

# PROGRAMS IN THE HUMANITIES (COMM2-CS)

## COMM2-CS 1000 Career Advancement for Introverts (1 Credit)

How do you raise your career visibility if you're among the half of the population who prefers reading, analyzing issues, and problem solving to tooting your own horn? What can you do if you find networking exhausting (even online!), but know you "should" do it? How can you project your best self authentically, whether you're interviewing for jobs or conducting meetings online, even if you're camera shy and not a schmoozer? Join this workshop with [Nancy Ancowitz](https://www.google.com/url?q=http://www.nancycanowitz.com/&source=gmail&ust=1619009766476000&usg=AFQjCNEIHQwTdeJPr1zL1eQUPf6N0a), author of [Self-Promotion for Introverts](https://www.google.com/url?q=https://www.amazon.com/Self-Promotion-Introverts-Quiet-Guide-Getting/dp/007159129X/ref%3Dsr_1_1?crid%3D7EZ9CFARM3EC%26dchild%3D1%26keywords%3Dself-promotion%2Bfor%2Bintroverts%2Bthe%2Bquiet%2Bguide%2Bto%2Bgetting%2Bahead%26qid%3D1613790945%26srefix%3Dself-promotion%2B%252Caps%252C149%26sr%3D8-1&source=gmail&ust=1619009766476000&usg=AFQjCNEIHQwTdeJPr1zL1eQUPf6N0a) and [Self-Promotion for Introverts](https://www.google.com/url?q=https://www.amazon.com/Self-Promotion-Introverts-Quiet-Guide-Getting/dp/007159129X/ref%3Dsr_1_1?crid=7EZ9CFARM3EC&dchild=1&keywords=self-promotion+for+introverts+the+quiet+guide+to+getting+ahead&qid=1613790945&srefix=self-promotion+2Caps%2C149&sr=8-1), to learn to differentiate yourself in a crowded field of job candidates and colleagues. Nancy will offer tips and techniques specially geared for introverts.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## COMM2-CS 1001 Presentation Skills for Introverts (0 Credits)

Learn to project your best self when speaking online with colleagues, clients, and hiring managers. Whether for participating in meetings, giving presentations, or interviewing for jobs online, polish your delivery by learning to use your voice, hand gestures, facial expressions, attire, and even backdrop to your best advantage. This course offers proven strategies, exercises, and supportive feedback to help you make a strong first impression as well as communicate clearly and concisely. You will discover how to engage others virtually, while coming across as authentic. In an inclusive environment that welcomes multiple perspectives, the course includes special tips and angles for introverts.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## COMM2-CS 1002 10 Steps to a More Dynamic Voice (1 Credit)

Your speaking voice can make all the difference in engaging your audience and in conveying ideas confidently, convincingly, and dynamically. And the voice is especially important if you are presenting a podcast or a webinar, in which the audience hears you but does not see you. Discover how effective articulation, projection, vocal variety, and especially, proper breathing, can lead to greater success in your podcasts, presentations, proposals, pitches, job interviews, and your career. This class will help you master both voice techniques and presentation skills to give you the confidence and dynamism that you need.

This course is ideal for: producers, podcaster, screenwriters, and public speakers.

Continuing education students attending onsite courses need to be in compliance with [NYU's](https://www.google.com/url?q=https://www.nyu.edu/life/safety-health-wellness/coronavirus-information/campus-visitors.html%23vaccination-requirement&source=gmail&ust=1667313782985000&usg=AOvVaw3) COVID-19 vaccination requirements and be prepared to present proof of compliance if asked to do so (advanced upload is no longer required). Students will also be required to follow any [NYU's](https://www.google.com/url?q=https://www.nyu.edu/life/safety-health-wellness/coronavirus-information.html&source=gmail&ust=1667313782985000&usg=AOvVaw3) COVID-related protocols.

Registered students will receive more information via email about accessing the campus.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**COMM2-CS 1003 Leveraging Your Social Networks for Professional Success (0 Credits)**

Students who are currently unemployed are eligible to receive a 20% discount on each course in this series. Please call (212) 998-7200 to register at the reduced rate. Note that this discount may not be combined with any other discounts offered by NYU SPS.

Establishing and using well-placed social contacts within your field can make all the difference in discovering new professional paths, building your reputation, and finding a job. Participants in this week-long online workshop will learn to identify key contacts and develop social relationships that will support career advancement. Through a blend of online learning and an instructor-led workshop and networking session via Zoom, students will gain the tools they need to enhance their personal social media presence and broaden their base of contacts for the greatest professional advantage.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**COMM2-CS 1004 Developing Effective Presentation Skills for Professional Success (0 Credits)**

Students who are currently unemployed are eligible to receive a 20% discount on each course in this series. Please call (212) 998-7200 to register at the reduced rate. Note that this discount may not be combined with any other discounts offered by NYU SPS.

Whether you are currently employed or you are job hunting, effective presentation skills can position you for success. In this week-long online class, you will learn to present your best self, virtually and in-person, by speaking effectively to get your message across. Participants in this workshop will practice the preparation and delivery of different kinds of presentations, with an emphasis on learning to speak succinctly, clarify key messages, and keep conversations engaging. In addition, this class will cover key presentation techniques for job interviewing. Students will be encouraged to find their own speaking style so that they remain authentic as well as persuasive. Structured as a blend of online learning and a Zoom workshop session, the course will include opportunities to explore presentation techniques and receive feedback and coaching in a positive, supportive environment.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**COMM2-CS 1005 Learning to Navigate the Freelance World (0.5 Credits)**

Students who are currently unemployed are eligible to receive a 20% discount on each course in this series. Please call (212) 998-7200 to register at the reduced rate. Note that this discount may not be combined with any other discounts offered by NYU SPS.

Are you interested in freelancing but are unsure how to find and secure freelance jobs? Over one short week, this online course will help you to weigh the pros and cons of a freelancing career while offering a practical guide to finding work in the gig economy. Participants will hone their networking skills and define their freelancing goals through online exercises and an interactive Zoom session. We will discuss tips on writing; writing to pursue a freelance career. Following the workshop session, the instructor will offer personalized feedback on a resume, cover letter, or strategic plan submitted by each student. This course has been designed to be relevant for participants working across all professional areas and at all levels of work experience.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes