

November 2020 QCC Mentoring Area of Focus: Professional Communication in a Virtual World

This month, we ask Mentees and Mentors to discuss the benefits of Professional Communication, and identify ways that both participants can effectively communicate with one another. An important element of the QCC Mentoring Relationship is building professional communication skills, and finding the best methods to connect without meeting in person. Feel free to use a few of the conversation topics and prompts below to structure your meeting this month, this is always optional.

Many students (and mentors!) will need to communicate virtually with their professors, their advisors, and potential employers strictly over email or video conference in the coming months. You can use this month's meeting to focus on the best ways to communicate with one another, and move forward into the best ways to present oneself to the world in a virtual environment.

Additionally, QCC just announced that we will be running the vast majority of our online classes remotely in the Spring Semester. This would be a great time to check in and see how the student feels about that decision. How can they work to plan ahead for their online classes, and do they have everything they need to succeed?

Online classes in the Spring Semester

1. How do you feel about QCC moving to all online classes for the spring semester? Do you feel ready for more online classes?
2. What has been working about your online classes? What hasn't been working for you?

Professional Communication

1. What is the best way for us to communicate in between meetings? Email, text, or phone calls?
2. Take some time to discuss the difference between a professional email and a personal/informal email. How does a professional email look compared to an informal one? What situation would require a professional message versus an informal message?
3. At the conclusion of your meeting, try to schedule your next session. You can also choose either the mentee or the mentor to send out a summary of your meeting to make sure you are both on the same page!

Elevator Speech

The last thing you can work on is an "Elevator Speech." QCC Career Services provides this handout with an explanation of the Speech, which is basically like a practiced, short, professional introduction of yourself. You can view the speech with your mentee/mentor, and work on refining both of your elevator speeches to better prepare you for introductions to professors, future employers, or in networking events. For a quick overview of the Elevator Pitch, view this link:

<https://www.thebalancecareers.com/elevator-speech-examples-and-writing-tips-2061976>

Upcoming QCC Mentoring Events:

Me Myself and I! Workshops: 10/28/2020 and 11/4/2020, 12:00 PM to 1:30 PM,

<https://www.eventbrite.com/e/122553341343>

The awareness building and skill building sessions titled, “Me, Myself & I! Parts 1 & 2”, will explore the complexities of identity on the individual, group and institutional levels through the lens of self-reflection and sharing of experiences. In addition, we will learn how the concepts of “Cultural Humility” and cross-cultural communication impact our relationships and worldview.

Get to Know AbbVie: 11/12/2020; 12-2:30 PM

<https://www.eventbrite.com/e/123663355425>

Learn more about one of our Core Partners for the QCC Mentoring program, AbbVie Biopharmaceutical Research. This is an opportunity to learn more about careers in the Biology, Chemistry, and Biotechnology industry, and hear from QCC Mentors and Alumni who work at AbbVie. Highly recommended for any Biology, Chemistry, or Engineering Majors. This session will include a panel of QCC Alumni who work at AbbVie, and a virtual tour of the facility.

QCC Monthly Calendar of Events:

<https://www.qcc.edu/events-calendar>

CREATING YOUR ELEVATOR SPEECH



RESOURCES:

Quintcareers – “Elevator Speech”

<http://goo.gl/OscLp>

Bloomberg—Business Week, “The Perfect (Elevator) Pitch”

<http://goo.gl/N2Gcd>

Quintessential Careers, “Elevator Speech Do's and Dont's”

<http://goo.gl/uXJBm>

What is an Elevator Speech?

The common explanation of the term “elevator speech” is that it’s like a brief commercial for yourself that can be delivered in the time it takes to ride the elevator.

This is a great tool to have ready if you should need to “pitch” your assets and skills. It typically is a short (approximately 15-90 seconds) introduction of yourself which includes your best skills. It can be used:

- In job interviews when you are asked, “Tell me about yourself.”
- At Career Fairs
- To Network with individuals or groups
- During Informational Interviews
- Information for Social Settings

Visit Career Placement Services today to assist you!



Career Placement Services

Room 272A

508.854.4439

careerservices@qcc.mass.edu



<http://goo.gl/oXbjk>