



CAREER & ENRICHMENT FUND

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CAREER & ENRICHMENT FUND OVERVIEW

The Alumni Association's Alumni Career & Education team has funding available to help offset the cost of regional and affiliate clubs' offerings of career or educational and enrichment events. The Career & Enrichment (C&E) Fund, which is awarded at the Alumni Association's discretion, is available to support both in-person and virtual events that help accomplish key Alumni Career and Education programming efforts. Please review these guidelines before submitting an application for C&E funding. As further explained below, in order to be eligible for C&E funding, activities must:



1. Promote membership;
2. Utilize the Alumni Association's internal [event registration system](#) (required for domestic clubs);
3. Include a plan for promotion/marketing.

Preference will be given to proposals that promote other aspects of the Alumni Career & Education programs (e.g., discussion within the Online Communities platform, promotion of the Alumni Education Gateway, etc.) as well as proposals that have a DEIJ focus or speakers that represent a variety of racial, gender, and other diverse identities. The Alumni Association's Career & Education team will allocate funding on a rolling basis throughout the fiscal year (July 1 - June 30) to those that best meet the intended purpose. Funding is intended to subsidize the event costs with the club also contributing some funding.

For an event to be considered for funding, you must submit your application at least four (4) weeks prior to the proposed event.

Once submitted, we will evaluate the application and will notify you within seven (7) working days if the proposal is either approved or denied or to request additional information or modifications. The 4-week requirement is intended to allow ample time for staff review, proposal modifications (if needed), event registration setup, and adequate event promotion.

All events receiving funding must occur within six months of the award date or by June 30 of the fiscal year in which the application was submitted, whichever is earlier.

GOALS

Career & Enrichment Funding will be primarily geared toward supporting in-person and virtual events that have one of the following goals:



1. Career development or job search workshop with a clearly defined topic and learning outcomes
2. Networking event featuring a panel of industry experts
3. Strong educational component that has clear learning outcomes outlined



OVERVIEW CONT.

AWARD LIMITS & FUNDING TRANSFERS

A club may only submit one proposal at a time. In other words, once a club submits a C&E Fund application, it is not eligible to submit another proposal until either (a) the proposed event has taken place or (b) the first proposal is rejected. We ask that clubs make every effort to use financial resources prudently. This is to ensure the fund supports as many club applications as possible within resource limitations.

DOMESTIC CLUBS

The maximum funding award for any given domestic event is \$1,000. Once a proposal is approved, the Alumni Association will generally request the funds for ACH deposit to the club's account. If a club or group does not have an established bank account, the Alumni Career & Education team will work with your club's liaison at the Alumni Association to transfer funds.

INTERNATIONAL CLUBS

The maximum funding award for any given international event is \$500. If the international club applying for C&E funding does not have an established bank account, funding will be dispersed by reimbursement, pending submission of receipts to the Alumni Career & Education team.

PROMOTION OF AAUM MEMBERSHIP

To be considered for funding, a proposed event must promote the value of Alumni Association membership. Events that are aimed at garnering new members and/or rewarding existing members are highly encouraged. Priority will be given to events that are held exclusively for Alumni Association members or which offer a significant member discount. In the latter scenario, if there are a limited number of tickets or space for the event, members should be offered priority access and be provided with an opportunity to register for the event before tickets are made generally available. Events that offer members special access or a special giveaway (e.g., swag giveaway) will also be viewed favorably.

OTHER IMPORTANT INFORMATION

Preference will be given to proposals that include actual vendor quotes (for venues/catering) and/or speaker contracts.

If an approved event is (a) postponed more than 45 days after the original proposed date of the event and/or (b) postponed until after the end of the fiscal year, you must notify the Alumni Association, which will have sole discretion to either grant an extension or request the return of its funding.

If any requirements for approval of C&E funding are not fulfilled, the Alumni Association reserves the right to demand the return of some or all of its funds. Moreover, the club may be precluded from submitting future proposals for C&E funding. Additionally, if an approved event is cancelled or the Alumni Association requests the return of all or a portion of awarded C&E funding (as outlined above) and funding is not returned, the Alumni Association reserves the right to withhold or retain all or a portion of club annual funding and/or future event revenue.

