

Spring 2012 Calendar

Online reservations are required for each event.

The registration **PASSWORD** is: **mbabusiness2012**

There will be a \$25.00 no-show fee applied to each of these events.

If you RSVP to an event and are unable to attend, you **MUST** notify the MBA Programs Office within 24 hours by emailing mbaedge@suffolk.edu.

Questions? E-mail mbaedge@suffolk.edu

<p>Saturday, January 21st Sawyer 508</p> <p>9:00 AM to 11:00 AM & 11:00 to 1:00 PM</p>	<p>Tech Day, Excel Workshops Refresh your tech skills, learn best practices! Morning session is Beginning Excel; Afternoon session is Intermediate Excel. With Professor William Mee of the ISOM Department.</p> <p>Open to All MBAs & GMBAs</p> <p>Contact the MBA Programs Office if interested at (617) 573-8306 or email mbaedge@suffolk.edu</p>
<p>Thursday, Feb 2nd 73 Tremont Street Room, 9 floor</p> <p>10:00 to 11:30 AM</p>	<p>Resume Writing and Cover Letter Workshop with Michele Rapp, Associate Director of Career Services</p> <p>REQUIRED for new full-time MBA and GMBA students All MBAs and GMBAs invited</p> <p>Online Reservation is Required at http://resumecoverletterworkshop.eventbrite.com/</p>
<p>Thursday, Feb 9th 73 Tremont Street Amenities Conference Room, 1st floor</p> <p>10:00 to 11:30 AM</p>	<p>Interview Workshop with Michele Rapp, Associate Director of Career Services Learn the answers to these questions and much more:</p> <ul style="list-style-type: none"> • What is behavioral interviewing and how do I prepare for it? • How can I distinguish myself from other candidates? • What does listening have to do with it? • Handling the two <i>deadly questions</i>: "Tell me about yourself." "What are your weaknesses?" • I don't have much work experience. How can I perform well in an interview? • How do I handle a three or four part question when I'm nervous to begin with? <p>Highly recommended for all MBAs planning to graduate in May or August and for those seeking a summer 2012 internship.</p> <p>Online reservation Required at http://workshopinterview.eventbrite.com/</p>
<p>Thursday, February 23rd SGT 255 Law School</p>	<p>Corporate Communication Day Workshops with corporate coaches: Powerful Corporate Presentations 8:30 to 10:00 AM Effective Business Writing 10:15 AM to 1:00 PM</p>

<p>8:30 to 10:00 AM & 10:15 AM to 1:00 PM</p>	<p><u>BOTH SESSION ARE REQUIRED</u> for new full-time MBA and GMBA students Highly Recommended for part-time MBA and GMBA students</p> <p>Open to all MBAs, GMBAs, alumni and faculty</p> <p>Business Professional Dress REQUIRED</p> <p>Online reservation Required at http://corpcommunicationday.eventbrite.com/</p>
<p>Thursday, March 22nd</p> <p>73 Tremont Street Amenities Conference Room, 1st floor</p> <p>10:00 a.m. – 11:30 p.m.</p>	<p>Getting on the "Upward Spiral" in Your Post-MBA Role with Deb Rosenbloom, Executive Career Development and Leadership Consultant</p> <p>This workshop will provide a strategy and tools for inspiring respect and confidence in a new role. Starting strong, finding the “upward spiral” and accelerating success will be addressed.</p> <p>Required for GMBAs graduating in May or August Highly recommended for all MBAs planning to graduate in May or August</p> <p>Online Reservation is Required at http://postmbarole.eventbrite.com/</p>
<p>Saturday, March 31st</p> <p>Sawyer 508</p> <p>9:00 AM to 1:00 PM</p>	<p>Intermediate to Advanced Excel with Professor William Mee of the ISOM Department.</p> <ul style="list-style-type: none"> • Advanced Excel I 9:00 a.m. – 11:00 a.m. <i>Build upon a more advanced Excel skill set. Workshop instructed by a representative from Suffolk’s Info Systems and Operations Management Department. More advanced topics include discussion of pivot tables, solving common business problems with Excel, and Pro-forma worksheets.</i> • Advanced Excel II 11:00 a.m. – 1:00 p.m. <i>A new excel workshop that covers Macros & VBAs.</i> <p>Open to All MBAs & GMBAs</p> <p>Online reservation Required: Advanced I: http://advancedexcel1.eventbrite.com/ Advanced II: http://advancedexcel2.eventbrite.com/</p>
<p>Thursday, April 12th</p> <p>73 Tremont Street Amenities Conference Room, 1st floor</p> <p>10:00 a.m. – 11:30 a.m.</p>	<p>Maximizing the Value of Your Internship with Deb Rosenbloom, Executive Career Development and Leadership Consultant</p> <p>Learn how to start out strong, increase your visibility, work with your boss’s style and much more!</p> <p>REQUIRED for all Full-Time GMBAs.</p> <p>Online Reservation is Required at : http://maximizingyourinternship.eventbrite.com/</p>