**AGENDA FOR FACULTY MEET-AND-GREETS**

1. **House Keeping**
   1. This will be recorded. (If you choose to.)
   2. Please keep yourself on mute until it’s your turn.
2. **Individual Introductions**
   1. Host introduces Career Center as a whole
      1. Chat Master plugs in online form for faculty to request a class presentation
      2. Host shares screen to show off virtual services and upcoming events (stops sharing afterward)
   2. Host introduces Career Center staff
   3. *Roles (not always needed, but may include)*
      1. Chat Master (this person addresses questions in the chat and brings them up for discussion)
      2. Zoom Troubleshooter (to help people get in after meeting has started)
      3. Timer
3. **Faculty Introductions**
   1. “Elevator Pitch with a Twist” – Name, Classes You Teach, What Brings You Here Today? (Alternative Idea: “Type 1 question you have for the Career Center into the Chat. This will guide the first half of our discussion today.”)
4. **Goal of Today’s Meet & Greet:** Figure out how the Career Center can better support faculty in incorporating career topics or soft skill development into their classroom.
5. **Discussion**
   1. **Are there any pressing questions you have for the Career Center? Or any areas you need immediate support in?** (This can sometimes open up the conversation.)
   2. **Start with a Poll:** Choose 1 topic you want to discuss for today. Once the results are in, choose the most picked topic and ask them why did you chose that topic?  
      (TOPICS PBSC CHOSE ARE LISTED IN POWERPOINT)
   3. **Show PowerPoint if no one is talking. And go through the points.**
6. **Discuss Key Takeaways** – What idea do you plan to implement immediately?
   1. You can use the Whiteboard feature in Zoom to gather this data or have them type it in the Chat if they don’t want to speak.
7. **Concluding Poll:** “Did you find the information from today helpful?”

Yes, No, Somewhat.  
If “somewhat,” add an email of person they can contact with additional feedback/suggestions.