# *AW COVE PILOT COURSE CATALOG, August 2022*

**Career Pathing For 2020 And Beyond**--Identify the traits and experiences needed to match your desired career goals. You will assess your skills and needs while determining the best career options for your present situation. You'll also practice career mapping by utilizing the SMART goal method.

**Investing In Your Career Development**--Seize unexpected opportunities by continuously building your career capital. You will reflect on the benefits made and costs incurred with each career move you have made on your employment journey and identify the current value of your skills, connections, and credentials. You'll also discuss new options for further accelerating your career and examine the opportunity costs associated with each potential next move.

**Becoming A Resilient Job Seeker**--Maintain your confidence while increasing competency during periods of unemployment. You will recognize aspects of the job search where you feel most effective and least effective while identifying the gaps in knowledge, understanding or awareness that trigger feelings of low confidence. You'll also examine several case studies and discuss and share practices you have used to overcome similar experiences while engaging in other educational or employment related activities.

**Beginning A New Spiral Towards Success**--Take stock of lessons learned during the pandemic and plan for the future. You will recognize the impact of your personal growth and development on your career goals and identify which goals are still relevant. You'll also identify new habits and behaviors that can create micro achievements towards restarting or renewing your career.

**Bringing Your Unique Attributes To Work: A Way Of Adding To Company Culture**--Message the value you can contribute to various organizations. You will identify your transferable skills and describe two or more ways you have used the same skill to realize the company culture through different outcomes than your peers. You'll also practice combining these skills in new ways that speak to the needs of at least three distinct industries.

**Stand Clear Of The Closing Door: Breaking The Cycle Of Unstable Employment**--Develop a strategy for turning your short-term jobs into sustainable careers. You will recognize your current position in the job market and identify your long-term financial and social needs. You'll also examine several case studies of job seekers who have transitioned out of a vulnerable employment status and discuss which self-directed or pro-social methods of building career capital might work best for you.

**Circling Back To Untapped Career Potentials**--Revisit your prior professional goals that were tabled due to life circumstances. You will recognize the resources which would have supported your once deferred career aspirations and identify the current conditions that would need to be in place for you to deliver on those aspirations now. You'll also examine Donald Super’s life stage career development theory and discuss how best to navigate new life roles and circumstances that might impact your professional goal attainment at this time.

**Building A Career With Some College Experience**--Tailor a unique career path that connects your academic background with the prior and potential work experiences. You will recognize the career capital having some college experience offers you in various labor markets and identify which of your preferred career paths required additional education.

You'll also examine several case studies of job seekers in similar situations and discuss ways to reinvest your academic experiences in a few adjacent industries.

**Scaling Up Or Scaling Down Your Career**--Adjust your career plans to match your lifestyle and professional aspirations. You will recognize the key aspects of your employability that have been affected by personal shifts you have experienced as a result of the COVID-19 pandemic or other transformative events and identify a new scope of possibility for your working life that is built on your values and professional goals. You'll also discuss a series of scenarios to evaluate how

**Emerging Stronger After A Lifequake**--Re-write the narratives of your life for clearer decision-making after experiencing a major disruption. You will recognize how your priorities have shifted in this particular time of change and identify the sources of meaning that can allow you to determine your next steps. You'll also discuss research-based strategies for re- orienting your self-concept and goals and assess which methods are most relevant to your own situation.

**Sharpening The Tools In Your Career Kit**--Assess your need for retention in order to qualify for new or more advanced roles in different fields of interest. You will recognize the industries and fields where your professional background, work experiences, and education best intersect and identify the new skills and qualifications that will allow you to move towards the next phase of your career. You'll also review various case studies showcasing individuals seeking different career transitions as a reflective tool to craft meaningful action-planning to enhance your own professional development.

**Moving Forward With Courage In Spite Of Career Uncertainty**--Create new opportunities for small wins in a post- covid-19 climate of constant career change. You will assess your current experiences through the lens of the HEROIC career mindset. You'll also create actions steps towards your employment or educational goals that can lead to incremental changes towards greater life stability.