If you have any questions about this process or would like further insight as to the type of events that would typically qualify for funding, please contact the Alumni Career team at aumcareer@umich.edu or the Alumni Education team at alumnieducation@umich.edu.



CAREER & ENRICHMENT FUND APPLICATION GUIDE

This guide is intended to help answer questions that might arise as you complete the [Career & Enrichment Fund application](#). If you have additional questions, please feel free to reach out to us at aaumcareer@umich.edu or alumnieducation@umich.edu.

CLUB/COMMUNITY CONTACT INFORMATION

- We understand that an event may be planned by more than one member of your club or community; please provide the name and contact information of the applicant that will act as the primary contact.

EVENT INFORMATION

- Please let us know what type of event you are offering. Options include:
 - Career/Professional Development Event
 - Enrichment Event (i.e., educational event that is not career-focused)
- If you're not sure which category your event falls under, select "Unsure" and our team will reach out to you to discuss further.
- Let us know the name of your event and when it is planned to take place.
- Under "Description of Event," provide as much information as possible. We hope to better understand what alumni can take away from this event (goals/learning outcomes). This description can also be used in promotional materials to advertise the event.
- Help us understand who your target audience is for this event as this will help us understand how we can help market and advertise the event. (e.g., a resume workshop might be geared towards job-seeking alumni between the ages 22-55; a virtual tour of a museum might target families with small children)
- If your event is in-person or hybrid, we will ask for additional information about the venue.

EVENT PROMOTION PLAN

- Help us understand how your club plans to promote this event. This can include, but is not limited to, email promotions, inclusion in newsletters, inclusion in the Virtual Events Catalog (VEC), posts on social media or on an Online Community, etc.
- As stated in the C&E Fund Overview, preference will be given to proposals that promote other aspects of the Alumni Career & Education programs (e.g., discussion within the Online Communities platform, promotion of the Alumni Education Gateway, etc.). Please let us know how the event can help generate discussion among the broader alumni community.
- We understand that some events may have limited capacity or a specific audience -- let us know to who this event can be promoted. Is it restricted to just your club? Or can any alum attend? Is this event only for members of the Alumni Association? Or can any alumni, regardless of Alumni Association membership, join? We will use this information to ensure registration is set up accurately and to inform our own promotion of the event.
- As stated in the C&E Fund Overview, to be considered for funding, a proposed event must promote the value of Alumni Association membership. Events that are aimed at garnering new members and/or rewarding existing members are highly encouraged. Priority will be given to events that are held exclusively for Alumni Association members or which offer a significant member discount. In the latter scenario, if there are a limited number of tickets or space for the event, members should be offered priority access and be provided with an opportunity to register for the event before tickets are made generally available. Events that offer members special access or a special giveaway (e.g., swag giveaway) will also be viewed favorably.



APPLICATION GUIDE CONT.

PROPOSED PRICING

- If the event is not free to attend, please provide a breakdown of ticket costs (Member/Non-Member ticket availability and price per ticket). The anticipated revenue should be the Price per Ticket multiplied by the Anticipated Number of Tickets Purchased.

EVENT COSTS/BUDGET


- Please provide as much information as possible around the planned expenses associated with your event. The total must equal the sum of all rows.
- If planning an in-person or hybrid event, the application will provide you with several options -- please complete all rows that apply to your event.
- Let us know how much funding you are requesting from the C&E fund, how much your club plans to contribute, and any other sources of funding. The total here should equal the total provided in your proposed budget. As a reminder, funding is intended to *subsidize* the cost of the event, with the club also contributing funding -- the funding contributed by the club must be greater than zero.


