

Softskills

Softskills - Session 1 - Resume

■ discussion/debriefing ■ theory ■ exercise

00:00	■	Creating a Resume Session Intro & Welcome
00:05	■	Resume as ID Card
00:10	■	Essential elements
00:13	■	Tailoring your resume to the purpose
00:16	■	Do's and Don'ts of a well written resume
00:21	■	Resume checklist
00:26	■	Analysis and individual work
00:56	■	Peer feedback
01:16		<i>End</i>

Softskills - Session 2 - LinkedIn

■ discussion/debriefing ■ theory ■ exercise

00:00	Introduction
00:10	Introduction - What is LinkedIn?
00:20	What we will cover in this workshop
00:25	Defining key terms
00:27	Define your professional brand
00:47	Build your LinkedIn profile
01:47	Build your professional network
01:57	Use your network
02:07	Search for jobs, internships, and schools on LinkedIn
02:17	Extra credit
02:27	Personal SWOT analysis
02:37	<i>End</i>

Softskills - Session 3 - Professional Progress Tools

■ theory ■ exercise

00:00 | Personal SWOT Analysis Scorm Package

00:00 | Introduction

00:05 | Professional Development Goals for IT

00:35 | Personal Goal Setting

01:05 |

01:15 | *End*

Softskills - Session 4 - Giving / Receiving feedback

■ theory ■ energizer/icebreaker ■ exercise ■ discussion/debriefing ■ presenting to the group

00:00	Pre-Live Session
00:20	Session Intro & Welcome
00:25	Session Intentions
00:34	Warm-up Question
00:54	What is feedback? Why is it Important?
01:01	What Are the Guidelines for Giving Feedback?
01:21	Giving Feedback
01:28	Receiving Feedback
01:35	Feedback Practice (in large group)
01:39	Feedback Practice (in small groups)
02:02	Group Debrief
02:12	Thank You
02:13	Step 7 Interview Feedback
02:23	<i>End</i>

Materials

- Flip chart paper (3 sheets) around the room in Session Intentions
- Markers in Session Intentions
- A timer/clock with audible ringer in What is feedback? Why is it Important?
- Copies of handouts for participants (potentially in packets, ideally double-sided) x 5 in What Are the Guidelines for Giving Feedback? | Giving Feedback | Receiving Feedback | Feedback Practice (in large group) | Feedback Practice (in small groups)
- Timer with audible ringer in What Are the Guidelines for Giving Feedback?
- Timer with audible ringer. in Feedback Practice (in large group)
- Timer (with audible ringer) in Feedback Practice (in small groups)

Softskills - Session 5 - Interviewing

■ exercise ■ discussion/debriefing

00:00	Introduction
00:10	Job Interview Preparation and Tips
00:40	How to respond to Common Interview Questions
01:00	Tips for Conducting a Successful Job interview
01:20	Workshop Peer Review
02:05	<i>End</i>