**Working While Parenting Beyond The Pandemic**--Manage your considerations with returning to work in the post-COVID world. You will recognize if and how your social support system has changed during the pandemic and identify any unmet needs that can affect your ability to care for your children while maintaining employment. You'll also examine several case studies and discuss the most pressing issues facing each individual and the options for successfully meeting the demands placed on them by potential employers and their children.

**Career Empowerment Pt. 1: Knowing & Asking For What You Need**--Understand the social and psychological benefits of being your own best advocate in the workplace. You will reflect on times when you have had to face your fears of asking for what they need at work and examine your current advocacy style while discussing its impact on colleagues and team morale as a whole. You'll also review various case studies and discuss the tools that are most effective in each approach to fostering personal empowerment while building mutual respect with others.

**Don't Get Box In: Be Your Own Best Advocate**--Play an active role in making decisions or expressing your ideas and needs. You will identify the communication skills that are essential to addressing challenges both inside and outside of work. You'll also discuss any barriers to gaining support from others for your personal and professional goals.

**Upskilling In A Changing Job Market-**-Develop a mindset for continuous learning and growth. You will learn to recognize new skills you can acquire based on past work and life experiences. You'll also identify opportunities to pursue online vocational programs that can help you obtain certifications for in-demand jobs.

**Expanding Your Employability Toolbox By Building Adjacent Skills-**-Widen your career perspectives to remain competitive in a changing job market. You will reflect on your cross-functional work experiences in prior jobs and answer guided questions to identify the skills you have developed for adjacent roles across industries. You'll also examine the job functions across industries that will remain relevant over the next decade and determine how you can continue building adjacent skills as stepping-stones towards these in demand roles.

**Building Career Capital For The World Of Remote Work**--Expand your options in the post-COIVD-19 job market. You will identify the skills, connections, and credentials that has or will allow you to make an impact in your job. You'll also determine the best way to enhance your career capital for remote working given your current access to people, places, and potential job opportunities.

**Enterprising Skills For Jobs Today And Passion Projects Tomorrow**--Maximize your career potential towards the adjacent goal of being an independent business owner. You will recognize your aptitude for using enterprising skills in your career and discuss ways to develop your potential while still working for others. You’ll also identify the resources that can help you intersect traditional employment with your other vocational pursuits in and outside of the labor market.

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**Developing Second Language Skills For Work (Part 1): Moving Beyond the Beginner's Stage**--This is the first installment of a series designed to assess your ability to add additional language skills to your career competencies. You will recognize the various resources for language learning you have acquired from prior life and work experiences and identify the demand for additional language skills on your career path. You'll also review various case studies in an effort to discuss both roadblocks and successful practices, while taking steps towards professional goals that require proficiency in your non-native language.

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**Reimaging Your Tech Savvy In The Middle Of Your Career Journey**--Gauge your level of comfort and competency using various forms of emerging technologies at work. You will recognize how the uses of technology in the workplace have changed over the last 20 years and identify your current gaps in digital literacy. You'll also examine several case studies based on future workplace technology use scenarios and discuss actionable ways to prepare yourself for these new workforce demands.

**Assessing And Applying Skills Gained Outside The Workplace**--Outline the skills you have developed outside of your formal employment history. You will identify and distinguish your self-management, transferable, and job-related skills. You'll also learn to highlight those skills throughout various aspects of their job search activities.

**Reconstructing Your Skillset Post COVID-19**--Reassess your capacity to engage in virtual learning, working, and living after the pandemic. You will recognize what you can now do alone, what you can do with support, and what you still need to learn while identifying and prioritizing the skills needed to meet your post Covid-19 goals. You'll also examine several case studies and discuss various methods for acquiring these skills in the remote world.