APPLY FOR FUNDING





CAREER & ENRICHMENT FUND TOOLKIT FOR CLUB LEADERS


The checklist below acts as a complete playbook for the execution of career or enrichment events. Our hope is that by providing funding, alumni will get the support they need. In addition, we hope our clubs will find the support they need to make career or enrichment events a success. The steps below are to help those who are less familiar with event planning and their order is just a suggestion - we understand that event planning is not always straightforward and things may not happen in this order.


-  **1 |** Select a topic.
 - For Career events: We have compiled a list of common career presentations here: [sample topics](#). To better understand what our coaches can offer, review [this list of select topics](#) they routinely present and at what price points.
 - For Enrichment events: Review [this list of recommendations](#), both on campus and in your area. Still unsure of what topic to select? Move on to step two and consult with a coach or speaker to help you narrow down your focus.


-  **2 |** Secure a coach/speaker/host.
 - For Career events: Recruit and secure a coach (consider using one of [our partner coaches](#)). If planning a panel/industry networking event, identify and secure volunteer speakers. (If you can't find a coach in your area, here are some [guidelines](#)).
 - For Enrichment events: Struggling to select a host or institution/organization? Reach out to the Alumni Education team at alumnieducation@umich.edu. Consider signing a contract with your coach/speaker and, if virtual, that you discuss recording the session. [Here is a sample](#), please COPY and customize. While not required, a contract helps to ensure all parties are aligned on expectations, even if only an agreement over email.


-  **3 |** Determine your budget for the event. [A sample is available here](#).

-  **4 |** If organizing an in-person event, secure your venue (try looking at venue-finding sites like [Peerspace](#) or asking fellow club members for suggestions in your area).

-  **5 |** Complete the Career & Enrichment Fund Application. Review our Application Guide to help guide you through the different aspects of the application.

-  **6 |** [Set up registration](#) with the Alumni Association (*required for domestic clubs).

-  **7 |** Promote the event in your club newsletter. If virtual, If virtual, consider allowing other clubs and the Alumni Education Gateway to promote the event as well.

-  **8 |** Have the event, then let us know how it went! Email us at aaumcareer@umich.edu (for Career events) or alumnieducation@umich.edu (for Enrichment events) with some quick feedback.



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SAMPLE CAREER TOPICS

Unsure of where to start when selecting a topic for a career event? We've compiled a list of suggestions below to get you started! While this list is not meant to be all-inclusive, it does provide suggestions that we think your fellow alumni would be interested in learning about. Feel free to discuss potential topics with a speaker/coach -- they will likely be able to help guide you based on their expertise -- or pick a topic from their menu.

INDUSTRY

- Exploring Careers in Advancement
- Exploring Careers in Business
- Exploring Careers in Consulting
- Exploring Careers in Data Science
- Exploring Careers in Human Resources
- Exploring Careers in Non-Profits
- Exploring Careers in Technology
- Exploring Careers in the Environment

INTERVIEWING

- How to Answer Difficult Questions
- Questions to Ask a Future Employer
- Strategies for Acing an Interview
- How To Nail a Virtual Interview

JOB SEARCH

- Approach the Job Search for the Underemployed
- Being Your Own Boss
- Corporate Careers with a Liberal Arts Degree
- Creating the Perfect Elevator Pitch
- Entrepreneurship 101
- How to Negotiate Your Salary
- Job Search Tips and Tricks (Dos and Don'ts)
- Moving From Entry-Level to Next-Level
- Re-entering the Workforce
- Setting Your Salary Expectations
- Starting Your Own Business
- Strategies for Creating Targeted Resumes
- Strategies for Keeping Your Job Search Organized
- Successfully Navigating Your Encore Career
- Tools for Navigating Career Changes
- Tools for When You're Considering Multiple Job Offers
- Transitioning to Freelance Work
- Utilizing Social Media to Land a Job

MANAGEMENT

- Data Analytics for Anyone
- Dealing with a Difficult Manager/Boss
- Facilitating a High-Performance Team
- How To Effectively Provide Critical Feedback
- How To Effectively Receive Critical Feedback
- How To Foster Innovation
- How to Manage Up
- How to Maximize Your Intern's Experience
- Leading Effective Team Meetings
- Managing vs. Leading vs. Doing
- Planning for the Future (Talent Management)
- Positive Leadership Skills
- Strategies for Becoming the Most Effective Manager
- Tips for Managing Peers, Those Older than You, and Millennials

