



PROFESSIONAL AND PERSONAL DEVELOPMENT CURRICULUM 24 SESSIONS

Zoom 1-4: Introduction and Personal Development

Zoom 1: Orientation and Goal Setting

- Program overview
- Setting personal and professional goals
- Time management techniques

Zoom 2: Self-Assessment and Reflection

- Self-assessment tools Trek42 and CAP42.
- Identifying strengths and areas for improvement
- Developing a personal development plan

Zoom 3: Emotional Intelligence

- Understanding emotional intelligence (EQ)
- Developing self-awareness and self-regulation
- Empathy and social skills

Zoom 4: Stress Management and Resilience

- Stress management techniques
- Building resilience and coping strategies
- Work-life balance

Zoom 5-8: Communication and Interpersonal Skills

Zoom 5: Effective Communication

- Verbal and non-verbal communication
- Active listening skills
- Giving and receiving feedback

Zoom 6: Public Speaking and Presentation Skills

- Overcoming public speaking anxiety
- Structuring and delivering effective presentations
- Using visual aids and technology

Zoom 7: Conflict Resolution and Negotiation

- Understanding conflict dynamics
- Conflict resolution strategies
- Negotiation techniques

Zoom 8: Networking and Relationship Building

- Building professional relationships
- Networking strategies
- Leveraging social media for networking

Zoom 9-12: Leadership and Management Skills

Zoom 9: Leadership Fundamentals



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- Leadership styles and theories
- Developing a leadership mindset
- Leading by example

Zoom 10: Team Building and Collaboration

- Building effective teams
- Fostering collaboration and trust
- Team dynamics and roles

Zoom 11: Project Management

- Project management principles
- Planning and executing projects
- Tools and techniques for project management

Zoom 12: Decision Making and Problem Solving

- Decision-making frameworks
- Creative problem-solving techniques
- Critical thinking skills

Zoom 13-16: Technical and Digital Skills

Zoom 13: Basic IT Skills

- Understanding basic computer operations
- Microsoft Office suite (Word, Excel, PowerPoint)
- Email and calendar management

Zoom 14: Data Literacy and Analysis

- Introduction to data literacy
- Basic data analysis techniques
- Using data for decision making

Zoom 15: Digital Marketing and Social Media

- Fundamentals of digital marketing
- Social media strategies
- Content creation and management

Zoom 16: Cybersecurity and Data Privacy

- Understanding cybersecurity threats
- Best practices for data privacy
- Protecting personal and professional information

Zoom 17-20: Industry-Specific Skills

Zoom 17: Industry Trends and Innovations

- Understanding current industry trends
- Identifying emerging technologies
- Adapting to industry changes

Zoom 18: Customer Service Excellence

- Principles of excellent customer service
- Handling difficult customers
- Building customer loyalty



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Zoom 19: Sales and Business Development

- Sales techniques and strategies
- Building and managing a sales pipeline
- Negotiating and closing deals

Zoom 20: Financial Literacy

- Basic financial principles
- Budgeting and financial planning
- Understanding financial statements

Zoom 21-24: Advanced Topics and Capstone Project

Zoom 21: Advanced Leadership and Strategic Thinking

- Strategic leadership principles
- Long-term planning and vision
- Leading organizational change

Zoom 22: Innovation and Creativity

- Fostering innovation in the workplace
- Creative thinking techniques
- Implementing innovative ideas

Zoom 23: Global Business and Cultural Awareness

- Understanding global business dynamics
- Cultural awareness and sensitivity
- Managing cross-cultural teams

Zoom 24: Capstone Project and Graduation

- Capstone project presentation
- Program review and reflection
- Graduation and next steps

Additional Components

- Zoom Assignments and Projects: To apply the learned concepts.
- Guest Speakers and Workshops: Industry experts to share their insights.
- Mentorship Program: Pairing participants with mentors for guidance.
- Evaluation and Feedback: Regular assessments to track progress and provide feedback.

This curriculum provides a well-rounded development experience, equipping professionals with the skills and knowledge needed to excel in their careers.