**Discussion 1**

* Industry Research
* Business Communication

Please share what you believe are the most important aspects of communication in a work-related session? What's something new you've learned about the Industry you are exploring or hoping to enter?

**Business Communication:**

The most important aspects of Communication in a work-related session are:

* Face-to-face Communication
* Weekly/ Bi-weekly Team Meetings
* Email Communication
* Prepare, Practice, and Present
* Body Language
* Listen first, then Talk
* Ask relevant Questions
* Training/ Development Programs
* Be kind and Appreciate (Give - Take)
* Surveys/ Feedback

**Industry Research:**

I have learned a couple of new aspects about Data Analytics and its related fields where:

* A person should have zeal and willingness to explore prospective careers in this field
* Data deals with everything (literally anything) and a Data Analyst/ Scientist should have a kind of ability to understand the business, know about the audience, some research, hands-on experience with technology, and etc.
* It’s a booming field with lots of real data problems to solve and take it is an opportunity/ challenge
* **Skills:** Analytical, Critical thinking, Communication, Problem-solving, Strategic Planning, Decision Making, Storytelling
* **Technical:** R, Python, Statistics, Pandas, Numpy, Hadoop, Power BI, Tableau, MS Excel, SQL, AWS, GCP, SAS, SPSS and etc.
* **Take-a-ways:** Google, YouTube, LinkedIn Learning, Udemy, Coursera, edX, and Others

**Discussion 2**

* Resume Draft
* Elevator Pitch

What was difficult about developing your resume and/or pitch? Do you feel that you were able to accurately represent your skills and what you bring to the table?

**Resume Draft:**

The most important aspects of developing a great Resume are:

* Be specific with the Job role that you are aiming for
* Check for Grammatical, Punctuation, and Sentence framing issues (Use Grammarly)
* Include all your necessary information which ultimately land you into the Job (Be concise)
* Presentation is the key (Double check spacings, line heights, margins, font, color, and etc.,)
* Mention your contact info to get contacted by a Recruiter (Specify your interests & passion)
* Make it look simple and sweet (Don’t exceed more than 1 Page)
* Quantify your Work experience and include relevant Projects and Achievements (if necessary)

**Elevator Pitch:**

It is all about selling yourself less than 30 to 45 seconds.

* A person should have zeal and willingness to talk about the Job role and company’s vision
* Introduce yourself with smile and talk about your education, work experience, and projects if done any
* Deliver your key selling points (your skills, abilities, talents) that you can bring to the company which will be helpful for them and to you as well (Win! – Win! situation)
* Speak with brevity and ignore complex language (Being simple is the best)
* Body language, Eye contact, Communication skills are the Key point indicators
* Plan, prepare, and practice (Be enthusiastic and friendly with others)

**Discussion 3**

* Effective Teams
* Cover Letter
* Describe SAIL event you attended related to a field of interest

When thinking about the field or industry you hope to get opportunities in, what prior experience and traits do you bring? What are different experiences you've had that can help an organization, what are skill areas you need to grow in?

**Effective Teams:**

* Having a clear objective on a task/ project with the team members is essential
* Segregate the work and unite as a group
* Be clear with everyone (Communication and Presentation Skills)
* Help and Appreciate others
* Show strong leadership and delegate responsibilities
* Honesty is the best policy
* Collaborate and cooperate with each other
* Participate in events, activities, and projects

**Cover Letter:**

* Show respect and keep it simple
* Include your personal details which are essential
* Be an Ace at presenting the Cover Letter (Fonts, Margins, Spacing, Concise)
* Don’t exceed more than one page and try to write unique cover letters for each company
* Mention your referral/connection and willingness to give you a chance
* Showcase your experience, projects, skills, and traits that you bring to the table

**SAIL Event:**

Recently I have attended a SAIL Event called Scrum Kanban Workshop which is given by Padmini Chelluri. In this event, I learned how to visualize the workflow, understand the principles, practice the measures, and etc. This event gave me an understanding of what is Scrum and Kanban and how they are used in the real-world.

**Prior Experience and Traits:**

I have 2+ years of experience in the fields of Data Analysis, Front-end Web Development, and Python Development. My strongest trait is my determination in taking up the challenges and reskilling myself if necessary. What I believe is that continuous learning is the key to stay updated with the industry.

**Contribute to Company:**

My previous work experience and knowledge include data analysis, data visualization, software development, and product innovation in many areas. I can contribute my ability to streamline the project processes. I would love to apply my other organizational skills to this job at your company.

**Skills to harness:**

I would like to improve my skills in:

* Decision making
* Leadership and Team management
* Programming

**Discussion 4**

* Interviews
* Peer Feedback on Cover Letter
* Cultural Competence: Questions related to “Skills for inclusive Conversations”

In reviewing another's cover letter, what stood out to you? What was your biggest takeaway from the Cultural Competence video?

