



Blackhawk Technical College

CERTIFICATE OF PROFESSIONAL DEVELOPMENT (CPD)

This non-credit program is offered through the Blackhawk Technical College Career & Professional Development Office. This program allows students and alumni to learn and improve professional development skills that are based on the Blackhawk Technical College Core Abilities.

Program Benefits:

- Students will receive specialized training and feedback on their skills in relation to the BTC Core Abilities.
- Students will have experiences that can be applied in the workplace and will allow them to stand out from other applicants in the hiring process
- Empower students to take charge of their professional development and job search process.
- Students will develop relationships with employers in the community and other BTC students to improve their networking skills.

The Certificate of Professional Development (CPD) is self-paced for ease of completion, but in order to complete the Certificate of Professional Development students must complete all three modules and a capstone presentation.

CPD Modules

Professional Communication & Technology Applications Module: During this module students will learn and demonstrate written, oral, and non-verbal communication skills that are expected in today's workplace. Student will also develop communication skills using the latest technology.

Diversity & Team Building Module

Students will participate in a variety of activities and programs that will demonstrate skills in relationship/team building, conflict management, and adapting to diverse situations.

Leadership & Professionalism in the Workplace Module

This module will include a variety of leadership and problem solving techniques that is applicable to employment in any field. Students will examine personal values, beliefs and skills. Students will have the opportunity to better understand personal strengths to effectively lead others. Student will understand how their skills, values, and beliefs can contribute to organizational culture.

Capstone

(can only be presented after completion of all modules)

The capstone project will consist of a portfolio review and a reflection presentation to Career & Professional Development Staff and BTC faculty. The presentation will be an overview of what the student has learned while presenting the materials featured within the portfolio.

BTC Core Abilities



Communicate Professionally



Use Appropriate Technology



Work Effectively In Teams



Demonstrate Professional Work Behavior



Show Respect for Diversity



Solve Problems Efficiently



Lead By Example

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Frequently Asked Questions

How do I get involved?

There are a variety of ways for you to get involved. Each semester the Career & Professional Development office will offer 15-20 free workshops and activities available for you to attend. The Career & Professional Development staff also provides consultation, specialized workshops and programs for any group, department or class.

What is the time commitment involved?

Many activities will be offered throughout the academic year. Sessions will be approximately 60-90 minutes. There will be several field trips and off campus activities offered that may take more time. We will also offer several longer employability conferences that a student to complete several items in each module at one time. Conferences are typically offered 2-4 times per year (Fall, Spring & Summer Semesters)

How do I register for a workshop or activity?

You can sign up for workshops and programs by emailing Stephanie Williams at swilliams60@blackhawk.edu or by signing up through **BTC Connect!**

What is the attendance policy?

Staff will ask students to sign in at the end of each activity or workshop offered throughout the year.

What do I need to do to receive my Certificate of Professional Development?

Career and Professional Development staff will track your progress with you, and when you are close to completing all 3 modules Career & Professional Development staff will set up a meeting to work on the final stages of the portfolio and set up a date and time for presentations.

Can I attend a workshop even if I am not going for the Certificate of Professional Development?

Yes! Many individuals choose to attend only a few activities that interest them, but do not complete the entire program.

To get involved and sign up for workshops, contact:

Stephanie Williams,
Student Engagement Coordinator
swilliams60@blackhawk.edu • (608) 757-7702

Stop by the Student Engagement Office (2221)



blackhawk.edu

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BTC is an E0/AA educator/employer

*Join our social media group on **BTC Connect!***