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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 ListeningUnderstanding the big PictureEffective Listening behaviors | Writing A letterFollowing upEmail EtiquetteTips for effective emails | Learning to speak confidentlyHoning in your MessageCongruent body languageDealing with anxiety and imposter syndrome | Defining FeedbackReceiving negative feedbackReceiving Positive feedbackDisagreeing with given feedback |
| Excercises | Excercises | Excercises | Excercises |
| ParaphrasingSummarizingImpressions | Writing an agreeing emailWriting a disagreeing emailWriting a follow up letter | Breaking WorkMirror TalkPosture awareness | Ask about How you come offSelf-evaluationSelf reflection |

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| additional information |
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