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| |  | | --- | | Module 2- Communication | | How you communicate is critically important to a successful job search, because there are no take-backs or do-overs. From building your resume to the final interview, the impressions you make will determine whether you get the position or get eliminated | |  |

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| Key learning(s) | Objectives | optional instructional tools |
| The art of successful communication | Build awareness on passive communication skills that are detrementeal to the interviewing process while strengthening skills that will get you notices and leave a lasting impression. |  |

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| Concept #1 | Concept #2 | Concept #3 | Concept #4 |
| Effective Listening | Professional Writing Skills | Confident communication | Giving and receiving Feedback |
| Topics to be covered | Topics to be covered | Topics to be covered | Topics to be covered |
| 5 skills for improved Listening  Understanding the big Picture  Effective Listening behaviors | Writing A letter  Following up  Email Etiquette  Tips for effective emails | Learning to speak confidently  Honing in your Message  Congruent body language  Dealing with anxiety and imposter syndrome | Defining Feedback  Receiving negative feedback  Receiving Positive feedback  Disagreeing with given feedback |
| Excercises | Excercises | Excercises | Excercises |
| Paraphrasing  Summarizing  Impressions | Writing an agreeing email  Writing a disagreeing email  Writing a follow up letter | Breaking Work  Mirror Talk  Posture awareness | Ask about How you come off  Self-evaluation  Self reflection |

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| additional information |
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