



WorkWise Academy

What's Involved for Supervisors

We've designed short reflection activities and conversations to strengthen the connection between the session content and your part-time employee's actual work experience. Your support helps reinforce their learning and builds their confidence as an employee.

Here's what your staff will complete with you after each session:

Session	Supervisor Conversations:
<p>Session 1: Boss Mode - Professionalism & Self-Inventory <i>Thursday, September 11th @ 2-3pm</i> <i>Monday, September 22nd @ 9-10am</i> <i>Friday, September 26th @ 9-10am</i></p>	<p>You'll receive a short "NACE Observer Self-Inventory" from the student. Rank the students career competencies based upon your observations thus far.</p> <p>Please compare your inventory to the inventory the student completed for themselves and discuss the results together and reflect on:</p> <ul style="list-style-type: none"> ● What are three strengths they bring to their current role? ● Describe one area they want to improve as a part-time employee. ● What does "professionalism" look like in your current work environment?
<p>Session 2: Vibe Check - Communication & Emotional Intelligence <i>Monday, October 6th @ 9-10am</i> <i>Thursday, October 23rd @ 2-3pm</i></p>	<p>Take a short MBTI-style assessment (we'll send a quick version).</p> <ul style="list-style-type: none"> ● Discuss how your communication styles are similar or different and how that overall impacts teamwork and accomplishing departmental goals.
<p>Session 3: Problem Slayer-Critical Thinking <i>Monday, November 3rd @ 9-10am</i> <i>Tuesday, November 18th @ 2-3pm</i></p>	<p>Participants have been instructed to schedule a 10-minute conversation about a problem you've encountered at work to learn more about effective ways to problem-solve in the workplace.</p> <p>Use the following questions as a framework to begin the discussion:</p> <ul style="list-style-type: none"> ● Share a time you faced a difficult problem at work. <ul style="list-style-type: none"> ○ How did you approach solving it? ○ What would you have done differently in hindsight? ○ What helped you stay calm under pressure? ○ What were factors you were considering the employee may not have thought about? Anything inside or outside of your control?
<p>Session 4: Glow Up Grind-Career Readiness <i>Monday, December 1st @ 9-10am</i> <i>Monday, December 1st @ 2-3pm</i></p>	<p>Employees have been tasked to write 2-3 strong resume bullets based on their role and discuss the following with you:</p> <ul style="list-style-type: none"> ● What did your own career journey look like after (or during) college? ● What strengths do you see in them that could apply to future jobs?

Please contact Miyah Gaston at miyah.gaston@estrellamountain.edu or 623-935-8986 with any questions or concerns.



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