



Brief Course Description & Learner Benefits

What Your Grad Advisor Didn't Tell You

This course explores career pathways available to graduate students and those graduating in the near future. What Your Grad Advisor Didn't Tell You addresses several questions including: How to stand out as a candidate for research; other options in education and how to prepare for them; improving communication skills; various options in the job market; unpacking and promoting your skill sets; your strategy for the job you want and reconciling your work/life balance.

This course helps learners:

- Identify career options available to you
- Improve your communication skills
- Promote your skill sets
- Strategize for the job you want

Communicating Science: Fundamentals for Public Engagement

This course gives scientists the skills and confidence to engage with public audiences and provides insight for continuing their training. The instructor discusses different styles and key components of communication, the benefits of public engagement, factors to consider with the different potential audiences, tips for honing your message, how to get involved and the tools available to scientists and engineers.

This course helps learners:

- Identify the key components of communication
- Recognize the benefits of public communication
- Refine the goal of your public communication
- Define your audience
- Craft your message

Understanding the Federal R&D Budget

This course provides a basic overview and understanding of the steps in the federal budget process, what influences the process, how it comes together in the executive branch and Congress and how budget politics and science funding interact.

This course helps learners:

- Learn the steps in the federal budget process
- Understand how the budget comes together in the executive and legislative branches
- Recognize how budget politics and science funding interact

Resume Writing for Graduate Students & Postdocs

Dr. Josh Henkin explores the many things to consider when developing your resume and how to use it effectively to engage reviewers by telling a story about you. This would allow an employer to see you in three dimensions rather than just words on a page.

This course helps learners:

- Understand the difference between a curriculum vitae (CV) and resume
- Develop a resume that will engage reviewers
- Learn best practices and inside tips

How To Network and Build Strong Relationships in Your Science or Engineering Career

This course covers the importance of networking in your career and provides strategies for effective relationship building. It includes topics such as: how to build strong, lasting relationships; whom and where to network; how to use effective networking to develop new business; and how to overcome challenges such as low confidence and language barriers.

This course helps learners:

- Learn how to use networking to advance your career
- Define steps to building your professional network
- Learn how to overcome challenges, such as low confidence



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Preparing for a Successful Job Interview

This course shows the three main components of interview preparation that will make you more at ease during your interview and help you to take full advantage of the opportunity that an interview presents.

This course helps learners:

- Making authentic connections that are true to your values
- Researching the company, department and hiring manager
- Preparing for the interview, what to bring, what to wear and what to expect
- How to practice to make you more at-ease for the actual interview

Using LinkedIn to Build Relationships as a Technical Professional

This course focuses on the strategies to employ for networking using social media. It covers social media “Dos and Don’ts”, the power of recommendations, understanding and utilizing your geographic location and moving on to the next steps after making your online connection.

This course helps learners:

- Build an effective profile
- Learn how to connect with the right people for your professional goals
- Find out how to move on to the next steps

How to Work in Diverse Teams Outside of Academia

This course will help you learn how to work with diverse teams in a nonacademic, professional environment and explores the challenges and opportunities of working in that environment.

This course helps learners:

- Understanding the strengths and challenges of diversity
- Fostering a culture of inclusion
- Effective Communication
- Best practices for conducting meetings
- Defining project requirements

Engaging in Science Policy

This course introduces several options for engaging in policy and explains how to pursue those options to affect change. The author discusses why it is important for scientists to be engaged in the policymaking process and various levels of possible engagement, with highlights on policy fellowships, communicating science, working with Congress and understanding the federal budget.

This course helps learners:

- Recognize the impact of science policy engagement
- Understand the various levels of engagement
- Learn about the strategies and resources available for science policy engagement

How to Communicate with Congress

This course provides valuable information to scientists and science advocates who are concerned about policy decisions regarding scientific issues. How to Communicate with Congress explains the most effective ways to communicate with Congress and how to set up and prepare for a meeting with their congressional representative, while highlighting best practices and what to expect.

This course helps learners:

- Appreciate the importance of communicating with policy makers
- Decide the best way to contact the appropriate representative
- Know how to set up and prepare for meeting a congressman
- Identify how to follow up after the meeting