

JYS Consultants-PosiPower Concepts, Inc.

5327 Knotting Woods Dr., Westerville, Ohio 43081

Phone: (614) 775-6069

jysposipower@gmail.com www.posipowerconcepts.com



PosiPower Workshops for College and High School Students



"Where all elements of training begin with self"

1. **Time and Stress Management for Students**
2. **Hello, My Name is...Making Friends**
3. **Study Strategies for Academic Success**
4. **What Do I Really Want to Be? – Choosing the Right Major**
5. **It's Not a Chit Chat – Effective Interviewing Tips**
6. **Being a Student is Not Enough – *Volunteering, Networking, and other Resume Enhancing Strategies***
7. **PosiPower Resume Writing Skills**
8. **I Really Do Need an Education...Coping Skills for Burnouts**
9. **The Great Balance – Parenthood, Work, & School**
10. **Positive Action = Positive Results – Goal-setting Strategies**
11. **You Wore That to the Interview**
12. **Budgeting Strategies for the 21st Century Student**

Jordana Shakoor, M.Ed., President

Phone (614) 775-6069

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BACKGROUND INFORMATION

Founded in 1993 and incorporated in 2008, **JYS Consultants-PosiPower Concepts, Inc.** is a private sector management and an educational consulting firm, located in Westerville, Ohio. Our primary commitment is to improve the lives of individuals and the atmosphere of organizations and companies by teaching **PosiPower Concepts** along with core training needs.

The **PosiPower Concept** asserts that: "**All elements of training begin with self.**" This concept makes our training unique.

Our Objectives are to:

- **Promote excellence and increase productivity**
- **Improve customer service and customer satisfaction**
- **Build stronger teams and enhance leadership skills**
- **Improve attitudes by teaching positive concepts**
- **Reduce resistance to change**
- **Teach diversity & cultural issues**
- **Teach positive techniques that resolve interpersonal conflicts**
- **Create a positive work environment for men and women**
- **Promote positive families and children**
- **Create a positive balance between work and family**

A few comments from previous participants:

"It made me see that what I think is a bad situation in the present could be a window of opportunity."

"This training improved my professional outlook."

"Lots of ideas creating measurable goals, how to, etc.,"

"New ideas on how to address different issues"

"I'm a PosiParent because of these classes."

"I now know what to do with my child."

"Jordana really cares about our concerns."

"Very enthusiastic, down to earth, knowledgeable, good stories."

"Ali Shakoore has written a fantastic book for Black men and boys"

JYS CONSULTANTS-POSIPOWER CONCEPTS, INC.

Jordana Y. Shakoor - *Founder and President of JYS Consultants-PosiPower Concepts, Inc.* Jordana received her degree in Behavior Sciences from The Ohio State University. Her minors are education and psychology. She travels extensively throughout the United States presenting training and consulting services for human resource departments in public and private sectors. Jordana is well-known for presenting the course: *Our Customers Deserve the Best* as well as *Diversity in the Workplace in the 21st Century*. Jordana is the critically acclaimed author of *Civil Rights Childhood* and several self-esteem booklets that are available in the *PosiPower Store*. She is a popular keynote and motivational speaker. For a powerful presentation, please call and schedule Jordana today.

To contact Jordana, please call 614-775-6069 or jysposipower@gmail.com

Ali Andrew Shakoor - *Senior Human Resource Consultant- Tampa, Florida and the Southern Region of the United States - JYS Consultants-PosiPower Concepts, Inc.* Ali received his Juris Doctorate, *cum laude* from Capital University Law School in Columbus, Ohio. He received his B.A. from The Ohio State University with a major in political science and a minor in women's studies. Ali works with students, educators, and parents.

And, Ali has experience in human resources and professional development programs in private and public sectors. For a dynamite presentation, please call and schedule Ali today. He is the author of *For Black Men Trying to Survive and Thrive in America*.

