

[Essential Skill - Mandatory Professional Activity](#) – Award Seeking Chapters (Distinguished, Superior & Gold)

Along with the above topics, award seeking chapters will have to conduct one mandatory professional session that will include a session devoted to “Essential Skills.” Many students seek to obtain internships and full-time job opportunities through Beta Alpha Psi, but once they have the job, they must develop their “essential skills” in order to succeed professionally. Each chapter can choose one of the below topics for their Essential Skills session.

Business Writing Skills – Business writing skills are different from academic writing. This session will convey the basics of business writing skills that include standardizing, streamlining, and reinforcing a company’s corporate culture by communicating in a professional manner.

Facilitation Skills – This session will help students to learn what to expect when in a professional situation that involves a group discussion format. When speaking in front of a professional group, it should address what physical gestures to enhance or avoid.

Managing Distractions – Emails, phone calls and co-workers stopping by your desk to talk creates distractions. This session will cover how to handle inevitable disruptions to keep one focused and productive.

Ethical Decision Making Skills – Accountancy is based on trust. This session will distinguish one’s core values, ethical decision making.

Negotiation Skills – Negotiation skills are extremely important in maintaining focus in one’s career. This session should cover the basics of negotiations; information gathering, learning to listen, leveraging the situation, goals of the negotiation, costs of the negotiation, bargaining phase and closing the negotiation process.

Conflict Management – Conflict in the workplace is a reality that everyone will encounter at some point in their careers. This session will include tips on how to quickly identify conflict, assess the issue, how to manage oneself and the parties involved and professionally resolve the issue.

Change Management – This session will help students to get informed on what to expect and how to deal with change in the work environment whether it will be a departmental change or organizational change.

Emotional Intelligence - Studies have shown that people with high emotional intelligence have greater mental health, exemplary job performance, and more potent leadership skills.

Interpersonal Skills at the Workplace – Working with others is essential to networking and engaging with coworkers, and clients.

Diversity and Inclusion – At the workplace there are many diverse voices. Inclusion is respecting and valuing those voices.

Accepting Feedback – The ability to accept feedback and learn from it is essential to individual development and growth.

Under Professional Activities, click on Add Essential Skills Activity. The above Essential Skills will appear in a drop down menu. Report as ES – Topic Title.