

Course Modules 1-4: Navigating Career Transitions

Lesson ***01*** *Emotional Resilience – Processing Your Feelings and Staying Positive*

Overview: To understand the emotional impact it takes on you when you lose your job unexpectedly. How to navigate your emotions during a change in your career. How to build resilience to stay positive and proactive.

Key Topics:

- What emotional resilience is and why it matters during a job loss?
- Managing common emotional reactions (fear, uncertainty, frustration).
- Strategies for cultivating a positive mindset and overcoming self-doubt.
- The importance of routine and self-care in maintaining emotional balance.

Lesson ***02*** *Mental Health – Coping with Stress and Maintaining Well-being During Job Transitions*

Overview: To learn the importance of prioritizing your mental health during your job search and how to manage stress, anxiety, and uncertainty effectively.

Key Topics:

- Identifying and understanding the mental health challenges during career transitions.
- Techniques for managing stress, anxiety, and uncertainty (meditation, exercise, mindfulness).
- Building a strong support network of friends, family, and professionals.
- Seeking professional help and resources if needed (counseling, coaching).

Lesson 03 Financial Planning – Assessing Your Budget and Creating a Financial Roadmap

Overview: To gain control over your financial situation by learning how to assess your budget and create a practical financial plan during unemployment.

Key Topics:

- Analyzing your current financial status: savings, expenses, and liabilities.
- Adjusting your budget and cutting back on non-essentials.
- How to plan for the unexpected and stretch your savings.
- Exploring temporary income sources: freelancing, gig work, and side jobs.

Lesson 04 Reframing Negative Thoughts - Cultivating a Positive Mindset

Overview: To Learn how to reframe from negative thoughts and develop a more positive, growth oriented mindset.

Key Topics:

- Change the way you think, by identifying specific situations that make you feel negative about yourself.
- Self-doubt and loathing behavior can sabotage someones progress, learn now to refrain from speaking negatively about yourself.
- How to reframe a negative thought into a positive one.

Course Modules 5-7

Thriving Through Career Transitions

Lesson **05** Personal Branding - Modernizing Your Resume & LinkedIn Profile for Maximum Impact

Overview: Learn to freshen up your resume and LinkedIn profile to stand out to recruiters and employers highlighting your skills & achievements

Key Topics:

- What is personal branding & why does it matter?
- How to modernize your resumes for specific job tailoring & ATS compliancy. What is ATS?
- How to write a compelling profile headline and summary to grab attention, what tools to use.
- Tips to stand out in the competitive job market and making a lasting first impression.

Lesson **06** Creating a Strategic Job Search Plan – Setting Clear Goals and Milestones

Overview: Learn how to create a well-structured, actionable job search plan that focuses on clear goals and milestones for maximum success.

Key Topics:

- Setting SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) for your job search.
- Researching companies and roles that align with your values and goals
- Tracking progress and staying accountable: Using job search tools, spreadsheets, and checklists to stay organized.
- Maintaining momentum: Strategies for staying motivated throughout the job search process.

Lesson *07* *How to Stay Motivated and Disciplined During Your Job Search*

Overview: Learn strategies to stay disciplined and maintain high motivation during your job search, ensuring consistent progress toward your career goals.

Key Topics:

- The importance of setting clear, achievable goals during your job search.
- Creating a structured daily routine to stay productive and focused.
- Managing job search fatigue: How to keep your energy high without burning out.
- The power of small wins: Celebrating progress, no matter how small.
- Techniques for staying disciplined: Time management, accountability partners, and tracking progress.
- Building a support system: Connecting with mentors or job search groups for encouragement.

Course Modules 8-10 *Turning Set-backs Into Success*

Lesson *08* *How to Handle Job Interviews with Confidence: Tips for Acing Every Question*

Overview: To gain confidence in job interviews by mastering key strategies and preparing for common questions, allowing you to shine in every interview.

Key Topics:

- The importance of preparation: How to research the company, role, and industry.
- Crafting your personal story: How to communicate your value effectively.

Key Topics - cont'd

- Anticipating common interview questions and practicing strong responses.
- Handling tough questions: Strategies for answering tricky or unexpected questions with poise.
- The power of asking questions: Demonstrating your interest and engagement during interviews.

Lesson ***09*** **Turning Rejection Into Motivation - Staying Positive After a Setback**

Overview: Learn how to handle rejection with Grace, stay positive and use setbacks as fuel for personal and professional growth.

Key Topics:

- Understanding rejection: Why it happens and how to proceed emotionally.
- The power of self - reflection: Learning from experiences and re-inventing yourself.
- Building emotional strength: Tools for maintaining a positive attitude during a setback.
- Creating a “rejection resilience” plan: Daily practices to bounce back stronger after every “no”.

Lesson *10* Creating a Long-Term Career Plan

Overview: Learn how to set clear career goals for the next 6-12 months can help you stay focused and make meaningful progress.

Key Topics:

- Improve public speaking skills to confidently present in team meetings.
- Framing actionable goals using a SMART system.
- Improving networking skills.
- Skill gap assessment.
- Identifying industry trends .

Final Exercise:

1. Create an action plan for the next 30 days based on the lessons learned:

- Set job search goals and track your progress.
- Identify key companies you want to target and how to network with them.
- Practice interview questions and review your responses.
- Develop a rejection resilience plan: How you will handle setbacks and keep moving forward.

Emotional Resilience Action Plan:

- Reflect on your current emotional state and identify any areas where you may need to improve emotional resilience.
- Develop a routine that includes self-care practices (e.g., exercise, meditation, hobbies) and set aside time for personal growth activities like journaling or mindfulness exercises.
- Commit to practicing positive self-talk and focusing on your strengths and achievements, especially on tough days.

Journaling Made Easy – Use Journal Pages Provided found at back of book