YOUR FIRST REAL JOB
A Seminar for Graduates Entering the Workforce

OBJECTIVE
The objective of this seminar is to provide helpful and practical information to those who will soon be graduating from Virginia Tech and embarking on their first full time career position. The seminar is designed to equip the new employee with a general knowledge of what to expect during the first few days of the new job as well as advice on having a successful start to a career.

FORMAT
The seminar will be in the form of a panel discussion involving a moderator and three panel members. The agenda would be as follows:

- Opening remarks and introductions by the moderator.
- A 15 to 20 minute (maximum) presentation by each panel member.
- Questions from the audience
- Closing comments and summary by moderator

MODERATOR - Wayne Campbell

TOPICS
Three major topic areas, one by each panel member, are proposed.

The Workplace 101 - Nancy Brittle
As graduates approach their first day in their career positions, this section will provide some helpful hints and suggestions for knowing, adapting, and making a difference in the workplace. The discussion will focus on organizational skills, understanding limits, demonstrating courtesies, and considering the differences between men and women in the workplace.

Money and other Financial Considerations - Mel Borleis
Managing your paycheck and understanding deductions, insurance plans, and typical employee compensation options will be the content of this very important topic.

Kick Starting a Successful Career – Bob Job
Beginning a career is an exciting adventure.. filled with many learning experiences while dealing with various types of managers, personalities, and performance styles. The content of this topic will include suggestions on how to ensure your career gets started in the right direction.
Bio’s of the presenters:

Wayne Campbell

BS Physics - Va Tech
PhD Nuclear Physics - Va Tech

Retired after 30 years with Amoco Production Company, 20 years as an exploration geophysicist directing seismic operations in Michigan, Texas, and Oklahoma. This was followed by 10 years with our research division with responsibility for transferring technology from the lab to operations and of developing teams within the exploration research division. Total Quality Management (TQM) training and coaching was a major effort during this team building period.

Nancy Brittle

BS Mathematics – Va Tech

Retired after 31 years with IBM Corporation as Client Solutions Executive for IT Optimization in the Sales and Distribution Division. Held various positions which included marketing manager, Large Systems Education Programs Manager, University Programs and SE300 Program Manager, Worldwide Program Director for Linux in Higher Education and Emerging Technologies Sales Executive. Prior to her career with IBM, Nancy taught Junior High School mathematics in Virginia Beach for six years.

Mel Borleis

BS Mathematics – Va Tech

Mel retired in 1998 from his position as a Managing Director and senior consultant in the Chicago office of William M. Mercer, Incorporated. He has been in the field of employee benefit consulting for over 30 years and has directly assisted over 200 major corporations in the solution of problems related to the administration, design and communication of benefit and compensation plans. He was a member of the charter group of graduates from the Wharton School’s Certified Employee Benefit Specialists program. He has been a frequent speaker on employee benefit topics for a variety of management and professional organizations and has authored a number of articles on employee benefit subjects. He has been quoted as an employee benefit expert by The Wall Street Journal, The New York Times, The Chicago Tribune, and other publications.

Bob Job

BA - Political Science, Hamilton College
Iona College Masters Program
Behavioral Science, Colgate University

Retired IBM Executive after 37 years, 3 years as an information technology consultant to IBM. Held various positions including Corporate Executive Advisor for Reengineering, Director of Telecommunication Design and Implementation, Division Director of Personnel, Education, Marketing Programs and Administration, Services Area Manager of MD,DC,VA NC,SC,FL,GA, & AL. Also was Consultant to Bishop of Episcopal Diocese of New York
RECOMMENDED READINGS

The team of presenters will provide a recommended reading list of their favorite books and will give away a few of these books as door prizes.

The Difference Maker by John C. Maxwell
This book describes the path to making your attitude your greatest asset, and identifies the five greatest obstacles in achieving this goal. The challenge is to overcome discouragement, embrace change, overcome problems, defeat fear and move beyond failure. This is a short book with a lot of practical advice that is easy to apply.

The 360 Leader by John C. Maxwell
The thesis of this book is developing your influence from anywhere in the organization. The author outlines how to understand what is required to achieve the leadership role at all levels and then challenges the reader to be willing to do what is required to achieve the goal of leadership. This comprehensive study provides direction on how to lead up, lead across, and lead down. This is an excellent book for those ready to join a new organization.

Servant Leadership: A Journey into the Nature of Legitimate Power and Greatness by Robert Greenleaf

"Twenty-five years ago Robert Greenleaf published these prophetic essays on what he coined servant leadership, a practical philosophy that replaces traditional autocratic leadership with a holistic, ethical approach. This highly influential book has been embraced by cutting edge management everywhere. Yet in these days of Enron and what VISA CEO Dee Hock calls our "era of massive institutional failure," Greenleaf's seminal work must reach the mainstream now more than ever. Servant Leadership helps leaders find their true power and moral authority to lead. It helps those served become healthier, wiser, freer, and more autonomous. This book encourages collaboration, trust, listening, and empowerment. It offers long-lasting change, not a temporary fix and extends beyond business for leaders of all types of groups."

Amazon.com

Principle-Centered Leadership by Stephen Covey

"The great "angst" of life has seemingly gripped us all, and there seems to be no limit to the number of writers offering answers to the great perplexities of life. Covey, however, is the North Star in this field. Following his successful Seven Habits of Highly Effective People (S. & S., 1989), Covey now responds to the particular challenges of business leaders by applying his natural laws, or principles, of life to organizations. Covey explains these laws (security, guidance, wisdom, and power), and discusses how seven-habits practice and focus on these principles will result in personal and organizational transformation. He reminds us that personal and organizational success is hard work, requires unwavering commitment and long-term perspective, and is achievable only if we are prepared for a complete paradigm shift in our perspective. Without hesitation, strongly recommended for all management collections." Dale Farris, Groves, TX

Good to Great -Why Some Companies Make the Leap... and Others Don't by Jim Collins

The idea that sparked how they this book was to answer questions about how good companies might become great companies, and went about doing so.
The study looks at companies from 1965 to 1995, looking for those that, for 15 years, either tracked or underperformed the stock market, followed by a transition, and subsequently returning at least 3 times the stock market for at least 15 years. The goal was to eliminate “flash in the pan” success from the results.

The relevance of this book for a young audience beginning their professional careers is to understand the leadership qualities that can contribute to outstanding company success.