MENTORING

- Building Trust and Rapport with Your Mentee
- Choosing the Right Mentor
- Getting the Most from Your Mentor
- How to Effectively Engage Your Mentee

NETWORKING

- Creating the Most Successful LinkedIn Profile
- How to Leverage Your Network for Career Success
- Leveraging LinkedIn for Your Career
- Networking for Introverts

RESUME

- Creating an Outstanding Resume
- The Art of the Cover Letter
- Translating Your Resume for a Career Change
- Resume Types and When to Use Each

PERSONAL

- Communication as a Leader
- Continuing Your Professional Education
- Critical, Creative, and Reflective Thinking
- Defining Your Professional Goals
- Developing Connections Across Differences
- Developing Your Personal Brand
- Difficult Conversations
- Effective Public Speaking and Presentation Skills
- Embracing Change
- Emotional Intelligence
- How to Be More Creative at Work
- How To Continuing Learning in Any Position
- How to Get Promoted to Your Dream Job
- How to Prevent Burnout
- Identifying Your Strengths
- Learning from Failure
- Learning to Say No
- Live and Work with Passion and Purpose
- Making Data Visualizations Work for You
- Making the Best First Impression
- Mindful Communication
- Overcoming Impostor Syndrome
- Overcoming Procrastination
- Project Management 101
- Recovering From a Layoff
- Strategies for Honest Conversations with Your Manager/Boss
- Strategies to Manage Email
- Stress Management
- The Power of Listening
- The Power of Risk-Taking
- The Power of Storytelling to Boost Your Professional Career
- What to Expect When Returning to School and How To Get the Most Out of It
- Maintaining Work-Life Balance

WORKPLACE

- Authenticity at Work, What to Share and What Not to Share
- Breaking Down Silos in the Workplace
- Building a Diverse Team
- Cultural Inclusion and Leadership in Today's Workforce
- Gender Bias in the Workplace
- How to Effectively Work Remotely
- How to Get the Most Out of Your Annual Performance Review
- Managing the Generational Shift
- Navigating Office Politics
- Quitting Your Job While Maintaining Your Reputation and Relationships
- Recognizing Unconscious Bias
- Success Strategies for Women in the Workplace
- The Power of a Market-Driven Strategy
- The Power of Trust and How To Build It
- Workplace Etiquette

TOPIC TIPS

- Have too much content to cover in one session? Consider creating a series -- "Creating an Outstanding Resume 101" followed by "Creating an Outstanding Resume 201".
- Consider matching different topics together to create a series of events. For example, create a "Job Search Series" consisting of three events (one focusing on the resume and cover letter, one on networking, and one on interviewing and negotiation).



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SELECT CAREER TOPICS AVAILABLE FROM COACHES

Need additional ideas for a career event topic? Our [Partner Career Coaches](#) have a number of presentations or workshops they routinely offer in a virtual format. See below for a small selection of these topics. The prices listed should be considered a base price for a one-hour presentation/workshop. (Please note that price adjustments for any special requests or customizations may be made at the discretion of the coach.) If you see a topic that interests you, please reach out to the Coach to coordinate further details.