**Managing Your Reputation In The Job Market**--Adapt to common and unexpected shifts in relationships, in-demand skills, and career opportunities that might impact how you are seen and perceived as a job-seeker. You will recognize the benefits and limitations of building a professional brand and identify ways to capture career capital while working through periods of transition. You'll also examine several case studies of individuals faced with challenges to their reputation and discuss how best they can continue to achieve benchmarks towards their career goals and add value to their existing or next place of employment.

**Engaging Potential Employers On Social Media Platforms**--Take a strategic approach to employer research and networking opportunities provided by online platforms. You will recognize where your current level of engagement on social media intersects with your job search strategy and identify the mediums that potential employers use to engage jobs prospects. You'll also review various case studies that present professional efforts to both network and research potential employers and discuss best practice that can be useful towards your own job search.

**Asking The Right Questions On An Interview To Avoid Disappointment On The Job**--Unpack your needs around job satisfaction. You will recognize the various elements of work fit and identify the areas where you have missed prior opportunities to determine if a particular job would provide you with a sese of fulfillment. You'll also practice generating questions to ask potential employers in each of those areas.

**Achieving High Performance On A High-Stakes Interview Part 1: Managing Moods, Motives, And Interpersonal Mastery**--Work through struggles with confidence at different stages of the interview process. You will recognize the internal thoughts and dialogue that generate anxiety for you and identify peak performance standards that would facilitate productivity. You'll also explore the anxiety reappraisal model and apply it to case studies that explore high stakes interviewing scenarios.



***Career Launch For Young Adults***

**The Zone Of Positive Progress For Young Adults**--Assess and evaluate your motivations, support systems, and ability to deliver on your goals. You will recognize where you have the most agency in life as an emerging adult and identify the factors that most contribute to you acting on that sense of agency. You'll also examine case studies to experience processing next steps, blind spots, and new support systems needed to thrive as a young adult.

**#Adulting In Times Of Transition**--Gain a sense of agency that can help you mature during and after the pandemic. You will reflect on your own ideas about what it means to be an adult and develop clear goals around those ideas. You'll also identify your unique talents and how they can be used to contribute to the world around you by launching an #adulting project.

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**The Power Of Time, Interests, And Hobbies**--Enhance your potential by exploring strengths in non-work-related activities. You will recognize how hobbies can assist with making money, bettering your health, attaining new knowledge, and evolving your mindset. You'll also examine various career narratives using the happenstance career theory and discuss how a wide range of interests can prepare job seekers like you to quickly identify and capture new opportunities for career development.

**Show Up And Show Out For Your Future**--Discover new social environments to develop or enhance your future work skills. You will identify three potential future career paths for yourself and determine the vocational and professional communities that are aligned with each path. You'll also explore the human skill matrix and determine the common competencies among these career paths and develop an action plan for community engagement now.

**Squad Up To Become Resilient (Part 1)**--This is the first installment of a three-part series designed to help you find support for your needs among family and within your community. You will reflect on your most challenging obstacles at work, school, and in significant relationships and discuss what would give you more confidence in balancing the demands of all three areas. You'll also examine different examples of resilience through case studies and identify the types of social support that can help you build this personal competency.

**I Am More Than My Resume**--Become comfortable when you are new to the job search and develop a resume you can use as a starting point to speak confidently about yourself on an interview. You will recognize which of your skills, knowledge, and experiences directly translate to the qualifications for various jobs and identify the appropriate language needed to communicate that value to employers. You'll also demonstrate your levels of confidence with expressing the breadth and depth of your strengths by practicing your elevator pitch in several interview scenario across industries.

**Launching A Recession-Proof Career**--Get introduced to job training opportunities that can lead to more stable careers. You will explore programs in both the tech and healthcare industries. You'll also evaluate learning needs and life demands to determine whether these programs would be a good fit for your career development.

**Drafting Professional Emails**--Improve your business communication skills for remote working. You will learn to recognize the centrality of emailing in 21st Century professional life. You'll also recognize conventions of an effective professional email based on the writer's purpose, the reader's needs, and varying expectations of formality in company cultures.



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