

Work Ready Now

1. **Course number and name:** 020WORCS4 Work Ready Now
2. **Credits and contact hours:** 2 ECTS credits, 1x1:15 contact hours
3. **Names of instructors:** Carole Moukawam Dib
4. **Instructional materials:**
 - Student handbook
 - Templates for CV
 - Cover letter
5. **Specific course information**
 - a. **Catalog description:**
Personal Development - Communication Skills - Job Seeking Skills - Work Behaviors
 - b. **Prerequisites:** None
 - c. **Required/Selected Elective/Open Elective:** Selected Elective
6. **Specific goals for the course**
 - a. **Specific outcomes of instruction:**
 - Set professional goals based on their skills and interests and 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.
 - b. **PIs addressed by the course:**

PI	3.1	3.2	5.1	7.1
Covered	x	x	x	x
Assessed		x		
7. **Brief list of topics to be covered**
 - Identify values and interests
 - Identify and assess skills and qualities
 - Personality assessment
 - Identify short-term and long-term professional goals
 - Identify the obstacles that can hinder the achievement of objectives
 - Listening skills and speaking strategies
 - Recognize non-verbal communication
 - Give and receive instructions and feedback
 - Ask for clarification

- Give presentations
- Email etiquette
- Communicate clearly via email
- Personalities and styles within a group
- Customer service skills
- Conflict management with customers
- Find and apply for job opportunities
- Job search strategies
- Preparation for job interviews
- Effective resume
- Networking
- Effective cover letter
- Negotiate job offers
- Find and apply for job opportunities
- Job search strategies
- Use LinkedIn effectively
- Preparation for job interviews
- Communicate professionally with employers
- Negotiate job offers