2013-2014 Graduate Workshop Schedule
All workshops are 60 to 90 minutes in length.
For more information and to RSVP, go online to highpoint.edu/graduate or call 336-841-9198.

Career Services – Available all year round for Resume’s, Mock Interviews, Job Searching by appointment. Contact Bridget Holcombe at 336.841.9470 or at bholcomb@highpoint.edu.

Library Boot Camp Saturday, August 31, 2-4 p.m.
Led by: Kathy Shields
Location: Smith Library Lecture Room
Learn what the library offers to help get your research into shape!

Hootsuite Tuesday, September 10, 5:00-5:45 p.m.
Led by: Jennifer Scully
Location: Phillips 116
This workshop will start with an overview of the social media management dashboard Hootsuite. Hootsuite allows its users to manage multiple social media networks and profiles from one central place and can be used by individuals, businesses, organizations, etc. Participants will have time to set up their Hootsuite accounts and practice using this tool.

GRE/GMAT/PCAT Prep Saturday, September 21, TBA
Led by: Kaplan
Location: Greek Village Conference Center
Going to Graduate School? Learn more about the GRE/GMAT/PCAT exams from a Kaplan representative. Each session will discuss exam techniques, sample questions and testing strategies.

How to Submit a Proposal to Present Your Research Saturday, September 21, 9-10 a.m.
Led by: Leslie Cavendish
Location: Phillips 114
Attending and presenting at conferences is a wonderful (and important) way to network and build your professional resume. In this 45 minute session you will learn about finding conferences that meet your professional needs. We will discuss tips on the process of completing and submitting a proposal to present your research. Time will be allotted for participants to seek conferences in their area of study.

APA + EndNote Saturday, September 21, 2-4 p.m.
Led by: Kathy Shields
Location: Smith Library Lecture Room
Learn the basics of APA, ask your burning APA questions, and learn how EndNote can help you manage and cite your sources more quickly.

Research Poster Creation: PowerPoint with a little Keynote Tuesday, October 8, 5:00-5:45 p.m.
Led by: Samantha Leonard
Location: Smith Library Lecture Room
In this workshop you will learn how to create a Research Poster for a conference or presentation in PowerPoint and Keynote. This workshop will include: downloading templates, setting up your page for large posters, formatting your poster, and printing options at High Point University.
Prepare to Connect: Tips for Maximizing Connections Wednesday, October 23, 5-6 p.m.
Led by: Career Services
Location: Wilson Ballroom
Staff from Career & Internship Services will present tips on how to put your best foot forward at business events that offer opportunities for making new connections. They will discuss general tips for making connections and basic business etiquette including: proper introductions, how to effectively mingle at a reception while managing food/drink, and appropriately following-up when you meet a new business connection. This presentation will be interactive with time for questions and discussion.

Business Research Saturday, October 26, 2-4 p.m.
Led by: David Bryden
Location: Smith Library Lecture Room
Learn about resource available to you as an HPU student to perform basic business research including company research, using domestic and international marketing tools and refining this content for presentations.

Research Poster Creation: PowerPoint with a little Keynote Wednesday, November 6, 5-5:45 p.m.
Led by: Samantha Leonard
Location: Smith Library Lecture Room
In this workshop you will learn how to create a Research Poster for a conference or presentation in PowerPoint and Keynote. This workshop will include: downloading templates, setting up your page for large posters, formatting your poster, and printing options at High Point University.

Why do people fall asleep during my presentations? (& how to avoid it!)
Thursday, November 14, 5-6:30 p.m.
Led by: Dr. Mark Teaford
Location: Phillips 116
Your presentation is an interaction between you and your audience. Keep it short and simple. Don’t let you, or your message get lost in your presentation!

APA Writing + EndNote Saturday, November 16, 2-4 p.m.
Led by: Kathy Shields
Location: Smith Library Lecture Room
Learn some of the guidelines of writing with research in APA, how to use EndNote to insert citations and build your bibliography as you write, and have a chance to ask specific questions about your research paper.

Mock Interviews Thursday & Friday, January 23-24, via appointment
Led by: Norcross Graduate School
Location: Norcross Graduate School
Have an upcoming interview? Need practice interviewing? Schedule a mock interview with the Norcross Graduate School Staff. RSVP for this event and a Graduate School staff will contact you to schedule your 30 minute specific appointment on either day.

Research Poster Creation: PowerPoint with a little Keynote Monday, February 3, 5-5:45 p.m.
Led by: Samantha Leonard
Location: Smith Library Lecture Room
In this workshop you will learn how to create a Research Poster for a conference or presentation in PowerPoint and Keynote. This workshop will include: downloading templates, setting up your page for large posters, formatting your poster, and printing options at High Point University.

**GRE/GMAT Prep** Saturday, February 15, 10-12
Led by: Kaplan
Location: TBA
Going to Graduate School? Learn more about the GRE/GMAT exams from a Kaplan representative. Each session will discuss exam techniques, sample questions and testing strategies.

**Stress Less** Thursday, March 20, 5-6 p.m.
Led by: Lynda Noffsinger
Location: Phillips 221
And you thought undergrad was stressful? We actually need a certain amount of stress in our lives to motivate us and propel us forward. However, the numerous deadlines and intensity of graduate school work can create toxic stress for some students. Find out ways to manage stress more positively through this workshop.