

Professional Development Program Syllabus

Training ID: 1506

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Training Start Date: 11/14/2022

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WELCOME to Revature! You will be learning a lot of technical skills in the weeks to come, but not only will you be learning how to be the best of the best technically, but you will also be developing your soft skills. The skills you will obtain are timeless and will just be the start of becoming the professional employers are looking for. Not only will you be able to successfully move through the interview process, but you will also refine your workplace expertise!

Your assignments will be in Eduflow and you should receive your log-in information within the next day. Please log in to get started! Instructions will be provided to you for all assignments as well as contact information and links to sessions.

Assignments		Due Date
Week 1	<ul style="list-style-type: none"> Read your Welcome Email and Complete Soft Skills Identity Survey https://forms.office.com/r/f73hmqfWZG 	11/18/2022
	<ul style="list-style-type: none"> Complete your Professional Development Introduction Video 	11/21/2022
Week 2	<ul style="list-style-type: none"> Professional Development Introduction Video Due (REMINDER) 	
	<ul style="list-style-type: none"> Watch Effective Communication in the Workplace and take follow up quiz 	11/28/2022
Week 3	<ul style="list-style-type: none"> Complete Communication Interview Activity with assigned PDP Peer and provide feedback follow up. 	12/2/2022
Week 4	<ul style="list-style-type: none"> Complete Written Communication Email Activity: Workplace Scenarios 	12/9/2022
Week 5/6	<ul style="list-style-type: none"> Complete Virtual Interview Best Practices Before, During, and After 	12/16/2022
	<ul style="list-style-type: none"> Complete Mini-Mock Interview Assignment Schedule an appointment with PDP Team for weeks of (12/26/2022 to 1/6/2022) 	12/23/2022
Week 7	<ul style="list-style-type: none"> Attend 1:1 Interview Prep Coaching appointment with PDP coach (REMINDER) 	1/6/2022
	<ul style="list-style-type: none"> Submit an Interview question(s) for next week's Power Hour forum Complete follow up work from coaching if PDP coach assigned it to you 	1/9/2022
Week 8	<ul style="list-style-type: none"> Attend Power Hour Forum. Note: Cannot attend if you didn't attend coaching with PDP or have not completed follow-up work if work was assigned. 	1/11/2022
Week 9	<ul style="list-style-type: none"> Watch Get into Gear 	1/16/2022
	<ul style="list-style-type: none"> Complete Get into Gear Quiz 	1/20/2022

Assignment Descriptions

Soft Skills Identity Survey

This survey is designed to help the professional development team get a better idea of where you are when it comes to your soft skills. We will address the areas you need more support in.

Professional Development Introduction Video

This assignment will have you answer two question prompts on video. It will be used by our team to learn a little more about you, but more importantly get you to a comfortable place speaking on camera just as you would in an interview with an employer. Don't worry! We won't be looking for you to be perfect, just authentic so we are able to assist you in getting the help you need to be great!

Effective Communication in The Workplace

This video will take a closer look at the four main types of communication in the workplace and how to go about strengthening your skillset in each one. This is foundational and will set you on the right path for developing yourself in the areas in communication you individually need it the most. **Note:** Must complete follow up quiz.

Communication Interview Activity

You will receive an interview question and will record yourself answering the question following the guidelines provided by the PDP team. This will be evaluated by a PDP Peer and vice versa. This assignment is designed to help you refine your communication skills in all four major communication areas virtually as well as allow you to learn from a peer.

Written Communication Email Activity

In this activity you will be given a workplace scenario and will need to respond as though you were replying to your supervisor via email. You will need to use the provided guidelines to respond in the best possible way. This assignment is designed to help you refine your written communication skills and further develop your professionalism in the workplace.

Virtual Interview Best Practices Before, During, and After

This video focuses on giving you the tools you need to be successful in your upcoming interview(s). It will provide you with guidelines for how to prepare before your interview, what to do during the interview, and how to move forward once the interview is complete. This video will also include some do and don'ts, examples of common behavioral interview questions, and the types of questions that could be asked. Overall, the video is designed to help you do your best! **Note:** Must complete follow up quiz, mini-mock interview assignment, and 1:1 coaching.

Mini-Mock Interview Activity

For this assignment you will record yourself answering the question Tell Me About Yourself following provided guidelines. This activity is designed to set you up for success from the beginning of your interview to provide the best possible first impression to the interviewer. It will also allow you to receive expert feedback and additional tips and tricks from a Professional Development Coach during the follow up 1:1 session. **Note:** Additional mini-mock interviews questions will be assigned as needed or upon special request.

Power Hour Forum

This is an interactive discussion where you will be able to see live responses and role plays to both technical and behavioral interview questions with PDP Coaches and Trainers. The questions that will be answered and discussed will be questions that were requested by you. **Note:** You will need to submit your interview question the week before.

Get in Gear

This video is designed to help you transition from Revature training to working on project. It will provide you with professional practices to incorporate while working within teams and with leadership!