

This One2One service is customized just for you, so we let you decide which tools from the course you want to prioritise for personalized help.

Please make sure to keep on track using this checklist so that we keep momentum and can finish the course in the time allocated.

#### BEFORE SESSION 1

- Login to your account and click the '**Start Course**' button on the Welcome screen.
- Watch **Course Overview** video.
- Print **Assignment Checklist** reference tool. This is the full Self-Study course checklist.
- Watch **Steps 1 & 5** videos (if of interest, not required).
- Watch **Steps 2, 3 & 4** videos.
- Complete **Dream Job Targeting** and **Values & Traits Exercise** from Steps 3 & 4.
- Watch **Step 7** video.
- Complete **Skills for Success** from Step 7.
- Email** the completed homework tools to your coach.

#### AFTER SESSION 1

- Finalise **Dream Job Targeting** tool.
- Search online for **1-3 "dream jobs"** (try and find live roles, but if not, don't worry).
- Populate the **Networking Opportunity Map** (Step 2) with 10 companies to target and 10 profiles of people on LinkedIn who "you want to be when you grow up".
- Watch **Step 6** video and prepare **Job Description Rewrite** for one of the "dream jobs" above.

- Confirm your **Skills for Success** categories are correct on your draft **Functional CV** that we worked on in Session I.
- Complete **Dream Job Targeting** and **Values & Traits Exercise** from Steps 3 & 4.
- Watch **Step 8** video and draft 12 statements (3 for each skill) directly onto your **Functional CV** using the **Accomplishment Statement Formula**.

#### AFTER SESSION II

- Finish **Functional CV**.
- Watch **Step 9** video and prepare **Cover Letter** (if required).

#### AFTER SESSION III

- Watch **Steps 10-13** videos.
- Write draft **Bio**.
- Update **LinkedIn profile** using the four tools from Step 11; match LinkedIn to your CV content and Bio.
- Write draft **Elevator Pitch**.
- Write sample **LinkedIn In Mail** using the tool.

#### AFTER SESSION IV

- Fill out our **feedback form** and provide LinkedIn recommendation (thank you).

