



The Academy | Community Advancement

Career Readiness

Our goal is to close the skill gap in the communities we serve while enabling candidates to confidently compete in today's job market.

You're Invited!

Building Career Readiness

Grow Your Career

Join us for a career growth training on **Thursday, July 21st from 1 – 2:30 p.m. Eastern**, sponsored by The Academy at Bank of America. This workshop will help you understand how to build trust, engage effectively in an interview and present your best self.

Click to join event: <https://goto.webex.com/goto/onstage/g.php?MTID=e03a05cb769903452d9cc2e85df24ddef>

Step 1: Click link to register. Select register and fill in details. 

Step 2: Download the Web-Ex App and save the date

Step 3: Join the session 5 minutes early on July 21st (12:55 pm/EST)

Please respond to the short survey after your session – we want to hear from you!



Grow Your Career offering

Course description

This course is designed for learners interested in growing their career in a corporate setting by focusing on the 3 components of Presenting Your Best Self – building credibility, interacting effectively & presenting yourself professionally - and how to apply them in the interview process and career journey.

Course goals

The goal of this course is to provide learners the skills needed to feel confident in and credible in the interview process and among their new peers in a corporate setting. Learners will focus on:

- Self-discovery process
- Interviewing skills
- Professional expectations
- Personal presentation

Student learning outcomes

Upon completion of this course, the successful learner should be able to:

- ✓ Understand the importance of having a growth mindset
- ✓ Conduct self in a professional manner in interactions with others
- ✓ Utilize interviewing best practices and understand how to construct answers for behavioral interview questions

Course outline

Introduction to growth mindset

- What it is and how to develop it

Building credibility

- Trust, competence, accountability, respect, and being genuine

Interacting effectively with others

- How to effectively interact with others in the work place

Presenting yourself professionally

- Self-image
- Professional attire
- Etiquette in the workplace

Presenting your best self in an interview

- Navigating the application process
- Interviewing best practices
- Introduction to behavioral interview questions and answers
- Activity: Knowing your personal wins
- Resume building resources

Re-cap and close

