Career Education and Management

Overview
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Overview: Welcome to Career Management 101. This course is designed to provide you with the knowledge, skills and information you will need to prepare for your career path ~ from securing your first position, to building your career through various experiences to managing your career for advancement.

Career Management 101 is made up of a number of modules and affords you the opportunity to explore content in a number of relevant subject areas. In each module you will complete assigned tasks, giving you hands-on experience in each of the subject areas. In addition to this, a series of resources are also available to supplement your learning.

Learning Outcomes

Upon completion of these modules, you will be able to:

- Articulate your skills and attributes to a potential employer not only through your résumé but also in an interview.

- Understand the importance of the resume in the jobs search process, and how each resume needs to be tailored to each specific job being applied for.

- Develop letters associated with the job search, including: cover letters and thank you notes.

- Confidently present yourself in an interview, after having practiced with the on-line tool.

- Explore the importance of personal branding and your social media presence.

- Demonstrate and understanding of professionalism and business etiquette in the workplace.

Content Exploration

Module 1 – Skills Assessment
Module 2 – Developing Resumes
Module 3 – Preparing for Interviews
Module 4 – Job Search Letters
Module 5 – Portfolios
Module 6 – Personal Branding & Social Media
Module 7 – Websites
Module 8 – Professionalism
Summary

Regardless of where you are in your career path, there is always room to improve your knowledge, skills and expertise when it comes to self-awareness, promotion, and job search. The information contained in these modules can be used throughout your career – from when you secure your first job opportunity to when you are ready to make a job change or accept a promotion.

Understanding the complexities of managing your career is essential for your career capital and ultimate success. We are forever growing and changing in our careers, and we will have many changes to this throughout our lifetime. These modules provide you the tools you’ll need no matter where you fall in this journey.

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