

CERTIFICATE OF ACHIEVEMENT

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**Has successfully completed 62 learning module(s)
within the Skills to Succeed Academy.**

CONGRATULATIONS!

**You are building skills for the future and for
success in your jobseeking journey.**

Date 7 Dec 2024

Completed modules:

Choose a Career

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|-------------------|--------------------------------|------------------------|
| 1. Lila's Dilemma | 3. Why Do You Want To Be A...? | 5. Find Your Future |
| 2. Career Pursuit | 4. What Makes You Tick? | 6. Get Some Experience |

Getting a Job

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|---------------------------|----------------------------------|----------------------------------|
| 1. Into the Wild | 9. To Apply or Not to Apply? | 17. Sam and FuturoSystems |
| 2. Your Train-ing Journey | 10. Test Drive the CAR Technique | 18. Ace Your Interview |
| 3. Who Can Help You? | 11. The Selection Process | 19. The Pearly Bank Panel |
| 4. Jenny and Sam | 12. The Call Out of the Blue | 20. Online Professional Presence |
| 5. Identify Your Skills | 13. Tailor Your Resume | 21. Master Virtual Interviews |
| 6. Create Your Resume | 14. The Application Form | 22. Prep for a Virtual Interview |
| 7. Work Your Network | 15. A Better Cover Letter | 23. The Virtual Interview |
| 8. Do Your Research | 16. Prepare for Your Interview | |

Success in Work

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|-----------------------------|------------------------------|-------------------------------------|
| 1. The Night Before | 5. Finding Your Feet | 9. Life at Dizzy Heights |
| 2. Getting on Track | 6. Getting to Know You | 10. Using Your Skills to Succeed |
| 3. Ready..Steady..Prep! | 7. Knowing Your Job | 11. Thrive in the Virtual Workplace |
| 4. Welcome to Dizzy Heights | 8. Having the Right Attitude | 12. Virtual Working |

Lifelong Learning

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|-----------------------------------|------------------------------------|-----------------------------------|
| 1. Intro to Growth Mindset | 4. Importance of Lifelong Learning | 6. Four Steps to a Growth Mindset |
| 2. Growth Mindset and the Brain | 5. How to Master Mistakes | 7. Growth Mindset in Daily Life |
| 3. Intro to the Learning Quotient | | |

Emotional Intelligence

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|------------------------------|--------------------------|----------------------|
| 1. Emotional Self-Regulation | 3. Grounding Exercises | 5. Active Listening |
| 2. Self-Regulation Scenarios | 4. Knowing Your Audience | 6. Managing Conflict |

Solving Problems

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|-----------------------------|--------------------------|-----------------------------|
| 1. Welcoming the Problem | 4. Pros and Cons | 7. Verifying Assumptions |
| 2. Handling Problems Better | 5. Good, Better, Best? | 8. Evaluating and Measuring |
| 3. Solving Complex Problems | 6. Creating a Hypothesis | |