



Certificate of Achievement

Maurizio Minieri

has completed the following course:

ESSENTIAL SKILLS FOR YOUR CAREER DEVELOPMENT
UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

Using planning matrixes and roadmaps, you'll have established goals for your career and how to get there. You've learned how to navigate the process of applying for jobs and interviews, considering the importance of transferable skills and creating the right professional networks.

2 weeks, 2 hours per week



Jennifer Rosen
Lead Educator



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from University of Leeds and Institute of Coding.



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Using planning matrixes and roadmaps, you'll have established goals for your career and how to get there. You've learned how to navigate the process of applying for jobs and interviews, considering the importance of transferable skills and creating the right professional networks. You've also heard from like-minded individuals who propelled their careers forward using similar career development plans.

STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Identify different approaches to growing your career
- Explore a roadmap, vision board for your career path
- Explain your career vision clearly
- Identify key individuals, organisations and platforms for your network
- Develop communications to engage key leads
- Evaluate the impact of your strategy and iterate accordingly

SYLLABUS

- Careers in the modern professional landscape
- How to use vision boards to identify your own career roadmap
- Exploring goal setting and understanding value propositions
- Goal setting
- Building a professional network
- Building relationships
- Dealing with change and always being ready to learn



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LEARN ABOUT CURRENT DIGITAL WORKPLACE TRENDS
UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

You have tackled some of the big myths surrounding the future of work. As you discovered the fourth digital revolution, you'll have considered the importance of data and reflected on the transferable skills you'll need for your career to be future-proof.

2 weeks, 2 hours per week



Sophie Pendrell
Lead Educator



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100%
AVERAGE TEST
SCORE

You have tackled some of the big myths surrounding the future of work, and demystified the world of digital technology using up-to-date case studies. With an ever-changing job market, this course will have helped you to keep on top of how digital technologies are influencing our work and lives. As you discovered the fourth digital revolution, you'll have considered the importance of data and reflected on the transferable skills you'll need for your career to be future-proof.

STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Identify the technologies and aspects of the Fourth Digital Revolution.
- Discuss how technology is changing the world around us.
- Debate the growing importance of data.
- Explore the impact of automation in the workplace.
- Investigate the digital skills predicted for a future workforce.
- Reflect on the transferable skills predicted to be future proof.

SYLLABUS

- The fourth digital revolution
- How technology affects us
- The world of data
- Artificial intelligence vs. human intelligence
- Digital skills
- Transferable skills



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WELLBEING AND RESILIENCE AT WORK
UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

During this course, you've learned the importance of resilience and adaptability in the workplace and why employers are looking for these skills. You've learned how to evaluate your current strengths at work and identified the true value of workplace wellbeing for your employer and yourself.

2 weeks, 2 hours per week



Sophie Pendrell
Lead Educator



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STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Identify the key features of resilience
- Assess the techniques for growing your resilience
- Develop a plan to improve your resilience
- Identify the key features of personal adaptability
- Assess your adaptability and develop a plan to improve it
- Demonstrate your ability to adapt

SYLLABUS

- What it means to be resilient
- How to be resilient
- Creating a resiliency plan
- What it means to be adaptable
- Assessing your adaptability
- Demonstrating resilience and adaptability