| COACH | TOPIC | DESCRIPTION | PRICE |
|----------------|---|--|---|
| Audrey Dorsey | The Biggest Mistakes Professionals Make in Their Job Search and 3 Ways to Get on The Right Path | Learning Objectives for this session include: 1) Highlight common pitfalls to successful job search; 2) Engage participants in understanding how their efforts are either strengthening their brand or devaluing it; 3) Give specific, immediately useable tips on the optimal way to approach the job search. | Varies based customization needs and the specific needs of club -- contact to discuss |
| Audrey Dorsey | The Secret to Career Success Is an Accurate Self-Assessment | Learning Objectives for this session include: 1) Highlight the role of self-assessment in an effective job search approach; 2) Engage participants in conducting their own self-assessment; 3) Give specific, immediately useable tools and frameworks to assist with self-assessment | Varies based customization needs and the specific needs of club -- contact to discuss |
| Damian Zikakis | Five Steps to an Effective Job Search | There are basic steps in every job search. In this session, I will review the basics and explain the nuances that will make your job search more effective. | \$1000 |
| Damian Zikakis | Your Talents & Strengths Make You Uniquely Qualified | Learn how to set yourself apart from other candidates. In this session, you will learn about the CliftonStrengths/StrengthsFinder assessment and how incorporating your results into your job search can demonstrate how you are uniquely qualified for the job. Note: individual coaching for participants will be available at a 50% discount, i.e., \$100 for a one-hour debrief of assessment results. | \$1000 + \$20/person for the assessment code |
| Kara Becker | Resume One-On-One Review with Kara Becker, MA, BCC | Kara Becker, academy-certified resume writer and experienced Career Coach, will host 15-minute one-on-one sessions to review the resumes of UM alumni and/or to career coach. At the start, participants can speak to Kara about what they would like to get out of the session. | \$450-600, varies based on length |



SELECT CAREER TOPICS CONT.

| COACH | TOPIC | DESCRIPTION | PRICE |
|---------------------|--|---|--------|
| Kara Becker | Resume Writing Best Practices with Kara Becker, MA, BCC | Transform your resume into a powerful document that will land you interviews. This workshop will introduce you to a variety of different formats and techniques to not only make the most of your experience but how to use it to your advantage. | \$500 |
| Kara Becker | Mastering Your LinkedIn with Kara Becker, MA, BCC | LinkedIn is a powerful but often underused social networking tool. In this workshop, we will walk you through how to create a strong profile from top to bottom and then how to use the site to engage in meaningful networking that potentially open doors to job opportunities. | \$500 |
| Kara Becker | Mastering the Interview with Kara Becker, MA, BCC | This workshop will focus on preparing for an interview, learning how to respond to different types of questions, and strategies and techniques that you can use to put your best foot forward. | \$500 |
| Katuska Molina-Luna | Branding for Career Transitions: How to Tell Your Story When Making an Industry Change | The outlook for job seekers has significantly changed in recent years, resulting in many job seekers looking to shift into new industries, sectors, and functions, less by choice and more by demand. Whether by choice or otherwise, a career change can be challenging. Career Coach Katuska Molina-Luna, Ph.D., has partnered with hundreds of job seekers during their transitions and with HR departments during recruitment processes. She knows what it takes to tell a professional, authentic story that will resonate with employers and boost an application. This hands-on workshop equips career changers with frameworks to tell their story and make their case to prospective employers. Ideal for anyone thinking about transitioning or currently in a career transition. | \$850 |
| Kelli Wingo | Igniting Your Power Movement: Custom Designing Your Career from Day One | We all have more power and influence in life than we sometimes give ourselves credit for. This applies to our career trajectory as well. In this talk, we will discuss strategies to design a career with purpose and passion. | \$1000 |
| Kelli Wingo | Navigating Difficult Conversations with other Humans | Interacting with other humans can be complex, complicated, and, at times, infuriating. Situations will inevitably arise that are mired in conflict. In this talk, we will review how to identify symptoms of difficult conversations and identify strategies to engage. | \$1000 |



SELECT CAREER TOPICS CONT.

