



National Society of Black Engineers (NSBE)

RETENTION PROGRAM - SKILL DEVELOPMENT WORKSHOPS GUIDE

VERSION 4.0

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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. Please refer to this [document](#) for the monthly list and ideas of implementation.

Acceptable Skills

The skills that can acceptably fall into this category include but are not limited to:

- Academic Referencing Skills
- Academic Writing Skills
- Exam Anxiety
- Exam Taking Strategies



- Critical Thinking and Conceptualization
- Core Prerequisite Concepts
- Finding Assistance
- Getting and Staying Focused
- Health and Academics
- Importance of the GPA
- Importance of Sleep
- Information Conceptualization & Self Management
- Information Organization
- Listening
- Note Taking Systems
- Post Test Analysis
- Procrastination
- Problem Solving
- Reading Improvement
- Research: Documentation
- Research: Edit findings
- Research: Organization Findings and Research
- Research: Presenting/Defending
- Self-Motivation
- Setting Goals
- Stress Management
- Study Skills
- Time Management: Balancing Essentials
- Time Management: Forms
- Time Management: Introduction
- Time Management: Long Term Projects
- Time Management: Schedules
- Time Management: Strategies

*Professional Development should not be included in themes relating to academic excellence.

Here is a good website resources for lots of these skills:

<http://sas.calpoly.edu/asc/ssl.html>



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.

Region I Programs Chair

Alaisha Alexander r1programs@nsbe.org

Region II Academic Excellence Chair

Anthony Dobson r2aex@nsbe.org

Region III Academic Excellence Chair

Nia Allen r3aex@nsbe.org

Region IV Academic Excellence Chair

Tyrone Jacobs Jr. r4aex@nsbe.org

Region V Academic Excellence Chair

McKenzie Brown r5aex@nsbe.org

Region VI Academic Excellence Chair

Candice Wright r6aex@nsbe.org

National Academic Excellence Chair

Wayne Lester nebaex@nsbe.org