

# Business Ready 2024

**Earn your Business Ready Badge in 5 weeks!**

Business Ready is a pre-master's Professional and Career Development program held virtually to prepare you to be successful in your master's degree and career. During this program you will have the opportunity to network with your graduate program cohort, learn from staff, and special guest speakers. *\*You can earn a **Business Ready Career Badge** and other incentives by attending ALL Business Ready Sessions and completing Career and Academic Readiness Assignments.*

**Program Meeting Times:** 5 Consecutive Weeks: July 2nd – July 30th. Tuesdays at 7 - 8 PM Pacific Time\*

**Format:** Zoom - [Click here to Join](#)

Recordings and Resources - [Click Here to View](#)

**Homework Activity Submissions:** You will submit your assignments via Jotform - [Click Here](#). You have 1 week to submit your assignment (*due by Tuesday of the following week by 7PM PST*).

**Program Manager** you can contact should you have any questions: [Sarah.McBride@ucr.edu](mailto:Sarah.McBride@ucr.edu)

Week 1: July 2nd, 2024	<p><b>Business Ready: Charting Your Course to Success</b></p> <p><b>Before the Session:</b></p> <ul style="list-style-type: none"><li>• Complete the <a href="#">Career Success Form</a></li></ul> <p><b>Session Agenda:</b></p> <ul style="list-style-type: none"><li>• This session will focus on exploring your leadership style, identifying your career interest and understanding the differences between skills and aptitude.</li><li>• . After this session you will:<ul style="list-style-type: none"><li>○ Know &amp; understand your Leadership Style / Color</li><li>○ Understand how your interest align with your career path</li><li>○ Be able to differentiate Skills and Aptitude</li></ul></li></ul> <p>Recording Link, PDF &amp; Leadership Style Test: <a href="#">Session 1   Charting your Course to Success</a></p>	<p><b>Homework Activity Due:</b></p> <ul style="list-style-type: none"><li>• Complete the <a href="#">Career Success Form</a></li><li>• Complete the <a href="#">attendance survey</a></li></ul>
Week 2: July 9th, 2024	<p><b><i>Beyond the Bullet Points: Job Description and decoding</i></b></p> <p><b>Before the Session:</b></p>	<p><b>Homework Activity Due:</b></p> <ul style="list-style-type: none"><li>• Complete the <a href="#">attendance survey</a></li></ul>

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	<ul style="list-style-type: none"><li>• Complete a skills inventory:</li></ul> <p>Session Agenda:</p> <ul style="list-style-type: none"><li>• This session will focus on gaining expertise in dissecting job descriptions to pinpoint roles that align with your qualifications and career aspirations.</li><li>• After this session, you will be able to:<ul style="list-style-type: none"><li>○ Understand Soft and Hard Skills</li><li>○ Identify what a company is looking for</li><li>○ Job search more efficiently</li></ul></li></ul> <p><a href="#">Recording Link, Chat, and Skills Sheet:</a> <a href="#">Session 2   Beyond the Bullet Points - BusinessSharedDocs - Google Drive</a></p>	<ul style="list-style-type: none"><li>• Required: None</li><li>• Recommended:<ul style="list-style-type: none"><li>○ Connect with a classmate about your skills!</li><li>○ Search for and save a job description for your ideal job</li><li>○ Review ways that you can gain technical skills</li></ul></li></ul>
Week 3: July 16th, 2024	<p><b>Resumes that Stand Out: Annalicia Garcia</b></p> <ul style="list-style-type: none"><li>• (A Live session on developing an amazing resume.)<ul style="list-style-type: none"><li>○ Before the Session:<ul style="list-style-type: none"><li>■ Review: <a href="#">Resume Resources</a></li><li>■ Find a Job Description for your ideal job.</li></ul></li></ul></li></ul> <p>Session Agenda</p> <p>You will also receive resources including a handout on creation of Resumes and Cover Letters. After this session you will:</p> <ul style="list-style-type: none"><li>■ Know how to format a resume for business and corporate settings.</li><li>■ Learn about helpful tools to help you with writing your resume</li><li>■</li></ul> <ul style="list-style-type: none"><li>• <b>Living Internationally Tips and Tricks to Understand living in the U.S</b> Watch this <a href="#">Asynchronous Recording</a> session that is focused on the international student experience. After this session you will know how to prepare for a successful transition to Graduate School in the US.<ul style="list-style-type: none"><li>• Cultural adjustment</li><li>• Professionalism in the U.S.</li><li>• Tips on navigating UCR as an international student.</li></ul></li></ul> <p>Recording &amp; PDF:  Recording</p>	<p><b>Homework Activity Due:</b></p> <ul style="list-style-type: none"><li>• Upload your <i>Before and After</i> Resume (before watching the Recording and again after you have edited it). Make sure to tailor it for your ideal job description. Upload the job description as well. <a href="#">Homework Submission Link</a></li><li>• Complete the <a href="#">attendance survey</a> for each session attended</li></ul>

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<p>Week 4: July 23rd, 2024</p>	<p><b>Unleashing the Power of Handshake: Vanessa Lee</b></p> <p><b>Before the Session:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Elevator Pitch Handout</a></li><li>• <a href="#">Sample Emails to Recruiters</a></li><li>• <a href="#">Networking Resources</a></li></ul> <p><b>Session Agenda</b></p> <p>After this session you will:</p> <ul style="list-style-type: none"><li>• Know how to engage with recruiters &amp; job opportunities on Handshake</li><li>• Have a completed Handshake Login</li><li>• Access resources on networking &amp; communication</li></ul> <p>Streaming Link: Zoom - <a href="#">Click here to Join</a></p> <p>Meeting ID: 928 6422 2578</p> <p>Passcode: 403999</p>	<p><b>Homework Activity Due:</b></p> <ul style="list-style-type: none"><li>• Recommended: Connect with classmates via LinkedIn</li><li>• Recommended: Compete your Handshake Profile</li><li>• Recommended: Submit a picture of yourself for the Business Ready Cohort Collage! <a href="https://bit.ly/BRphoto24">bit.ly/BRphoto24</a></li></ul> <p>Complete the <a href="#">attendance survey</a></p>
<p>Week 5: July 30th, 2024</p>	<p><b>Wowing your Audience: Presenting with Confidence - Aaron Bushong</b></p> <p><b>Before the Session:</b></p> <p>Reflect on your current presentation skills and what areas of presenting and executive presence you would like to develop during your time at AGSM.</p> <p><b>Session Agenda:</b></p> <ul style="list-style-type: none"><li>• This session will focus on preparing you to communicate effectively and understand the ways that it can help you become more successful in your career.</li><li>• After this session you will:<ul style="list-style-type: none"><li>○ Gain an understanding of the importance of professional communication for Career Success</li><li>○ Understand expectations for verbal and non-verbal communication including open body language, intentional and clear communication, and how to connect with others.</li></ul></li></ul> <p>Streaming Link: Zoom - <a href="#">Click here to Join</a></p> <p>Meeting ID: 928 6422 2578</p>	<p><b>Homework Activity Due:</b></p> <ul style="list-style-type: none"><li>• Complete the <a href="#">attendance survey</a></li></ul>

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