<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1</td>
<td>4:00-5:15pm</td>
<td>In-person</td>
<td><strong>Time Management: Starting Strong</strong>&lt;br&gt;Start your semester strong by learning time management and study strategies to set you on the right path.</td>
</tr>
<tr>
<td>2/5</td>
<td>12:00-1:15pm</td>
<td>In-person</td>
<td><strong>Time Management: Starting Strong</strong>&lt;br&gt;Start your semester strong by learning time management and study strategies to set you on the right path.</td>
</tr>
<tr>
<td>2/5</td>
<td>3:00-4:00pm</td>
<td>Hybrid</td>
<td><strong>Zotero</strong>&lt;br&gt;Explore how the citation manager Zotero can help you cite and create a bibliography for your research paper and more.</td>
</tr>
<tr>
<td>2/7</td>
<td>12:00-1:00pm</td>
<td>Hybrid</td>
<td><strong>Professional Writing - Email Etiquette</strong>&lt;br&gt;Learn the writing principles for professional emails.</td>
</tr>
<tr>
<td>2/8</td>
<td>4:30-5:30pm</td>
<td>Hybrid</td>
<td><strong>So you want to be an Entrepreneur? Have you done your Research?</strong>&lt;br&gt;Are you familiar with USG’s Lab for Entrepreneurship and Transformative Leadership? Did you know that you can access databases at Priddy Library to aid you in your entrepreneurship research? Join us to hear what we have to offer!</td>
</tr>
<tr>
<td>2/12</td>
<td>3:00-4:30pm</td>
<td>Hybrid</td>
<td><strong>Writing &amp; Citing with APA</strong>&lt;br&gt;Explore the basics of APA style and how the software Academic Writer can help with organizing your sources, writing a group paper and checking your citations.</td>
</tr>
<tr>
<td>2/13</td>
<td>4:00-5:30pm</td>
<td>In-person</td>
<td><strong>Take Note: Note-taking from Research Articles</strong>&lt;br&gt;Using a grid for organizing notes and other helpful tools.</td>
</tr>
<tr>
<td>Date</td>
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<td>Location</td>
<td>Title</td>
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<tr>
<td>2/19</td>
<td>4:00-5:00pm</td>
<td>Virtual</td>
<td>Time Management with Apps</td>
</tr>
<tr>
<td>2/20</td>
<td>4:00-5:30pm</td>
<td>Hybrid Priddy Library</td>
<td>Preparing for a Literature Review</td>
</tr>
<tr>
<td>2/21</td>
<td>12:00-1:30pm</td>
<td>Hybrid Priddy Library</td>
<td>Effective Presentations</td>
</tr>
<tr>
<td>2/26</td>
<td>1:00-2:30pm</td>
<td>In-person Macklin Center</td>
<td>Group Work and Group Writing</td>
</tr>
<tr>
<td>2/27</td>
<td>3:00-4:00pm</td>
<td>Hybrid Macklin Center</td>
<td>Communication for Careers</td>
</tr>
<tr>
<td>2/28</td>
<td>12:00-1:00pm</td>
<td>Hybrid Priddy Library</td>
<td>Zotero</td>
</tr>
<tr>
<td>2/29</td>
<td>12:00-1:00pm</td>
<td>Hybrid Priddy Library</td>
<td>Starting a Business: What you Need to Know</td>
</tr>
</tbody>
</table>
WORKSHOPS

3/4
12:00-1:30pm
Hybrid
Priddy Library
Writing & Citing with APA
Explore the basics of APA style and how the software Academic Writer can help with organizing your sources, writing a group paper and checking your citations.

3/4
12:00-1:30pm
In-person
Building IV, Suite 1318
The Art of Introducing Yourself: Craft Your Professional Pitch
Learn how to introduce yourself at career events or on your first day at work, and then practice your pitch.

3/6
12:00-1:00pm
In-person
Macklin Center
Public Speaking
Learn and practice public speaking techniques including articulation and body language.

3/7
12:00-1:30pm
Hybrid
Priddy Library
Excel - Functions, Tables & Charts
Covers functions & formatting, plus pivot tables to analyze and present your data.