To contact Ali, please call at 813-528-7982 and cbus03@gmail.com



1. Time and Stress Management for Students

College is a time of unprecedented transition and stress in most lives. Many students juggle the financial pressure of living away from home; social pressure of new relationships and friendships; emerging professional pressure of first jobs, internships, and applying to graduate and professional schools; with the academic pressure to perform well in class. This interactive course is designed to give students practical tools for maintaining a positive attitude, managing time, reducing stress, staying organized, and still achieving their goals while having fun! Participants will learn the following:

- The positive and negative effects of stress
- Effective time management techniques for studying and in their personal lives
- Budgeting tips to reduce financial stress and pressure
- The importance of staying positive especially when life throws us a curve ball
- How negative people bring us down and create stress
- Ways to reduce stress and improve time management by maintaining a healthy lifestyle
- 25 ways to manage stress



2. Hello My Name is...Making Friends on Campus

It doesn't matter if a student was the most popular person in their high school or a wallflower their whole life. Either as an incoming freshman, transfer student, exchange student, or just looking for a new social circle, most students will wonder how they will make friends and where they will fit-in on campus. This highly interactive course is designed to give students positive techniques for making new friends. Components of this class include:

- How to introduce yourself when you're the "new kid on the block"
- Breaking the ice when everyone is new
- The art of small talk
- Getting along with new roommates, classmates, teammates, and workmates
- Navigating new friendships
- Maintaining a positive self-image during times of change
- Is anybody out there? - Where to meet new people



3. Study Strategies for Academic Success

All students want to perform well in school. However, at some point any student may struggle to achieve their desired grades. It may be a specific class or subject, the transition to upper level course work, or studying may have always been difficult. All students have the ability to improve their academic performance. The goal of this interactive workshop is to provide positive techniques for obtaining better grades throughout the course and at test-time. Participants will discover:

- How to maximize time spent in class through effective note taking
- What did I write? - How to make the most of your notes
- Underlining and outlining - retaining the most of the assigned reading
- Time management for academic success
- Setting the stage, creating a study plan for the course and at exam time
- Stress relieving techniques to help stay focused
- Tips for scheduling classes for success
- The importance of staying positive during challenges
- I need help - advise for seeking help from tutors, gas, and professors

4. *What Do I REALLY Want to Be? - Choosing the Right Major*



It might not seem like a big deal at the time, but choosing a major is one of the most pivotal decisions in a person's life. The undergraduate major for which one receives a degree will affect the person's future career, entrance into graduate and professional programs, earning potential (*at least in the short term*), and often their social and networking circles. Many students will change majors 3-5 times before they graduate, which takes a toll on valuable time and financial resources. Still, when some graduate they find themselves with a degree that is difficult to market when trying to enter their desired career. While others graduate without knowing what they want to do with their lives. The purpose of this interactive course is to help students begin to focus on what they really want to be and how to choose the appropriate major for their true career goals. Participants will learn:

- The variety of majors, minors, and courses of study their institution offers
- Resources, techniques, and things to consider for narrowing down the options to a short list of majors and career paths
- The importance of meeting with academic advisors, major advisors, and career services offices to determine whether a particular major is a good fit for their career goals
- Techniques for getting exposure to a career of interest before committing to a major
- Resources for finding internships and volunteer opportunities to continue exploring a potential career
- The importance of maintain a positive self-image and self-confidence when choosing a major and embarking on a career



5. *It's Not a Chit Chat - Effective Interviewing Tips*

In today's tough job market effective interviewing skills are more important than ever. Competition is fierce and having good grades and a great resume is no longer enough to land a great job. Students have to be prepared to demonstrate their superior communication skills, great presentation, sound judgment, and winning personality during an interview. When an employer is considering an interviewee they are not only pondering, "*Can this person do the job?*" but sometimes moreover, "*Would I want to work with this person 8-9 hours a day?*" In this interactive course participants will discover:

- The importance of researching the potential employer before the interview
- How to prepare oneself for an interview by creating an agenda in advance and knowing what they bring to the employer
- The importance of mock interviewing and practicing anticipated questions
- How to frame the answers to "easy" and "hardball" interview questions
- When to talk and when to listen
- How to read non-verbal clues during an interview
- 20 Big Do's and Don'ts
- What to wear and making a suitable visual impression
- How to follow-up and "close the deal"
- The importance of projecting positivity during the interview

6. Being a Student is Not Enough – Volunteering, Networking, and Other Resume Enhancing Strategies



The recent recession has resulted in unprecedented job-loss and more competition than ever for entry-level positions. New graduates and current students need more than good grades to impress employers and be competitive in their job search. They need practical experience in their chosen field and it's always helpful to have contacts. The purpose of this interactive course is to give students practical tips for adding meaningful experiences to their resumes.