| COACH | TOPIC | DESCRIPTION | PRICE |
|-------------|---|--|--------|
| Kelli Wingo | Building Your Empire: Transitioning from Traditional Careers to Entrepreneurship | It is a common misconception that employee and entrepreneur are not connected mindsets. However, entrepreneurship starts right where you are – as an employee. In this workshop, we will cover key considerations when preparing for a move from a 9-5 to a full-time hustle. | \$1000 |
| Kevin Kiley | Applying to Grad School, Part 1: Smart Approaches to the Admissions Process | Former graduate admissions director Kevin Kiley will cover a range of admissions topics that will help attendees make good decisions about where to apply, maximize their chances at admission, and ultimately get the most out of grad school. The best practices discussed will be applicable to all areas of grad school -- MBA, law school, medical school, or a master's/PhD in some other area. (Note: This can be given as a stand-alone presentation, or in conjunction with Part 2 below.) | \$450 |
| Kevin Kiley | Applying to Grad School, Part 2: Crafting a Successful Application | Former graduate admissions director Kevin Kiley will discuss the typical components of a grad school application, what admissions committees look for in your application as part of the evaluation process, and how you can ace an admissions interview. Kevin will also provide specific steps you can be taking now -- even if grad school might be years away -- to maximize your chances of being admitted. (Note: This can be given as a stand-alone presentation, or in conjunction with Part 1 above.) | \$450 |
| Kevin Kiley | Strengthening Your Network and Job Search With LinkedIn | Among the numerous reasons professionals today should create and maintain a solid LinkedIn profile is that more than 90% of recruiters and hiring managers use the site as part of their hiring process. In this presentation, certified career coach Kevin Kiley will review the elements of a strong LinkedIn profile and will discuss uses for LinkedIn within and outside of a job search. | \$450 |



SELECT CAREER TOPICS CONT.

| COACH | TOPIC | DESCRIPTION | PRICE |
|-----------------|--|---|--|
| Miriam Salpeter | How to Be Productive & Get Promoted When You Telecommute | <p>The pandemic propelled many companies to embrace telecommuting. However, succeeding at work when you do not see your boss and colleagues in person on a regular basis requires sharpening new skills. Miriam Salpeter, author of six books, including <i>Manage Your Time & Your Life</i>, will share:</p> <ul style="list-style-type: none">• Tips to enhance productivity and proactivity when working at home.• Ideas to help you enhance professional prospects in a virtual environment.• Key steps to take to help win promotions even when you don't see your boss and colleagues in person. | \$500 (can be customized to the group's specific needs) |
| Miriam Salpeter | How to Stop Wasting Time & Use LinkedIn to Attract Offers: 3 Steps to a Magnetic Profile | <p>Everyone knows LinkedIn is valuable for professionals who care about their careers. But do you really understand how to create a profile that will help you improve your professional prospects? Miriam Salpeter, author of six books, including <i>Social Networking for Career Success</i>, will teach you how to:</p> <ul style="list-style-type: none">• Audit and update your own profile.• Engage effectively via LinkedIn to attract opportunities.• Use LinkedIn to connect with new business opportunities and jobs. | \$500 (can be customized to the group's specific needs) |
| Miriam Salpeter | How to Use Social Media to Get Ahead for Business & Career Success | <p>Online tools are critical to creating a forward-facing "brand." If you're not convinced that using social media can improve your professional prospects, you will be after this presentation! Miriam Salpeter, author of six books, including <i>Social Networking for Business Success</i>, will teach you why it's important to leverage these tools and how to:</p> <ul style="list-style-type: none">• Identify and connect with audiences online.• Select the most strategic skills to showcase.• Efficiently and effectively establish professional credibility via LinkedIn and other social media tools. | \$500 (can be customized to the group's specific needs) |

Additional information on coaches, including contact information, can be found [here](#).



CAREER & ENRICHMENT FUND ENRICHMENT EVENTS TO CONSIDER

Unsure of where to start when selecting a topic for an educational event? We've compiled a list of suggestions below to get you started! While this list is not meant to be all-inclusive, it does provide suggestions that we think your fellow alumni would be interested in learning about.

UNIVERSITY OF MICHIGAN OPPORTUNITIES



University of Michigan Museum of Natural History

In-Person Tours and Virtual Field Trips

Classes, home-schoolers, groups, and families can enjoy science fun with Virtual Field Trips from anywhere! Prices vary and include Self Guided Field Trips, Science Demonstrations, and Virtual Planetarium programs.

