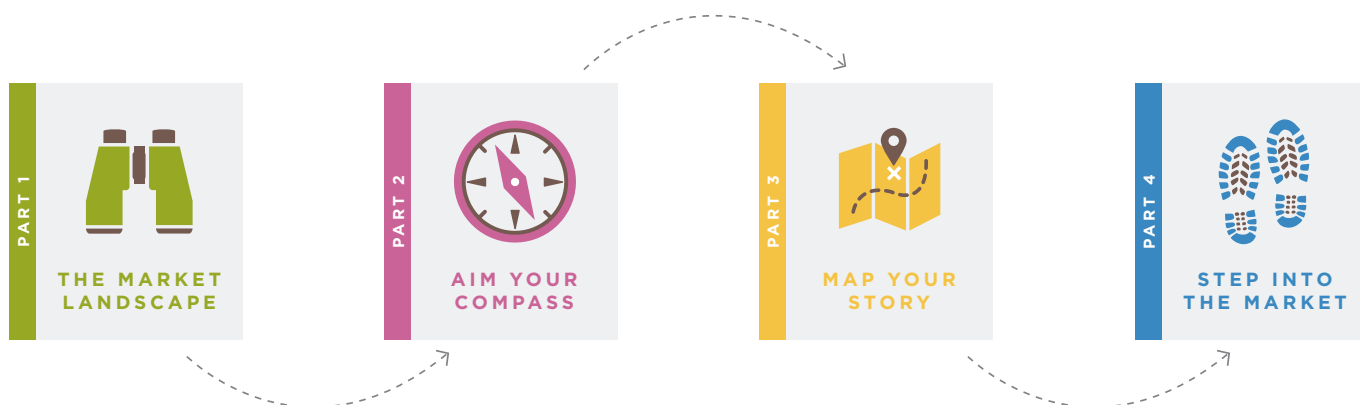


# SOAR TO THE SUMMIT

## COURSE OVERVIEW



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

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

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

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

**Total video time:**      Approx. 192 mins

**Total homework time:**      Approx. 18.5h