

## Course Content

### Book 1: **EXPLORE**

#### Unit 1: Who Am I?

- 1.1 Overview
- 1.2 Personal Skills
- 1.3 Functional Skills
- 1.4 Core Values
- 1.5 360 Feedback

#### Unit 2: Where Am I Going?

- 2.1 Dreams
- 2.2 Purpose
- 2.3 Interests
- 2.4 Options

#### Unit 3: How Do I Get There?

- 3.1 Direction
- 3.2 Alternate Paths
- 3.3 Higher Education Path
- 3.4 How I'll Get There

### Book 3: **ENGAGE**

#### Unit 1: Writing a Resumé

- 1.1 What Should It Look Like?
- 1.2 Summarize Yourself!
- 1.3 Education and Experience
- 1.4 Accomplishment Statements
- 1.5 Put It All Together

#### Unit 2: Interviewing Skills

- 2.1 Getting Started
- 2.2 Cover Letters
- 2.3 Interview Preparation
- 2.4 The Power of Practice
- 2.5 During the Interview
- 2.6 Following Up

#### Unit 3: Networking

- 3.1 What Is Networking?
- 3.2 Networking Nerves
- 3.3 Connecting In Person
- 3.4 Connecting Online
- 3.5 Developing Strong Connections

### Book 2: **EQUIP**

#### Unit 1: How Do I Communicate?

##### VERBAL & NON-VERBAL

- 1.1 How Well Do You Communicate?
- 1.2 Conversational Communication
- 1.3 Are You Listening?
- 1.4 Distractions to Listening
- 1.5 Strategies for Listening

##### WRITTEN

- 1.6 How Are They Different?
- 1.7 Email Etiquette
- 1.8 Text Messages
- 1.9 Social Media

#### Unit 2: How Do I Succeed?

- 2.1 Emotional Intelligence
- 2.2 Self-Awareness
- 2.3 Self-Management
- 2.4 Social Awareness
- 2.5 Social Management
- 2.6 Summary – Emotional Intelligence
- 2.7 Adaptability and Change
- 2.8 Managing Change
- 2.9 How to Adapt
- 2.10 Decision Making
- 2.11 Choose Wisely
- 2.12 Approaching Conflict
- 2.13 Conflict Resolution

#### Unit 3: How Do I Get It Done?

- 3.1 S.M.A.R.T. Goals
- 3.2 Overcoming Obstacles
- 3.3 Reaching Your Goals