

## **Women's Issues in the Workplace Summit & Etiquette Dinner**

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**Amount of Request:** \$4,260.00

**Abstract:**

Collegiate career counseling that only takes into account a student's self-assessed skills and work interest is not enough. Career counseling should also involve an exploration of a student's values and life roles (family, community, etc.) for the purpose of making well-informed and compatible career decisions.

With the potential support of the WOX Grant, the Xavier University Career Services Center submits a proposal for a half-day, educational program that addresses the challenges facing women in the professional world. This program will also unite the Women of Excellence mentors with their student mentees while asking the mentors to share their perspectives on the successes and challenges they face as female workers. The event will culminate in an Etiquette Dinner (or lunch) that is facilitated by a professional speaker.

Central to Xavier's mission is to educate the whole person. This program will prepare Xavier's women for the marketplace through networking, discussion, and professional development.

**Cost Estimate for WOX Grant Etiquette Dinner**

Logistics:	Cintas Center □ Banquet Rooms
	15 tables
	8 participants per table
	<b>120 total participants/meals</b>
Dinner Cost:	\$25.45
120 dinners:	\$3,054.00

*80 mentors & mentees; 40 other students including CAPS*

Speaker	\$650.00
Linens	\$15.00
Appetizers	\$40.00
Lemonade	\$85.00
Total:	\$790.00

*For networking session  
For networking session*

Dinner Cost:	\$3,054.00
Other Costs:	\$790.00
Handbooks:	\$336.00
<b>Total:</b>	<b>\$4,180.00</b>

*120 Professional Image & Etiquette Handbooks*

**Cost Estimate for WOX Women's Issues in the Workplace Summit**

Water Stations	\$30.00
Snack Station	\$50.00
Printed Materials	\$20.00
<b>Total:</b>	<b>\$80.00</b>

*2 Qty  
Cookies & Trail Mix  
Estimate*

**TOTAL ALL \$4,260.00**

**Introduction:**

Collegiate career counseling that only takes into account a student's self-assessed skills and work interests is not sufficient. Ideally, career counseling should also involve an exploration of a student's values and life roles (family, community, etc.) for the purpose of making well-informed and compatible career decisions. To further insure that a student makes well-informed, realistic, and congruent career decisions, activities such as mentoring, job shadowing, networking and experiential opportunities such as internships, fellowships and others provide exposure to the world of work and often offer enlightened discoveries.

Xavier University currently provides a holistic approach to career advising for students that encourages students to compare their own knowledge of self (including work and life values) with the required skills and demands of any given career. Further still, a large number of students participate in an internship or some other type of required or elective practical work experience opportunity before graduation. Finally, the inception of the Xavier University Mentoring Program allows students from any academic discipline access to professional advice, networking and a role model.

Although students at Xavier receive comprehensive career preparation from either the Career Services Center, Williams College of Business Professional Development team or both, there may not be enough programming preparing the women of Xavier for their unique challenges that still exist in the workplace. The future is very positive for women seeking education and careers, but to be successful, a woman must also be very prepared and not taken in by the notion that success is simple or easy (Ferguson, 2006).

As Xavier continues to graduate more and more women, it is refreshing to see more inclusive changes and offerings to both female students and alumni. Creating the Women's Center and supporting the Women of Excellence committee offer true progress in this area.

The Xavier University Career Services Center respectfully submits the following event proposal, Women's Issues Summit and Etiquette Dinner, which will offer additional professional preparation on women's issues in the workplace for all students as well as unite the Xavier University Mentoring Program mentors with their mentees. Because the Xavier University mentoring program was launched by the Career Services Center almost one year ago without additional financial support from the University, this grant would offer a solution to **the** most requested enhancement to the program by mentors and mentees alike: opportunities to meet face-to-face. Thanks to the Women of Excellence, a very large percentage of the professional mentors are recruited by this initiative. Our hope is that by careful planning of this event, we offer our gratitude to their collective support while offering educational programming and necessary dialogue pertaining to women's issues that is insightful to students and alumni alike.

**Program:** The Women's Issues in the Workplace Summit and Etiquette Dinner is a half-day professional development conference which will culminate in an Etiquette Dinner. The program will take place within the Schiff Banquet Center with the conference and banquet rooms during the spring 2010 semester. The first portion of the event, Women's Issues in the Workplace Summit, will offer several concurrent sessions that will be facilitated in a variety of ways (round table discussions, panel presentations, workshops, etc.). Concurrent sessions will depend in part upon the interests and background of the presenters. Potential concurrent sessions include:

- Professional-Personal Life Balance – *for students and alumnae*
- How to Compete in a Male Dominated Career – *for students and alumnae*
- Negotiating a Job Offer – For a Woman, It's More Than Just Negotiating Salary – *for students and alumnae*
- Making the Most of your Mentoring Relationship – *for mentors and mentees*
- Women Helping Women: Recent Alumni Panel – *for students*
- What TO Wear (and What Not to Wear) as a Professional – *for students and alumnae*

**Agenda** – *time duration may change as planning commences:* Check In (signage will include WOX logo as the sponsor of the event) 15 minutes Welcome and Introductions. Appreciation to WOX Giving Circle 15 minutes Concurrent Sessions (at least two sets) 45 minutes/each Networking Breaks (between concurrent sessions) 15 minutes Etiquette Dinner (luncheon is also a possibility) 75 minutes

*An electronic evaluation will be emailed to all participants the day after the event. A final report will include the results of the evaluations.*

### **Audience**

The Women's Issues in the Workplace and Etiquette Dinner is intended for current Xavier students and alumnae. Special effort will be taken to encourage mentors who were recruited to participate in the Xavier University Mentoring Program through the Women of Excellence as well as their mentee. The women in the CAPS program and female graduate students will also be highly encouraged to participate.

### **Marketing**

Publicity for the event will take place as soon as the 2009-2010 academic year begins. Each new mentor-mentee relationship that is created will be encouraged to save the date for this event. Career advisors will promote this during classroom presentations, career events and in one-on-one appointments with students. Electronic marketing will also be important. The CSC will ask Web Services to create a special announcement on the Xavier home page as well as a logo for the portal login page. Several announcements will be included in the *Career Builder* (CSC electronic newsletter). The CSC will also ask the Alumni Office and the Women of Excellence to post the event on their websites. All publications and announcements will highlight the WOX as the event sponsor.

### **Reference**

Ferguson. *Career Resource Guide for Women and Minorities*. Infobase Publishing, 2006.