



## Career Readiness

Career readiness is the process of preparing learners of any age with the essential skills they will need to find, acquire, maintain, and grow within a job. Career readiness concerns just about any area associated with someone entering the job market.

Career readiness encompasses everything that a learner needs to know to launch a successful occupational life, along with all the accomplishments, pride, stability, and progression that entails. Sometimes that refers to soft skills. Other times, it means learning a hard-and-fast way to perform a certain process. At the end of the day, career readiness promises exactly what is in its name.

The purpose of this module is to develop the learner's understandings, knowledge, actions, and skills for career readiness.

## Learning Outcomes

1. Define career readiness.
2. Prepare for and conduct a job search.
3. Develop a personal brand.
4. Follow appropriate steps to apply for a job.
5. Prepare for and participate in a job interview.
6. Perform job shadowing as part of the self-discovery process.
7. Discover the traits and characteristics needed to start your own business.

## Recommended Learners

- Undergraduate Students
- Graduate Students
- Students of any age wanting to gain the essential skills needed to find, acquire, maintain, and grow within a job.

**Mutual Respect and Trust**      **Mindfulness**      **Welcome Diversity in team**

**Open Communication**      **Maintain Transparency**

## The First 90 Days in A New Job: Make Them Count

*An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.*

**Applications and Best Practices**

- ✓ Integrate in a course or program on human resource management.
- ✓ Professional development for continuing education or refresher of skills.
- ✓ Include as a resource in a career center or library.
- ✓ Professional development for refresher of skills or in preparation for career shift.

**Pricing**  
**Module is Approximately 4-6 Learner Hours**

1-100 Learners per Year \$49 per Learner	101-500 Learners per Year \$44 per Learner	500+ Learners per Year \$39 per Learner
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