PC 102 Professional Skills

Gathering Agenda for Week 04

Gathering Purpose

- Discuss how to be a self-reliant learner
- Review the résumé requirements and the structure of a high-impact statement

Preparation

- Watch the BYU-Pathway Worldwide Devotional and be prepared to lead a short discussion about it.
- For *face-to-face Gatherings*, arrive early to setup the room, prepare any visual aids, **bring blank pieces of paper and pens/pencils**, and greet students as they arrive.
- For *virtual Gatherings*, start the meeting early, share your screen with a message welcoming them to the gathering and letting them know you'll start soon.
    - When the Gathering Agenda asks that students meet in small groups, use Breakout Rooms.
    - When the Gathering Agenda asks you to display things on "the board," you can use the whiteboard.

Min.	Activities		Teaching Tips
Welcome and Devotional			
10	Welcome	Welcome, announcements, and housekeeping	
	Hymn or Thought, Prayer	Please sing one or two verses of a hymn. If you meet with a virtual gathering, you may skip the hymn and instead invite another student to share a brief spiritual thought. A volunteer will then give an opening prayer.	
	BYU-Pathway Worldwide Devotional	Students were asked to watch the BYU-Pathway Worldwide devotional this week. They should have done this prior to the gathering. As a class discuss the devotional using the discussion questions provided in the course.	Look up the questions in advance so you are ready.
Become a More Self-Reliant Learner			
20	Introduce	Everyone in PathwayConnect faces challenges. Some of these challenges can make coming to gatherings or completing coursework difficult. Being a self-reliant learner can give you power to accomplish the work. You have already demonstrated self-reliance by completing PC 101 and moving on to this course! Excellent!	
	Discuss	Individually, in small groups, or as a large group (you choose), complete the activity called "The Three P's of a Self-Reliant Learner," found below. This can help you see ways to become an even more self-reliant learner by considering the struggles of others.	Find a way to share this page with the group
Review the Résumé and High-Impact Statements			
30	Review	Look page below called "Sample Résumé." Match the resume parts to the appropriate labels.	Find a way to share this page with the group
	Practice	Complete the page below called "High-Impact Statements."	
	Testimony and Prayer	Bear a 30-90 second testimony of the importance of being self-reliant in education and at work, and end with a prayer by invitation.	

The Three P's of a Self-Reliant Learner

Why is this worth the effort?	Do I have what it takes?	How do I get there from here?
Purpose	**Power**	**Plan**
• Find and remember my "why" • Expand the vision of my divine potential	• Explore support resources • Connect to the enabling Power of the Atonement of Jesus Christ	• Increase self-reliance and confidence by setting plans and goals • Take faith-filled action

Instructions

1. Read the scenarios below.
2. Use the Three P's model above to create some inspirational advice for each student.
3. Share your advice with the class. Explain how your advice uses the Three P's model. How can this advice lead the person to be a more self-reliant learner?
4. On your own, consider how the material in this exercise can help you be a more self-reliant learner.

Scenario 1

Ava is struggling in her PathwayConnect course because she is a single mom who is going through a difficult divorce. She has 3 small children, and she has recently gotten a full-time job to pay the bills. While she works, her mother takes care of the children. When she gets home, she is exhausted. She is struggling to meet everyone's physical and emotional needs during this difficult time. She realizes PathwayConnect can help her get a better job and take care of her family in the future, but today, she is very discouraged. When you see her in the gathering, you can tell she has not been sleeping much lately. You feel prompted to reach out to her. What do you say?

Scenario 2

Santino feels like he is too busy to be a PathwayConnect student. Sometimes he must work during the gathering and so he misses it. When he is home, he doesn't feel like studying. He has not submitted many assignments. At the gathering, you notice that he is not paying attention. It looks like he is watching something else on his screen. You want to send him a private chat to encourage him. How do you begin? What do you say?

Sample Résumé

Juan Diego

myname@gmail.com | www.linkedin.com/JDiego | +1 (123) 456-7890

Professional Chef

Over 25 Years of Experience

1 My love of food has not only shaped my career but helped me discover my passion for helping people connect with each other and the Mexican culture. I have been the head chef at Diego's Mexican Kitchen for five years. During that time the restaurant has received numerous awards and recognitions including the Vanegas Stars' best Mexican Restaurant in 2018. I'm now ready to take my skills and love of cooking to the next level.

Skills

- Attention to detail
- Strong business sense
- Strict cleanliness
- Fast-paced decision making
- Precision cooking & heat control
- Outstanding presentation skills
- Teamwork & Collaboration
- Cost control & pricing

Experience

4

Head Chef 2016-Present

Diego's Mexican Kitchen

- Created an immersive Mexican dining experience through music, décor, and authentic cuisine
- Lead a team of chefs to become the highest rated Mexican restaurant in Vanegas
- Increased profitability by 18% by reducing wait times and food costs
- Managed inventory, food quality, and scheduling for over 25 employees

3 2

Line Cook 2001-2016

Abuela's Table

- Maintained meal consistency and timing that improved the customer experience
- Kept station clean and reduced food waste by using precision measurements and knife skills
- Promoted after only six months because of my strong work ethic and willingness to learn

Education

Bachelor's in Applied Management 2023

Brigham Young University -Idaho

- Certificate in Hospitality & Tourism Management
- Business & Leadership Skills
- Social Media Marketing

Culinary School Diploma 2017

Matehuala Culinary Arts Academy

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Questions

1. The summary should include a focused accomplishment. Why?

2. In what order are the experiences listed? Why?

3. The action verbs that start each experience are parallel. What does that mean?

4. Where can you include key words or phrases from the job posting?

5. The résumé is usually just one page. Why?

High-Impact Statements

A high-impact statement is a way of writing that demonstrates (or shows) what you can do rather than simply listing your job duties. Your résumé will require high-impact statements in the experience section.

Look at the traditional résumé statements below and use your imagination to change them into high-impact statements. To do this, think about a **concrete outcome** that you can add. Be creative. The first two are done for you.

Traditional Résumé Statement	**High-Impact Résumé Statement**
Organized trainings	Planned and executed an employee training every month for the last year, resulting in improved performance for ten employees.
Resolved computer support tickets	Implemented a ticket sorting process that made it easier to match duplicate tickets, resulting in less wasted time.
Completed projects	Completed three major social media projects last year that increased our company's Facebook profile views by 30% from the previous year.
Stocked shelves	
Sold clothing	
Cleaned the floors	
Served food to tables	
Drove a truck	
Painted houses and offices	
Assisted people who were sick	
Dug trenches for underground pipes	
Sold health products to customers on the phone	