Link: <https://lsa.umich.edu/ummnh/educators/virtual-field-trips.html>



University of Michigan Museum of Art

In-Person Tours and Virtual Field Trips

Take a tour of UMMA's galleries and objects, narrated by UMMA staff and volunteer educators.

Link: <https://umma.umich.edu/k-12-resources/virtual-learning/field-trips>



Kelsey Archeology Museum

In-Person and Virtual Tours

There are many ways for you to become involved with the Kelsey Museum of Archaeology including lectures, family programs, and educational tours.

Link: <https://lsa.umich.edu/kelsey/education/public-programs.html>



Matthaei Botanical Gardens and Nichols Arboretum

In-Person Activities

Nichols Arboretum offers a range of lectures, workshops, and activities for children and adults. Many of these are free and conducted through our mission-related groups.

Link: <https://mbgna.umich.edu/visit/>



Judy & Stanley Frankel Detroit Observatory

In-Person Activities

See the stars and explore the past through tours, observing, presentations, talks, walking tours around campus and more at the Judy & Stanley Frankel Detroit Observatory. All events are free.

Link: <https://detroitobservatory.umich.edu/visit>

REGIONAL EVENT IDEAS



Local Museums
Zoo



Aquarium
Planetarium



Nature Centers
Local Farms



Wildlife Center
Cultural Centers



CAREER & ENRICHMENT FUND PARTNER CAREER COACHES

| NAME/EMAIL | PHONE | COMPANY | LOCATION | LINKEDIN |
|---|--------------|---|---------------|---|
| Adam Schmidt adam@smartsummitcoaching.com | 973.908.1389 | <u>Smart Summit Coaching</u> | SE Michigan | https://www.linkedin.com/in/adamfshmidt/ |
| Alicia Reece connect@aliciadreece.com | 770.833.5114 | <u>The Reece Group</u> | Atlanta, GA | https://www.linkedin.com/in/aliciadreece/ |
| Audrey Dorsey acdorsey29@gmail.com | 404.259.7586 | <u>Audrey Dorsey Executive Coaching</u> | Atlanta, GA | https://www.linkedin.com/in/audreydorsey/ |
| Bronson Edwards bronsone@umich.edu | 404.543.0320 | <u>Uncomman Partners</u> | Seattle, WA | https://www.linkedin.com/in/bronsonedwards/ |
| Cheryl McPhilimy cheryl@mcphilimy.com | 312.988.1270 | <u>McPhilimy and Associates</u> | Chicago, IL | https://www.linkedin.com/in/cherylmcphilimy/ |
| Christy Gibson christy@ambitionsabroad.com | 360.528.1495 | <u>ambitionsABROAD</u> | SE Michigan | https://www.linkedin.com/in/christyherlickgibson/ |
| Damian Zikakis damian.zikakis@gmail.com | | <u>DGZ Coaching</u> | SE Michigan | https://www.linkedin.com/in/damianzikakis/ |
| Daryll Bryant daryll@dkbindustries.com | 630.450.4151 | <u>DKB Industries</u> | Allentown, PA | https://www.linkedin.com/in/daryll-bryant/ |
| Elise Auxier elise@gulfcoastcoaching.com | 813.773.4853 | <u>Gulfcoast Coaching</u> | Tampa, FL | https://www.linkedin.com/in/elise-auxier/ |
| Jennifer Nash execsuccess@gmail.com | 734.489.1206 | <u>Nash Consulting and Associates</u> | SE Michigan | https://www.linkedin.com/in/jennifer-nashphd/ |



PARTNER CAREER COACHES CONT.

