

## Work Ready Now

1. **Course number and name:** 020WRNGS1 Work Ready Now
2. **Credits and contact hours:** 2 ECTS credits, 1x1.25 hours
3. **Name(s) of instructor(s) or course coordinator(s):** Carole MOUKAWAM DIB
4. **Instructional Materials:**
  - a. Students handbook, Templates for CV, Cover letter, Portfolio, Video
5. **Specific course information**
  - a. **Catalog description:**
    1. Personal Development
    2. Communication Skills
    3. Job Seeking Skills
    4. Work Behaviors
    5. Teamwork and Introduction to Leadership
  - b. **Prerequisites or co-requisites:** None
  - c. **Required:** Required for all Civil Engineering students.
6. **Educational objectives for the course**
  - a. **Specific outcomes of instruction:**

By the end of the training participants will be able to:

    - Set professional goals based on their skills and interests and make a plan to reach their goals.
    - Communicate and get along well with others, in a variety of settings and for a range of purposes.
    - Identify potential employment opportunities that they are qualified for and know the appropriate ways to apply for jobs.
    - Demonstrate behavior and attitudes that are appropriate for the workplace and follow workplace policies and procedures.
    - Lead a team in accomplishing their goals
  - a. **PI addressed by the course:**

PI	2.1	3.1	3.2	4.1	5.1	5.2	7.1
<b>Covered</b>	yes	yes	yes	yes	yes	yes	yes
<b>Assessed</b>	yes	yes	yes	yes	yes	yes	yes

**7. Brief list of topics to be covered:**

Sessions	Description
1 et 2	<ul style="list-style-type: none"><li>• Identify values and interests</li><li>• Identify and assess skills and qualities</li><li>• Personality assessment</li><li>• Identify short-term and long-term professional goals</li><li>• Identify the obstacles that can hinder the achievement of objectives</li></ul>
3 et 4	<ul style="list-style-type: none"><li>• Listening skills and speaking strategies</li><li>• Recognize non-verbal communication</li><li>• Give and receive instructions and feedback</li><li>• Ask for clarification</li><li>• Give presentations</li><li>• Email etiquette</li><li>• Communicate clearly via email</li></ul>
5 et 6	<ul style="list-style-type: none"><li>• Personalities and styles within a group</li><li>• Customer service skills</li><li>• Conflict management with customers</li></ul>
7 et 8	<ul style="list-style-type: none"><li>• Find and apply for job opportunities</li><li>• Job search strategies</li><li>• Preparation for job interviews</li><li>• Effective resume</li><li>• Networking</li><li>• Effective cover letter</li><li>• Negotiate job offers</li></ul>
9, 10 et 11	<ul style="list-style-type: none"><li>• Find and apply for job opportunities</li><li>• Job search strategies</li><li>• Use LinkedIn effectively</li><li>• Preparation for job interviews</li><li>• Communicate professionally with employers</li><li>• Negotiate job offers</li></ul>
12 et 13	<ul style="list-style-type: none"><li>• Behavior and attitudes at work</li><li>• Management of time</li><li>• Task management</li><li>• Taking initiative at work, work ethic</li></ul>

14 et 15	<ul style="list-style-type: none"><li>• What is Leadership</li><li>• Characteristics of a Leader</li><li>• Leadership styles</li><li>• Active and passive attitude in the workplace / Team building</li><li>• Conflict resolution towards effective leadership</li></ul>
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