

**Volume**

**1**

FRAMINGHAM STATE UNIVERSITY

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Career Services and Employer Relations

# Professionalism Workbook



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# Introduction

## Aim of the Workbook

This workbook is designed for use in conjunction with the Introduction to Professionalism Manual.

After completion, you will be able to:

- Feel more confident in professional settings.
- Apply the necessary soft skills in your career.
- Use a variety of tools to investigate self-awareness.

You will also have the opportunity to provide feedback about the Professionalism Manual.

For further information about Professionalism, visit our Career Services website:

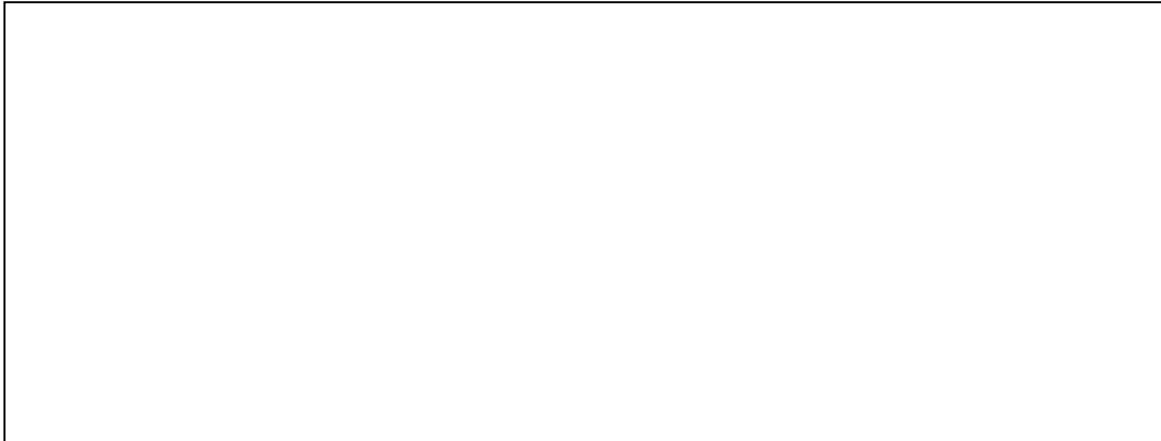
<https://www.framingham.edu/the-fsu-difference/career-services/index>.

## Outline

- Module 1 – How to present yourself
- Module 2 – What you need on your resume
- Module 3 – What to expect in an interview
- Module 4 – How to expand your network
- Module 5 – How to communicate better
- Module 6 – How to work on a team
- Module 7 – How to problem-solve
- Module 8 – How to think creatively
- Module 9 – How to be an efficient learner
- Module 10 – How to manage your time
- Module 11 – How to organize
- Module 12 – How to make decisions
- Module 13 – How to be a great leader
- Module 14 – How to persuade people
- Module 15 – How to negotiate

# Module 1 – How to Present Yourself

**What characteristics does a confident person have?**

A large, empty rectangular box with a thin black border, intended for a student to write their answer to the question above or to draw a picture.

**Draw/Take a picture of how a sophisticated person is dressed.**

## Module 2 – Resume

Write the skills you think employers want to see on the top of your resume.

What experiences/accomplishments have you had that support this?

## Module 3 – Interviews

Write a sample of a “Thank You” letter/email you would send after an interview. Remember, it must be delivered within 24 hours!

Interview a friend and write down observations. How is their eye contact? Pronunciation? Switch and give feedback.



# Module 4 – Networks

How do you introduce a colleague/classmate into a conversation?

Write down your elevator pitch.

# Module 5 – Communication

**Write down a time where you were misunderstood. How could you have communicated differently?**

**Practice a speech in front of a mirror. Did you notice any nonverbal cues you were expressing but did not realize? How will you address this?**

BONUS: Video-record yourself for this exercise.



## Module 6 – Teamwork

**Write down a time you have worked in a group/team, and it didn't work out. What could YOU have done differently for a better outcome?**

**Write down a time you had a fantastic group experience. What did you take away from it that you could bring to your next team involvement?**

## Module 7 – Problem Solving

One of your team members has an emergency and asks you to help them out with their workload. You already have a massive workload yourself and need to meet deadlines. How do you help them without ignoring your own needs?

How do you ask for feedback? How do you give feedback? Is there a better way?



## Module 8 – Creative Thinking

Write down 10 things you will do to be a better leader. Do this every day for a month.

Have you ever volunteered for anything? What is your feedback? If you have not, where would you WANT to volunteer? Why?

BONUS: Volunteer for something you have never done before!

# Module 9 – Learning

**What kind of learner are you? Visual, Aural, Kinaesthetic? What do you do differently that helps you learn better?**

**What kind of teacher are you? What can you do to mentor others that learn differently from you?**

## Module 10 – Time Management

At the end of a day, write down things that you did that were productive. How much time did you spend on each? Next, identify what you did for fun and how much time you spent on that? What can you do differently?

Time yourself when you are doing work. When are you most productive? How often are you taking breaks? Should you change your schedule?

# Module 11 – Organization

Get a planner and start planning everything. Does your schedule look full and productive? What things can/should you change around?

Look around you. Is your workspace neat and organized? How can you manage your workstation so that you are more productive?

# Module 12 – Decision Making

**Write down all your fears.**

**Write down how you plan to overcome those fears.**

# Module 13 – Leadership

How are you motivated?

How are you going to motivate others?



## Module 14 – Persuasion

Try to persuade someone to do something for you. Did you succeed? Why or why not?

Get someone to try to persuade you to do something. Did they succeed? Why or why not?

# Module 15 – Negotiation

Search the internet for salaries in your field. Are you above or below the average? Why? Does location matter? Hint: Salary.com, Glassdoor.com

Try negotiating for something: salary, grades, a new car, etc. Were you successful? Why or why not?