| NAME/EMAIL | PHONE | COMPANY | LOCATION | LINKEDIN |
|--|--------------|--|---------------------------|---|
| Kara Becker karabeckercareers@gmail.com | 973.908.1389 | | New York, NY | https://www.linkedin.com/in/beckerkara/ |
| Katuska Molina-Luna coach@koncenterc.com | | | Europe & Ann Arbor, MI | https://www.linkedin.com/in/molinalunak/ |
| Kelli Wingo kelli@kmwcatalyst.com | 347.916.5105 | <u>KMW Catalyst</u> | New York, NY | https://www.linkedin.com/in/kelli-wingo-0937a55/ |
| Kevin Kiley kevin@careerroadmap.com | 314.562.2426 | <u>Career Road Map</u> | Houston, TX | https://www.linkedin.com/in/kmkiley/ |
| Lisa Yee-Litzenberg yeeha@umich.edu | 734.730.5627 | <u>Green Career Advisor</u> | SE Michigan | https://www.linkedin.com/in/yeelitzenberg/ |
| Mimi Darmstadter mimi@mylifesworkcoaching.com | 301.728.6487 | <u>My Life's Work</u> | Washington DC | https://www.linkedin.com/in/miriamdarmstadter/ |
| Miriam Salpeter miriam@keppiecareers.com | 404.494.0341 | <u>Keppie Consulting</u> | Atlanta, GA | https://www.linkedin.com/in/miriamsalpeter/ |
| Paul Bernard pbandassoc@gmail.com | 212.957.3470 | <u>Paul Bernard and Associates</u> | New York, NY | https://www.linkedin.com/in/coachpaulbernard/ |
| Rebecca Maley becky@rebeccamaleycoaching.com | 734.330.0481 | <u>Rebecca Maley Coaching</u> | SE Michigan | https://www.linkedin.com/in/rebecca-maley-bsn-rn-cpc-46a2a33b/ |
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Looking for a speaker for a career event can seem overwhelming. How should a speaker be vetted? What credentials should be considered? What degree(s) should they possess? First, please consider working with a coach from our [Partner Career Coach](#) program. These coaches are all aware of the Career & Enrichment Fund and have been thoroughly vetted by the Alumni Career team. If none of these coaches suit your needs, below are some guidelines to keep in mind when searching for and hiring a speaker/coach.



Speaker should hold a Master's degree or higher — either a Master of Social Work (MSW), a Master of Arts (MA), or a Master's in Business Administration.



Illustrate a proven track record of success within the coaching industry and have longevity working in the coaching industry (review LinkedIn profile and recommendations/testimonials on LinkedIn or their website).



Possess a wide range of expertise in assisting others at any stage of their career — first-time job seekers, mid-career, navigating career transitions, and encore careers.



Are able to promote/leverage AAUM career service programs we offer such as CareerLeader, Career Design Fellowship, LinkedIn Masterclass, Job Board, etc.



Either Professional Certified Coach (PCC) or Master Certified Coach (MCC) credentialed through the [International Coaching Federation](#). (This is not a must-have but is a very rigorous process and serves as a substantial benchmark of expertise as a career coach).



CAREER & ENRICHMENT FUND SAMPLE BUDGET

The C&E Fund application form contains a section to outline the expected event budget. As in all event planning, we understand that budgets may change. Please let us know what the *expected* expenses will be. Understanding all costs associated with an event helps our team better allocate funding where needed. A sample budget for an in-person event is provided below for your reference.

| | EXPENSE |
|--|----------------|
| Facilities Room Rental Fees | \$400 |
| Rental Equipment | \$0 |
| Food Catering Costs | \$300 |
| Alcohol Service Fees | \$0 |
| Promo Materials Decorations Supplies | \$50 |
| Parking Transportation | \$50 |
| Speaker Fees | \$800 |
| Other (please specify) | \$0 |
| TOTAL | \$1600 |

We also ask for a breakdown of where your budget for this event is coming from. As a reminder, funding is intended to *subsidize* the event costs with the club also contributing some funding. An example of this is included below.

| | CONTRIBUTION |
|---------------------------------------|---------------------|
| Club/Community Contribution | \$1200 |
| Request from Career & Enrichment Fund | \$400 |
| Other Funding Contributor | \$0 |
| TOTAL | \$1600 |

Please note that we include geographic factors such as location into budget review and hence include a budget range (for example: venues in San Francisco are harder to find and more expensive than in other areas. Every effort should be made to avoid higher costs.)