3/12
12:00-1:00pm
In-person
Macklin Center
Grammar for Academic Writing
Avoid the most common grammatical errors in academic and professional writing.

3/13
12:00-1:30pm
Hybrid
Priddy Library
ArcGIS Online & StoryMaps
Learn how to create digital maps, combining them with photos, text, video and audio to tell a story.

3/14
12:00-1:00pm
In-person
Macklin Center
Presentation Anxiety
Practice techniques to reduce anxiety before giving a presentation.

3/26
12:30-2:00pm
Hybrid
Macklin Center
Preparing for a Literature Review
Tips and techniques for searching library databases, reading scholarly articles, and creating a literature review.

3/27
3:30-4:30pm
In-person
Macklin Center
Test Taking Strategies
Utilize the elements of critical thinking and a problem solving process to best prepare for quizzes and exams.

3/28
4:00-5:30pm
Hybrid
Macklin Center
Effective Presentations
Presentations causing you anxiety? Learn how to create and deliver an effective presentation.
**Workshops**

**4/1**
12:00-1:00pm  
**In-person**  
Macklin Center

**Mastering the Interview: Strategies and Public Speaking**  
Want to navigate the interviewing process with ease? Learn about the different types of interviews, questions they ask, and follow-up procedures.

**4/1**
5:00-6:00pm  
**Virtual**

**Time Management with Apps**  
Maintain and make the most of your study schedule with free online applications.

**4/2**
1:00-2:30pm  
**In-person**  
Macklin Center

**Group Work and Group Writing**  
Dreading group projects this semester? Learn skills to work in groups effectively.

**4/2**
4:00-5:00pm  
**Hybrid**  
Priddy Library

**So you want to be an Entrepreneur? Have you done your Research?**  
Are you familiar with USG’s Lab for Entrepreneurship and Transformative Leadership? Did you know that you can access databases at Priddy Library to aid you in your entrepreneurship research? Join us to hear what we have to offer!

**4/4**
4:30-5:30pm  
**Hybrid**  
Priddy Library

**Starting a Business: what you need to know**  
Have you always wanted to start your own business, but didn’t know where to start? This workshop will guide you through the basic requirements.

**4/9**
4:00-5:30pm  
**Hybrid**  
Priddy Library

**Excel - Functions, Tables & Charts**  
Covers functions and formatting, plus pivot tables to analyze and present your data.

**4/10**
3:00-4:00pm  
**In-person**  
Macklin Center

**Public Speaking**  
Learn and practice public speaking techniques including articulation and body language.

**4/11**
12:00-1:00pm  
**Hybrid**  
Priddy Library

**e-Portfolio**  
Build an e-Portfolio--an innovative way to showcase your professional and academic skills and experiences in an online format.
WORKSHOPS

4/15
5:30-6:30pm
Virtual
Countering Conspiracy
Is that true? Or does it just feel true? Attend this workshop to become a pro at sorting through online mis and disinformation.

4/16
12:00-1:00pm
In-person
Macklin Center
Networking Conversational Skills
Improve your conversational skills for networking and professional events.

4/17
12:00-1:00pm
Hybrid
Priddy Library
Storytelling with Data
With the use of graphs and Infographics, create data visualizations that tell a compelling story.

4/22
3:00-4:30pm
Hybrid
Priddy Library
ArcGIS Online & StoryMaps
Learn how to create digital maps, combining them with photos, text, video and audio to tell a story.

4/24
4:00-5:00pm
Hybrid
Priddy Library
Research Posters
Learn how to use PowerPoint to transform research into a poster. Discuss content guidelines, design, and presentation tips.

4/30
5:30-6:30pm
Virtual
Countering Conspiracy
Is that true? Or does it just feel true? Attend this workshop to become a pro at sorting through online mis and disinformation.

5/1
12:00-1:00pm
In-person
Macklin Center
Test Taking Strategies
Utilize the elements of critical thinking and a problem solving process to best prepare for quizzes and exams.