlete? How did you overcome this fear or are you finding yourself still struggling with it sometimes? Examine your fears with a realistic eye as well as an analytical eye – determine how likely they are to actualize.
3. Don't go it alone. Who are your advisors or support staff? Who is your team when you need feedback or perspective? Make a list of your support staff and why you have them as your "advisors."
4. Do something small toward your goals daily. Successful CEO's don't allow distractions to pull them away from their most important goals. What is your daily routine? Are you disciplined in your routine? How can you create and maintain momentum around your goals? What are some of your daily habits?

5:00PM – 5:30PM End the day with a review and roundtable discussions

Share with your group three things you took away from today and something you enjoyed

7:30PM – 9:30PM Networking Dinner

DAY 3:

8:30AM – 9:30AM Breakfast Buffet

9:30AM – 10:45AM Nailing Interviews (Simulations)

10 Tricks to help nail your interview:

1. Know the position you are applying for
2. Research the company you are interviewing with
3. Study your CV and know it well
4. Take an Interview Tool Kit
5. Arrive 30 minutes before
6. Display your skills by ALWAYS giving examples
7. Three key strengths
8. Build rapport
9. Be YOURSELF
10. Questions and Next Step


Interview Role Play (Script 1): <http://idahotc.com/portals/29/docs/idvr/dvr/6a.pdf>

Example role-play exercise 1 – The Angry Customer

“You are the sales manager of a small firm. You receive a telephone call from an angry customer who bought a home security system from your company but is not happy with it. They are now threatening to take their story to a consumer watchdog and to the trading standards ombudsman. Your objective is to resolve the issue with the minimum damage to the company (both financially & in terms of our reputation). Plan your response and prepare to call the customer.”

Example role-play exercise 2 – Internal Negotiation

“You are a team member. The other role player is your manager. You have worked for this company for 4 years, having worked for your Manager for the last 2 years. The work is very enjoyable however you get very little development time from the boss, and you are very keen to get on. The manager does the annual appraisal every February with you. Lots of promises are made, however nothing seems to get done. There’s always an excuse. Samantha, who does a similar job for a different boss, always seems to get plenty of time with him – reviewing performance, action planning, different projects, and extra responsibility. She’s even spent some time in another part of the organization for a couple of weeks. You are determined to tackle your manager about this. An opportunity



has just cropped up to sit down with him/ her. Your task is to influence your manager to give you more time to develop you. Make sure you get a firm commitment such as the first ‘coaching’ session put in the diary.”

10:45AM - 11:00AM Break

11:00AM – 12:00PM Career Aptitude and Interest Assessment

123 Career Test: This aptitude test can help you gain insight into the careers that best fit your personality. It will help you learn what kind of work environments and occupations suit you best.

<https://www.123test.com/career-test/>

Human Metrics: Using both Jung’s Typology and Myers-Briggs insights (see below), Human Metrics takes you through 64 questions to rate you on both scales. The results explain to you how each piece relates to your personality type.

<http://www.humanmetrics.com/cgi-win/jtypes2.asp#questionnaire>

Compare both test results. What was similar and what was different? How do the test incorporate with one another?

12:00PM – 1:00PM Lunch

1:00PM – 2:00PM Resources for Career Transition

The decision to make a career transition isn’t one that most take lightly. Basically career transition is the process of finding and moving into a new career. There is no set period of time for career transition – and no limit to the number of times you might decide to change.

Why is analyzing and looking into a career transition important? What types of career transitions are there?


Review the resources below and compare them. Which did you prefer? Was one resource better than the other? What do you want when looking for help in career transition?

<https://www.careermp.com/career-resources>

<https://www.livecareer.com/>

2:00PM – 3:00PM Athlete365 Career+

The reality is that all sporting careers end, and life after sports must begin. Some end sooner than others, but eventually every Olympian has to face the question of what to do after the medals. “Athlete365 Career+ is a program that empowers athletes to maximize their education and employment opportunities and helps them stride confidently into a dual or post-sports career. It



supports athletes at all stages of their career, helping them discover their potential and plan for their life beyond the world of competitive sport through a blend of advice, training and peer-to-peer learning. Career+ (formerly the Athlete Career Program) is an IOC Athletes' Commission initiative and is delivered with The Adecco Group. Career+: Preparation for lifelong excellence.”

<https://www.olympic.org/athlete365career>

3:00PM – 3:30PM Wrap up the Day

Exchange contact information with your peers, ask questions, last minute networking.