Components of this class include:

- Why it is important to have a “well-rounded” college experience
- How to find volunteer opportunities, internships, part-time jobs, student leadership activities, and other resume enhancing experiences
- What employers look for in a resume
- How to present your past experiences on a resume to “tell a story”
- The benefits of networking on-campus and with members of the community
- Breaking the ice - the art of introducing yourself to peers and professionals



7. PosiPower Resume Writing Skills

A good resume is perhaps the most important component of getting a job. It usually sets the stage for getting an interview and starting the entire employment process. Many students feel like they haven't done anything to place on a resume. Some students feel like they have done so much that they do not know what to edit down from the resume. Then, there are a good number of students who are wondering how to get started. This interactive course is designed to expose students to a variety of resume styles that meet different needs and to allow them to begin writing a resume of their own. Participants will discover:

- Best practices for formatting
- 10 Do and Don'ts for any resume
- Ideas on how to showcase your experiences whether they are plentiful or few
- How and when to edit
- Proofreading tips
- How to use your resume to draft an effective cover letter

8. I Really Do Need an Education... Coping Skills for Burnouts



By the time students enter college, most have completed at least 12 years of school. It is common to feel burn-out, like one just can't sit through another class or study for another test. However, in today's job market a college education is increasingly vital and students must press-on to garner the rewards of a degree and the increased financial gain and security that results from their years of hard work. This highly interactive course is designed to give students encouragement and techniques to reduce stress, stay sane, relax, focus, keep studying, and complete their education.

- 25 ways to reduce stress
- How to manage the stressors that come with change and preparing for college graduation
- Staying positive when so many things seem out-of-control
- Goal setting and focusing on a positive future
- 10 simple relaxation techniques
- Setting the stage to study - effective time management techniques
- Ways to recognize when it may be more than just burn-out



9. *The Great Balancing Act - Parenthood, Work, & School*

Being a parent is a full-time job with no days off. Most adults spend more of their “waking hours” at work than they do at home. Completing a college degree is a job by itself. Every one of these adventures can create a tremendous amount of stress on its own. When tackled simultaneously the road can be overwhelmingly, but the results are greatly rewarding. The purpose of this interactive course is to provide tips on successfully managing the financial burdens, emotional stress, and physical demands of balancing work, parenthood, and school. Components of the class include:

- Budgeting tips for raising a family on stretched resources
- Positive parenting techniques for stressful times
- How to maximize your time in each arena
- 10 relaxation techniques for at home, school, and work
- Organization strategies for each arena and combining all three
- 10 PosiPower tips for keeping it fun and enjoying everyday

10. Positive Action = Positive Results - Goal Setting Strategies



The objective of this workshop is to create relevant change in students' lives by teaching positive thinking concepts. Participants learn how to change negative attitudes into positive ones that will increase productivity in school and their personal lives. PosiPeople create a more energized, cooperative, and cohesive environment at home, at work, in teams, and at school. These individuals enhance their many communities and networks. This highly interactive course is designed to demonstrate how student's positive action will create positive results academically, socially, and in every aspect of their lives. Participants will learn;

- 10 ways to feel positive everyday
- How to let go of self-destructive habits
- Techniques for setting and achieving personal and professional goals
- Positive conflict resolution techniques for school, work, and peer relationships



11. You Wore That To the Interview?

An interview is a time to for a candidate and potential future employer to “size each other up” and decide, “*is this a person or organization with whom I want to spend the majority of my day?*” On both sides, part of that decision will be based on the verbal and non-verbal responses given to the interview questions, but the other part of that decision will be based on presentation. This interactive course is designed to highlight the importance of deciding whether an employer is a good fit by looking at the surroundings and non-verbal “culture” of the organization and the equal importance of physically presenting oneself for an interview in attire that is suitable for the profession. Participants will discover:

- Tips on proper interview attire for the business and legal communities and other traditionally conservative careers
- Advice on proper interview attire for casual and creative workplaces
- The benefits and pitfalls of a positive self-expression
- When in doubt, how to find out what is expected
- “Do I really want to work here?” - Ways to determine whether a certain workplace environment is right for you



12. Budgeting Strategies for the 21st Century Student

These days almost everyone is trying to “make do” with less money and resources than they were accustomed to spending in the past. The challenge to create a budget can be overwhelming and is not exactly glamorous. However, by making quick and easy changes to multiple aspects of their lifestyles students can be financially healthier, feel positive, less stressed, and better prepared for their futures. Components of this highly interactive course will include:

- How much am I spending? - Strategies for figuring out how much you are spending on everything in your life
- Where can I make cuts? - A look at where things can be cut without feeling deprived
- How to get everything I want for less? - Tips on when and where to buy for the die-hard consumer
- I need more money now! - Ways to earn extra money and obtain part-time jobs in the current economy