

# OZARKS TECHNICAL COMMUNITY COLLEGE

*Counseling & Advising,  
Career Employment  
Services*

---

**DATE:** July 1, 2008  
**TO:** OTC Faculty  
**FROM:** Career Employment Services  
Counseling Services  
**RE:** PRESENTATIONS FOR YOU AND YOUR STUDENTS

---

Over the years, many of you have called on staff from the Career Employment Services or Counseling Services departments to come to your classrooms and provide presentations for your students on a variety of topics. Providing presentations in your classrooms has been a valuable experience for us and an activity we believe most students appreciate as well. Based on the positive feedback and suggestions we have received from you, we have added four, new presentation topics this year from which you might choose (new topics are highlighted in red).

*Current presentation topics include:*

Assertiveness/Attitude	Interviewing Skills	Relaxation/Deep Breathing
Awesome Applications	Job Retention Skills	Resilience/Stress Management
Career Decision Making	<b>Leadership in Organizations</b>	Resume Writing
Choosing a Career/College Major	Learning Styles	Test Anxiety/Test Taking Success
Depression	<b>Methamphetamine in the Ozarks (&amp; beyond)</b>	Time Management
Diversity	<b>Missouri Wage &amp; Employment Statistics</b>	What Happened to My PAYCHECK? ...AND MORE!
Dressing for Success	Networking Skills	
Drug & Alcohol Awareness	Nontraditional Careers	
Eating Disorders	Personality Styles	
Grief & Loss	<b>Principles of Work Behavior</b>	
Healthy Body Image	Professional Etiquette	

You may wish to call upon us to present to your students if:

- you would like to have a guest lecturer speak to your class on a day you will be absent
- you feel your students could benefit from hearing in-depth information on a specific topic
- you are involved with an OTC organization and are looking for a speaker who has expertise in a particular area

Please call Career Employment Services (447-6964) or Counseling Services (447-6974) if you would like to discuss any of the information described in this brief memo or if you would like to have us coordinate a presentation for your students.

## **Career Employment Services**

*Kathy Christy, Director of Career Employment Services  
Gary Stafford, Asst. Director, Career Employment Services  
Amy Presley, Secretary*

## **Counseling & Advising**

*Joyce Thomas, Director of Counseling & Advising  
James Carpenter, Counselor  
Crystal Joifrita, Part-Time Counselor  
Becky Dalton, Secretary*