**2018-2019**

**Weekly Professional Tip Tuesday Videos**

**August 21:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/EntitlementCreed.mp4>

(The Entitlement Creed-3:33)

*Activity: Answer the following questions.*

1. *As a customer, what are you entitled to?*
2. *If you were the employer, what are you entitled to from your employees?*

**August 28:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Mastering%20Soft%20Skills%20for%20Success%20in%20the%20%20Workplace.mp4>

Mastering Soft Skills for Workplace Success-1:46)

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Soft%20Skills%20-%20Professionalism.mp4>

(Soft Skills-Professionalism-2:08)

*Activity: List 5 aspects of professionalism. Of these five, which two do you think are the most important? Explain why you chose these two to another student.*

**September 4**:

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Soft%20Skills%20-%20Enthusiasm%20and%20%20Attitude.mp4>

(Soft Skills-Enthusiasm and Attitude-3:07)

*Activity: Write your response to the question do you have any experience in your field (the field you are training for at Tulsa Tech)? Share your answer with another student and your instructor.*

**September 11**:

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Soft%20Skills%20-%20Teamwork.mp4>

(Soft Skills-Teamwork-1:30)

*Activity: Answer the following questions.*

1. *Do you prefer to work on projects by yourself or with a team? Why?*
2. *What can you do to improve your teamwork skills?*

**September 18:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Soft%20Skills%20-%20Communication.mp4>

(Soft Skills-Communication-2:15)

*Activity: Use the link below to play Mad Gab.*

<https://quizlet.com/212148/flashcards>

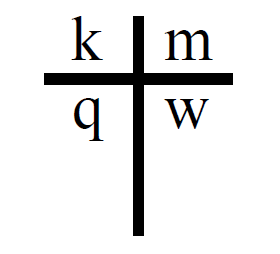
*How does this activity demonstrate ineffective communication?*

**September 25:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Soft%20Skills%20-%20Critical%20Thinking%20and%20%20Problem%20Solving.mp4>

(Soft Skills-Critical Thinking and Problem Solving-2:16)

*Activity: Draw the figure below.*



*Give students 2 minutes to determine which letter does not belong. Have the students share their answer with a classmate and explain why they made that choice.*

*Answer: The letter T is larger and thicker than the other letters.*

*How does this answer change how you look at the drawing?*

**October 2:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Soft%20Skills%20-%20Networking.mp4>

(Soft Skills-Networking-1:42)

*Activity: Google two companies or employers in your field. Discuss 2 facts about one of these company or employer with a classmate.*

**October 9:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/7%20body%20language%20tips%20to%20impress%20at%20your%20next%20job%20interview%20(1).mp4>

(7 body language tricks to ace your next interview-4:06)

*Activity: Describe three of the seven body language tricks to a classmate. Practice appropriate body language for an interview.*

**October 16:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/How%20to%20handshake.mp4>

(How to Handshake-4:12)

*Activity: Instructor demo and students shake hands with classmates.*

**October 23**: <https://hub.tulsatech.edu/instruction/path/Lists/Photos/The%20Top%2010%20Bad%20Business%20Handshakes.mp4>

(The Top 10 Bad Business Handshakes-3:00)

*Activity: Practice handshakes with classmates. Then shake the hand of at least one other person who is not in your class.*

**October 30:**  <https://hub.tulsatech.edu/instruction/path/Lists/Photos/4%20Phone%20Interview%20Mistakes%20to%20Avoid.mp4>

(4 Phone Interview Mistakes to Avoid-3:15)

*Activity: Make a list of your accomplishments. Discuss this list with another student*.

**November 6:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/What%20a%20Perfect%20Resume%20Looks%20Like.mp4>

(What a Perfect Resume Looks Like-2:38)

*Activity: Instructor leads the discussion of what a professional summary should look like in their field.*

*Each student writes a professional summary that includes why he/she is qualified and what he/she is great at and passionate about.*

**November 13:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Courageous%20(2011)%20-%20%20Integrity%20Test.mp4>

(Courageous-Integrity Test-3:46)

*Activity: Class discussion of video with the instructor including ethical dilemmas in their field.*

**November 20:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Stuck%20On%20An%20Escalator%20-%20Take%20Action.mp4>

(Stuck on an Escalator-Take Action-2:29)

*Activity: Class discussion of video.*

**November 27:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Personal%20Appearance%20is%20everything.mp4>

(Personal Appearance is Everything-4:10)

*Activity: Students write how they think a candidate should appear for an interview in their field. The class compiles a list of the items.*

**December 4** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Discover%20how%20interviews%20work.mp4>

(Discover How Interviews Work-3:30)

*Activity: Students will research or create 3 common general interview questions. Each student will answer one of the three questions and share the answer with a classmate.*

**December 11:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Tell%20Us%20About%20Yourself.mp4>

(Tell us about yourself 1:31)

*Activity: Each student will make notes to answer the “Tell us about yourself” question and then share the answer with a classmate.*

**December 18:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Interview%20Dos%20and%20%20Don'ts.mp4>

(Interview Do’s & Don’ts 4:15)

*Activity: Each student will write the answer to the question “What are your weaknesses?”. The instructor will lead a discussion of how to be honest with this answer and make it a positive.*

**January 8:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Body%20Language%20-%20Sitting%20Pretty.mp4>

(Body Language – Sitting Pretty 3:13)

*Activity: Class discusses if you agree or disagree with the information on this video.*

1. *Lean slightly forward.*
2. *Place your hands on the desk.*
3. *Females should not cross their legs.*
4. *The figure four position is a position of dominance.*
5. *Leaning back with your hands behind your head is a position of dominance.*

