

GRIT: Training Syllabus

Week 1: Goal Setting & Action Planning

- Program Overview & Introductions
- Group Engagement Activities
- Introduction to Goal Setting & Action Planning

Week 2: Workplace Professionalism

- Intro to Business Communication (emails & cover letters)
- Working in Teams
- Workplace Ethics

Week 3: Resume Development (Phase 1)

- Resume Styles & Types
- Key Content Sections

Week 4: Resume Development (Phase 2)

- Cover Letter Review and Fine Tuning
- Formatting Techniques
- Resume Templates
- Fine Tuning

Week 5: Intro to Social Media

- LinkedIn Profiles
(Creating accounts, profiles and adding content)
- Twitter Profiles
(Creating accounts, profiles and adding content)
- Instagram Profiles
(Creating accounts, profiles and adding content)

Week 6: Interview Prep (Phase 1)

- Intro to the Interview Process
- Key Questions to Prepare for
- Key Questions to Ask during the Interview
- Follow-up Steps

Week 7: Interview Prep (Phase 2)

- In-person Interviews
- Virtual Interviews
- Practice Sessions

Week 8: Workplace Professionalism (Wrap-up)

- Social Media Profile Preview
- Final Document Review / Portfolio Creation
- Self-Reflection & 1-on-1 Assessment