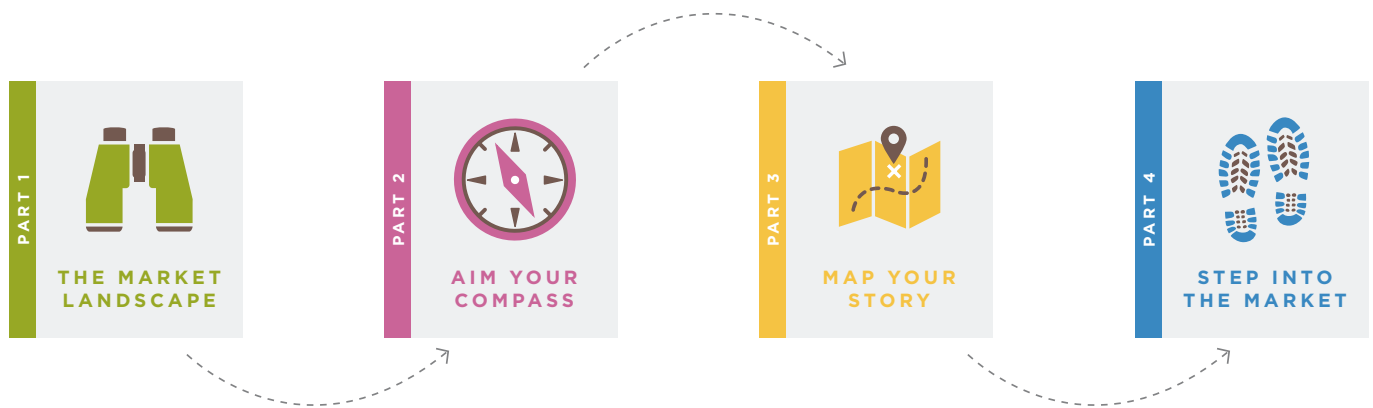


SOAR TO THE SUMMIT

ASSIGNMENT CHECKLIST



| | Step | Time (mins) | What's Covered | Homework | Time (mins) |
|--------|----------------------------------|--------------------------|---|--|------------------------------|
| PART 1 | STEP 1 Lay of the Land | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Key Resources • Top Market Trends • Hiring Trends • Career Change Tips | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Resources Page | HW time Approx. 1h |
| | STEP 2 The Players | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Case for the Purpose Economy • People Agenda • Inside the Organization • Market Opportunity Map • Career Tracks | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Networking Opportunity Map <input type="checkbox"/> Part 1 Quiz | HW time Approx. 1h |

| | | | | | |
|--------|--|--------------------------|--|--|--------------------------------|
| PART 2 | STEP 3 Narrowing the Net | Video 17 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Peeling the Impact Onion • Impact Investing Onion • Mapping Your Dream Job Criteria | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Dream Job Targeting | HW time Approx. 1h |
| | STEP 4 It's a Two Way Street | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • What is a Value? • Mapping your Values & Traits | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Values & Traits Exercise | HW time Approx. 1h |
| | STEP 5 Change Your Course | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • The Job Search has Changed • Fears of the Unknown • 6 Tips for Making a Career Change • 1-Page Job Proposal | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Career Change Fear Map <input type="checkbox"/> Part 2 Quiz | HW time Approx. 0.5h |

| | Step | Time (mins) | What's Covered | Homework | Time (mins) |
|--------|--|--------------------------|--|---|------------------------------|
| PART 3 | STEP 6 Be in Their Shoes | Video 12 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Job Application Process • Job Description Rewrite | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Job Description Rewrite | HW time Approx. 2h |
| | STEP 7 Prove Your Skills | Video 13 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Activities to Deliver • Skills and Competencies • The CSO • Skills for Success | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Skills for Success | HW time Approx. 2h |
| | STEP 8 Wow Them on Paper | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Accomplishments Not Responsibilities • Marketing You: Create a Killer CV | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Functional CV <input type="checkbox"/> Chronological CV <input type="checkbox"/> Accomplishment Statement Formula | HW time Approx. 4h |
| | STEP 9 Write a Cover Letter using KISS | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Keep Your Cover Letter Short & Sweet • 5 Steps to the Dreaded Cover Letter • Other Tips and Tricks | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Cover Letter Examples <input type="checkbox"/> Cover Letter Tips <input type="checkbox"/> Part 3 Quiz | HW time Approx. 2h |

| | | | | | |
|--------|---|--------------------------|---|---|------------------------------|
| PART 4 | STEP 10 Tell Me So I'll Listen | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Bio for Networking • 7 Steps to a Killer Bio | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Bio Writing Tool | HW time Approx. 1h |
| | STEP 11 LinkedIn is Not Optional | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • LinkedIn – There's No Going Back • 5 Tips for Branding on LinkedIn • Navigating LinkedIn to Land Your Impact Job • Your Profile • LinkedIn Checklist & Critique | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> LinkedIn Checklist | HW time Approx. 1h |
| | STEP 12 Recruiters Are Not Your Friends | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • 5 Tips for Approaching Recruitment Agencies • 3 Tips to Working With a Recruiter | HOMWORK No homework! | HW time N/A |
| | STEP 13 Networking Sherpa | Video ~15 mins | WHAT'S COVERED <ul style="list-style-type: none"> • Networking is Not a Dirty Word • Give to Get Networking Tips • Written Networking: LinkedIn InMails • Spoken Networking: Elevator Pitch | HOMWORK <ul style="list-style-type: none"> <input type="checkbox"/> Elevator Pitch <input type="checkbox"/> LinkedIn InMail Tips & Scripts <input type="checkbox"/> Part 4 Quiz | HW time Approx. 2h |

Total video time: Approx. 192 mins

Total homework time: Approx. 18.5h