*Then students have a conversation with a classmate using one or more of these sitting positions. Did it change your communication?*

**January 15:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Job%20Interviews%20-%20Where%20Do%20You%20See%20Yourself%20in%20Five%20Years.mp4>

(Job Interviews: How To Answer Where Do You See Yourself In Five Years 2:04)

*Activity: Each student will record themselves answering the “Where do you see yourself in five years” question and email it to the instructor. Alternative: Each student will write the answer to this question and share the answer with another student.*

**January 22:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/How%20to%20act%20in%20an%20interview.mp4>

(How to act in an interview 3:06)

*Activity: Students will take turns with a classmate demonstrating an appropriate handshake, seating, and hand gestures during an interview.*

**January 29:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Office%20Email%20Etiquette.mp4>

(Office Email Etiquette-2:07)

*Activity: Each student will send an email to his/her instructor that includes an appropriate subject line, correct grammar, and punctuation.*

**February 5:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/The%20Do's%20and%20Don'ts%20in%20a%20Professional%20Workplace.mp4>

(The Do’s and Don’ts in a Professional Workplace-4:11)

Activity: Class discussion of what to expect on your first day on the job in your field.

**February 12**: <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Moment%20of%20Truth%20-%20Business%20Ethics%20and%20Better%20Decision%20Making.mp4>

(Moment of Truth-Business Ethics and Better Decision Making-3:22)

*Activity: Class discussion of ethical dilemmas in your field. What should you do in a situation like the one on this video?*

**February 19:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/12%20things%20you%20should%20never%20say%20on%20your%20first%20day%20at%20work.mp4>

(Twelve things you should never say on your first day at work: 1:28)

*Activity: Students make their own list of things you should and should not do on your first day of work. Class discussion of how you could find out about company culture and expectations.*

**February 26:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/3%20mistakes%20that%20could%20ruin%20your%20chance%20in%20a%20job%20interview.mp4>

(Three mistakes that could ruin your chance in a job interview-1:22)

*Activity: Read the article at the link below. Does it change your thoughts about some general interview questions?*

<https://ideas.ted.com/5-interview-questions-that-will-help-you-hire-better-people/>

**March 5:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/What%20to%20say%20at%20the%20end%20of%20a%20job%20interview.%20(1).mp4>

(How to end a job interview-3:02)

*Activity: Students will complete the “What I Will Do to Interview Successfully” handout.*

[How I Will Successfully Interview Handout](https://hub.tulsatech.edu/instruction/path/PATH%20Documents%20and%20Information/How%20I%20Will%20Interview%20Successfully.docx)

**March 12:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Dangers%20of%20social%20media%20in%20the%20workplace.mp4>

(Dangers of social media in the workplace-4:06)

*Activity: Class discussion of how employers in your field use social media.*

**March 26:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Using%20Improper%20Social%20Media%20Can%20Affect%20Your%20Job.mp4>

(Using improper social media etiquette can affect your job-2:26)

*Activity: Students will review their own social media presence to be sure it is appropriate.*

**April 2:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Job%20Search%20Tips%20(Part%2020)_%20Dos%20and%20Donts%20of%20Social%20Media.mp4>

**(**Job Search Tips: Do’s and Don’ts of Social Media-3:45)

*Activity: Students will research potential employers using social media.*

**April 9:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Job%20Search%20Tips%20(Part%2012)_%20How%20to%20give%20a%20great%20elevator%20pitch.mp4>

(Job Search Tips: How to give a great elevator pitch-2:21)

*Activity:*

1. *Make your list of items for your elevator speech.*
2. *Write a 140 character elevator speech.*

**April 16:** <https://hub.tulsatech.edu/instruction/path/Lists/Photos/Five%20Critical%20Customer%20Service%20Mistakes_%20Customer%20Service%20Training%20Video.mp4>

(Five Critical Customer Service Mistakes-4:47)

*Activity: Students will describe techniques and words to use to provide excellent customer service and share this with a classmate.*

**April 23:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Workplace%20Tardiness.mp4>

(Workplace Tardiness-4:22)

*Activity:*

*a. If you are paid $20.00 an hour and you arrive 15 minutes late every day, how much have you cost your employer in salary for the week? Every four months?*

*b. Is this different than spending 15 minutes on your phone each day? Why or why not?*

**April 30**:

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Etiquette%20Bites!%20Personal%20Calls%20at%20the%20Office.mp4>

(Etiquette Bites! Personal Calls at the Office-2:10)

*Activity: Class discussion of appropriate cell phone usage in your field.*

**May 7:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/You%20Gotta%20Jump%20To%20Be%20Successful!.mp4>

(You Gotta Jump to be Successful!-1:55)

**May 14:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Average%20Is%20For%20The%20WEAK!%20-%20Student%20Motivational%20Video.mp4>

(Average is for the Weak!-4:52)

**May 21:**

<https://hub.tulsatech.edu/instruction/path/Lists/Photos/Neymar%20Jr%20-%20A%20Message%20To%20People%20Who%20Want%20to%20Succeed%20%E2%97%8F%20Motivational%20Video%202017%201080p.mp4>

(A Message to People Who Want to Succeed-3:37)

**Professional Tip videos will resume on August 20, 2019**

**Additional Videos:** (These are videos that are longer than 5 minutes but can be used as an additional resource for teachers)

<https://www.expresspros.com/JGContent/> (Job Genius Videos covering the following: Job Market Forecast, Finding Job Opportunities, Your Resume, The interview, After the Interview, Career Pathing)