# Professional Development Program Checklist

## Manager Level

- [ ] Résumé Workshop AND Approved Résumé in FIN - *Do this step first!*
- [ ] Interview Skills Workshop
- [ ] LinkedIn Workshop
- [ ] Dining Etiquette
- [ ] Plus One (1) Additional Workshop

You must complete a total of 5 workshops and have an APPROVED Résumé in FIN.

## Director Level

Manager + 5 additional workshops from the list below

Must complete a total of 10 workshops plus Approved Résumé in FIN

## Executive Level

Director + 5 additional workshops from the list below

Must complete a total of 15 workshops plus Approved Résumé in FIN

## Additional Workshops

- [ ] Accounting Careers of Tomorrow (ACT)
- [ ] Business 101
- [ ] Career Fair Workshop
- [ ] Change Management
- [ ] Critical Thinking
- [ ] Diversity Equity and Inclusion
- [ ] Emotional Control
- [ ] Ethics
- [ ] Executive Presence
- [ ] Fiscal Wellness (All 5 Workshops)
- [ ] Fogelman Serves (5 hours of community service)
- [ ] Fogelman Women in Leadership Conference
- [ ] Futures in Finance
- [ ] Leadership Role FCBE Student Organization (SHRM, Student Delegate Board, etc...) Limit 2
- [ ] Learn to Lead
- [ ] Memphis + Me
- [ ] Personal Branding
- [ ] Persuasive Presenters (All 4 Sessions)
- [ ] SHRM HR Academy/ Discovery Day
- [ ] Supply Chain Academy (3 Sessions)
- [ ] Technology Careers in Business
- [ ] Additional Professional workshops or events pre-approved by the CPCD

*Most workshops can be completed in-person or Virtually in Canvas or via Teams. For More information contact the CPCD office at professional@memphis.edu*