

# Modules & Activities

## Career Intelligence

ELPI01

### *Initiating a job search*

Find and list 10 target companies and positions, then explain why you want them

ELPI02

### *Prepare to apply*

Create and share a Resume, Video Profile and LinkedIn Profile

ELPI03

### *Prepare for an interview*

Schedule a mock interview and write to a recruiter

ELPI04

### *Decide on and accept a job offer*

Draft mock emails post-“first interview”, and practice an acceptance or rejection response

ELPI05

### *Ready4work:*

### *Arrange business meetings*

Practice and record yourself organizing and conducting meetings

ELPI06

### *Ready4work:*

### *Conduct business research*

Create a research project and video presentation on an interesting topic

ELPI07

### *Ready4work:*

### *Understand customer needs*

Play Scenario: analyse customers, videotape your discussion, and play for feedback

ELPI08

### *Ready4work:*

### *Write business reports*

Prepare a 10-page business report incorporating all elements discussed

ELPI09

### *Ready4work:*

### *Present and persuade*

Make a business presentation on the selected project, record, and share

ELPI10

### *Ready4work:*

### *Collaborate with others*

Participate in a teamwork project, record your experience and share