

# Essential Skills for Your Career Development

Professional skills

## Week 1: Defining your career

### Welcome

- Welcome to the course
- Introduce yourself
- The modern world of work

### The right path to your ideal job

- What's the path to your ideal job?
- How you can develop the career you want
- How others have found their ideal job
- What's the best path to take?

### Choosing the right path

- How to create a vision board
- Creating your board
- Identifying your roadmap
- What did you discover about your career aspirations?

### Goal setting

- Goal setting and value propositions
- Write your goal
- The importance of value proposition
- Write your value proposition

### Summary

- Preparing for next week
- Glossary

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## Week 2: Growing your career

### Welcome

- Welcome to Week 2
- Why do you need a network?

### Building a network

- The network effect
- Approaches to developing your network
- What's the best approach to networking?
- What are your next steps?

### Building relationships

- Writing excellent CVs and cover letters
- Using short form communications
- How to speak to people
- How do you like to build relationships?

### Adapting as you go

- Always be ready to learn
- How do other people plan their career?
- Towards your dream job

### Summary

- Sharing your success
- Test your understanding
- Next steps