The ACC NCR Career Development Forum is exploring a new program for peer-to-peer collaboration in specific areas of interest to our members. Our pilot program is the LinkedIn Collaborative Workshop. The LinkedIn Workshop will provide a forum for you to work with another ACC NCR member on enhancing your LinkedIn page, whether you just want a quick read and reaction to your Profile, or you plan to completely rewrite your Summary. Whatever your goal, you and another member can connect at the Feb. 15, 2018 “Next Level LinkedIn: Advanced Strategies to Achieve Your Career Goals,” or afterward on the ACC NCR website to decide the details of how you’ll collaborate. It’s a great way to meet other members, collaborate on a short-term project, and sharpen a key tool in your career toolkit!

WORKSHOP INSTRUCTIONS AND GUIDELINES:

- Connect with one or more partners either in person immediately after the 2/15 ACC LinkedIn program, or by going to the ACC NCR website (http://www.acc.com/chapters/ncr/):
  - Click on the eGroups tab (top right side) and from the ACC Member to Member page
  - Select eGroups from the top menu bar
  - Select “My Committee & Chapter eGroups”
  - Log in, and locate the National Capital Region eGroup (https://community.acc.com/communities/my-committees--chapters)
  - Select the “Discussion” tab
  - Locate the Thread Subject entitled “LinkedIn Collaborative Workshop”
  - From there, either post a message in search of (ISO) a collaboration partner, or find a message from another member who is seeking a partner. Either reply directly, or contact the person via LinkedIn Messaging.
- You can collaborate with your partner in any way you want, but you may want to discuss the following points to ensure you both achieve your desired outcomes:
  - exchange Contact Information: you may decide that email is best, or LinkedIn Messaging, or the phone, whatever works well for your collaboration.
  - decide the Scope of the collaboration: do you want a review and feedback on your entire LinkedIn page? Or do you just want a second opinion on your Profile Summary? Be as specific as possible about your goal(s) and the outcomes you want from the collaboration.
  - agree on Timing: the goal of the workshop is to make improvements, or just get a second opinion, in a short timeframe, such as within 2 weeks.
- Effective workshop collaborations meet the following feedback criteria:
  - Be clear and specific
  - Make concrete suggestions for any improvements
  - Include both positive comments and any opportunities for enhancements or improvements
- The LinkedIn Workshop is an ongoing project – you can find a new collaboration partner anytime on the ACC NCR eGroup.