**Interviews:**

* Research on the Company, Role, and Job Description
* Be curious and be yourself in the Interview
* Introduce yourself with smile and talk about your education, work experience, and projects if done any
* Nurture your Communication, Eye Contact, and Body Language
* Prepare, Practice, and Present
* Listen first, then Talk
* Ask relevant Questions and Feedback
* Presentation is the key and Mention your key selling points

**Cover Letter:**

Please find the below attachment and provide me the feedback :) Thanks in advance!

**Takeaways from Culture Competence Video:**

I think part of diversity and inclusion is having the courage to stand up where others do not, and also to navigate awkward or uncomfortable scenarios with a level of courage and grace that may be challenging even unto yourself. The important thing is to speak up anyway.

* Foster self-and other understanding
* Prepare for the conversation
* Explore where perspectives diverge
* Assess, individual, team, and organization readiness
* Create shared meaning and find common ground
* Interpret and bridge

**References:**

[1] Self-study Training Resources, was retrieved from https://fbdiversity.psu.edu/self\_study\_training\_resources

[2] The Muse Editor, The Ultimate Interview Guide: 30 Prep Tips for Job Interview Success was retrieved from https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success

**Discussion 5**

* Professional Image

Were you surprised by anything that came up when you searched for yourself on Google? In thinking about cultural identity in the workplace, how can you ensure diversity of thought? What made you think differently after hearing more about microaggressions and diverse teams?

**When I Googled myself!**

It is interesting to see how Google works if I search my name and related details. Surprisingly it is all about me in the 1st and 2nd-page results and other related results in other pages . What I have found is

* My LinkedIn account I made a long time ago
* My Quora account and My blogger account (Medium)
* I can see 2 of my publications in the search results along with my projects
* Few achievements and news articles from various sources
* If I look at pictures, it starts with my face and is then followed by images that link back to Quora, LinkedIn, Gmail, Facebook, Instagram, Medium, and others

For me, one of the most interesting takeaways from this report is that while people are certainly more aware of their virtual identities than they were 3 years ago, there still remains significant room to grow and improve.

**Diversity of Thought:**

Diversity and inclusion (D&I) are now among the top priorities for companies across the world. Few things that can help unlock the power of Diversity of Thought:

* Design Thinking Tools for Collaboration & Expressing Thoughts/ Ideas
* Employee Engagement Tools & Team Management
* Using Technology and Data to empower Employees Wellness
* Training & Development and Planning & policies

By including these things in the teams, we can see significant growth in mindset, leadership, communication, innovation, reverence, productivity, and inclusiveness.

**Micro-aggressions & Diverse Teams:**

* To increase awareness of microaggressions
* Understanding the Race, Religion, Culture, Diversity, and Peoples mindset
* Don’t lose control and be aware of the situation
* Don’t harm anyone verbally or non-verbally or physically or sexually or in any manner
* Maintain good relationships and respect everyone

**References:**

[1] Hahna Yoon (March 3, 2020) How to Respond to Microaggressions was retrieved from https://www.nytimes.com/2020/03/03/smarter-living/how-to-respond-to-microaggressions.html

**Discussion 6:**

* **Internhsips**
* **Next Steps**

How has this course better prepared you for your internship/co-op search? How has SAIL played a part in helping you find opportunities related to areas of interest? What are your next steps for securing an experiential opportunity?

**Course Aid – Internship/ Co-op Search:**

This course has offered me an opportunity to understand, learn, and work on my Internship and Co-op job hunt. It had exceptionally prepared me for a new experience in a smooth way by providing real-time examples and work case studies. It also provided me with the necessary tools, techniques, traits and ample of resources like NUWorks, Career Design Studio, Resume, Cover Letter Building, Pre and Post Co-op Search, Personalized and Customized meetings with the professors to craft my portfolio. It had helped me to work on my skills. This experience has also helped to develop my communication skills as I was required to work with others to create solutions. I feel that the experience I gained was truly valuable as it has prepared me for my successful coop career thus far. I also got personalized feedback from Prof. Nicole and other peers which is the best to have.

**SAIL Role:**

It is one of the 1st apps to get it installed before entering the University. This app gave me a significant edge to share and learn from others by involving in the events, activities, and workshops which happens 365 days round the clock on diverse topics. It is an excellent resource for students to build relationships and engage in the activities. It is not only for seminars but it also provides a personalized measure of our participation and skills. We as students get an opportunity in any field and activities to pursue further based on our interests and passion. This makes SAIL platform unique and diverse. I really love the SAIL App and will definitely make use of it to the fullest.

**Next Steps:**

I make myself a better person and improve in all the areas that I am lacking. I also got many insights from this course and the feedback from Prof. and other Peers which truly helps me to focus on my portfolio. I make sure to use the NU Works portal, Career Design Studio, and SAIL App as much as I can. I also edit and update my Resume, Cover Letter, and Search Plans based on the feedback and other perspectives. I will also familiarize with the industry lingo and expand my professional network on LinkedIn and other apps. I will also focus on my goals and apply the learnings in real-word scenarios.

Thank you all in advance and looking forward to connecting with you all soon :) Please feel free to connect on LinkedIn - **https://www.linkedin.com/in/sunilrajthota/**