



# Course

# Overview

**17 Courses**

**70 Lessons**

**10+ Hours**

A holistic curriculum for getting, keeping, and excelling in the job, featuring Gen Z-focused training content, supported by coaches, mentorship and accountability.

## Job Readiness Training



**Professional Basics**



**Working w/Your Manager & Team**



**Goal Setting & Mindset**



**Reviews & Wrap Ups**



**Structures & Job Functions**



**Employee Rights & Support**

## Job Search Training



**Resumes & Beyond**



**Personal Brand & Networking**



**Career Exploration & Job Searching**



**Interview & Hiring Process**

# Job **Readiness** Training

## 6+ Hours



90 minutes

### Professional Basics

Succeeding in the modern workforce requires a robust fluency in various technologies, communication strategies, and professional norms. First, we'll demystify the unspoken rules of the workplace, then learners will dive into key communication skills, tips for personal organization, professional etiquette, and core business tools that are fundamental to success.

- Email & Calendar Management
- Professional Writing
- Presence & Professionalism
- Presentations
- Data Organization & Spreadsheets
- Research
- Confidential Information

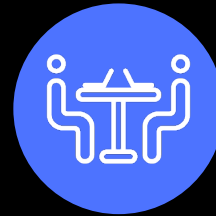


47 minutes

### Goal Setting & Mindset

Setting intentional short-term and long-term professional goals powered by a growth-oriented mindset is key to launching a career, and overcoming the challenge of building professional confidence. Learners gain the tools to start setting goals, including methods for articulating goals to managers, dealing with imposter syndrome, and more.

- Mindset
- Imposter Syndrome
- Goal Setting
- Case Studies



78 minutes

### Working With Your Manager & Team

Employees progress in roles and careers through strong relationships with managers. It's essential to walk into a new role with an understanding of how to build trust, as well as best practices to succeed on a new team, give and receive constructive feedback, manage up, and navigate different management styles.

- Getting to Know Your Manager & Team
- Learning Stages in Your New Role
- Clarify Expectations
- Work Schedule & Time-Off
- Feedback
- Micromanagement & Manager's Perspective
- Conflict In The Workplace



48 minutes

### Reviews & Wrap-Ups

Succeeding in a role requires a regular exchange of feedback, a thorough understanding of the review process, and an awareness of how the role fits into the bird's eye view of a career. We start by going in-depth on performance review best practice and career advancement tips, then provide learners the tools to successfully transition out of roles while setting organizations up for success and preserving their professional networks.

- Intro To Performance Reviews
- Manager Reviews
- Career Advancement
- Concluding A Role

# Job **Readiness**

## Training Cont. **6+ Hours**



**51 minutes**

### **Beyond the Workplace**

Self-management doesn't end at the job; showing up as the best professional possible means understanding how external factors can affect workplace performance. To prepare professionals to be independent and self-sufficient, we start by covering the different types of employee benefits and insurance policies available, before taking a closer look at how to effectively manage finances, plan for retirement, and avoid common financial scams.

- Employee Benefits
- Personal Finances



**35 minutes**

### **Structures & Job Functions**

Develop an understanding of workplace structures, how various departments work together, and types of projects corresponding to various company functions such as marketing, human resources, business development, and operations. This information and expertise helps employees to better understand how each team, and individual, contributes to the overall success of any company.

- Organizational Structure
- Cross-Functional Collaboration
- In-Depth understanding of Marketing, Business Development & HR



**31 minutes**

### **Employee Rights & Support**

In order to confidently navigate the workplace, professionals need to understand the rights and protections afforded to them, as well as how to manage their stress and mental health. By diving into employee rights, strategies for burnout prevention, workplace bias, microaggressions, and more, we prepare learners to self-advocate in the workplace.

- Employee Rights
- Mental Health in the Workplace
- Bias in the Workplace
- Accommodation in The Workplace
- Harassment in the Workplace

# Job Search Training

## 3+ Hours



53 minutes

### Resumes & Beyond

Gain a deep understanding of the science and art behind resumes, cover letters, and LinkedIn profiles that hook audiences with unique skill sets, and keep the reader's undivided attention. We cover best practices for job applications, how to enhance researching skills on job boards, update materials for an ATS, and review real examples of successful resumes, LinkedIn accounts, cover letters and portfolios to help job seekers revise their content to succeed in a competitive job market.

- Resumes
- Cover letters
- LinkedIn
- Portfolios
- Reference Checks



47 minutes

### Personal Branding & Networking

At each stage of a career, professionals need to understand the unique skill sets they bring to organizations, how to leverage their personal brand to tell a story, share their strengths with others, build community, network internally and externally with stakeholders, and properly navigate different corporate structures.

- Intro to Personal Branding & Networking
- What's A Brand?
- Building Your Brand
- Brand Statements, Pitches, & Taglines
- Networking & Outreach
- LinkedIn



33 minutes

### Career Exploration

We dive into the essentials of becoming a strategic job seeker. It's not just about blindly sending your resume out; learners understand how to find the career path for their unique skills and career path, and leverage this in their job search.

- Intro to Career
- Job Search Strategies
- Informational Interviewing



49 minutes

### Interviewing & Hiring Process

Approaching interviews with professionalism and preparation is key to making a strong first impression on an employer, and securing a career-changing role at any stage of a professional career. By reviewing the hiring process, strategies for tackling common interview questions, and how to negotiate a job offer with confidence, learners will ace any interview and secure their dream jobs.

- Hiring Process & Prep
- Interview Questions & Strategy
- Wrap-Up & Follow-Up
- Evaluating Offers
- Negotiation
- Case Studies After the Interview
- Your Mock Interview