

Basic Employability Certification Course

(For Undergraduates & Fresh Graduates)



About Course

This curriculum is a product of strategic research and ideation by experienced individuals across industries to bridge the gap between market demands and individual preparations.

This is a simplified yet challenging curriculum, reviewed and updated consistently to ensure you are have a clear-cut advantage over other candidates.



Our Mission for You

Gtext Academy is intentional with ensuring you have a simple and hands-on User Experience.

Our program is a, project-driven learning experience, designed to match your competence or degree with adequate skillsets to help you launch and fast-track your growth in your choice career.



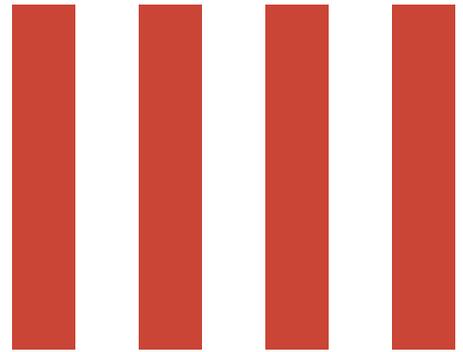
Your Learning Model

The training is led by Coaches and Mentors with seasoned experience in their respective fields. You will be aided in the preparation of your Resume, Cover Letter, Digital Portfolio, and Financial Plan with rehearsals and close supervision.

The Basic Employability Certificate Course was designed to offer undergraduates and fresh graduates the skills required to remove every strain in your job-hunt journey and fast-track their career growth.



What You'll Learn From the Academy



1) CV and Cover Letter Writing

Learn how to write compelling resume and cover letter that meets the need of specific employers and give you a leverage above other candidates applying for the job.

Core: CV Writing, Cover Letter Writing, Business Essays.

2) Job Application Principles

Learn how to reach your desired employers and communicate your values, competence, experience, and worth to potential employers in a way that positions you irresistible for your desired role.

Core: Job Application, Communication, Positioning.

3) Interview Mastery

Learn how to make a killer first impression, master interview ethics, make relevant and interesting conversations, conduct background research and ace the interview of your dream job at one attempt.

Core: Interview Ethics, Background Research, Relevant Conversation.



4) Communications Mastery

Learn how to convey relevant message in a clear and concise way, with the right tone, using the right channel, with the right actions matching your words and make your employer or interviewer perceive your intelligence and be addicted to talking to you.

Core: Clear communication, Channel of Communication, Body Language.

5) Basic Microsoft Office Mastery

Learn how to use Microsoft Office- Word, Excel, Power point, Access, Outlook, OneNote, and Publisher to perform basic tasks effectively and avoid any basic processes queries in your first few weeks at work based on incompetence.

Core: Microsoft Office, Work Process, Office Duties.

6) Financial Management

Learn and master how to handle your personal finance in a way that allows you to be grow and be successful without struggling to live on loans from paycheck to paycheck.

Core: Personal Finance, Money Management, Savings

7) Social Media Optimization for Employment

Learn how to use social media networks to manage and grow your personal brand and online presence to attract, reach and connect with desired employers.

Core: Social Media Marketing, Social Media Networking.

8) Personal Branding for Career Growth

Learn how to apply intentional effort into creating and influencing public perception of your personal positioning as an authority, credibility, and making yourself different from your competition.

Core: Social Media Marketing, Social Media Networking.



9) Elevator Pitch for Jobs

Learn how to use a clear, brief and direct speech to communicate your idea and interest in a job role in a way that is compelling and irresistible. Simply, you will learn how to sell yourself to your desired employer in one shot.

Core: Pitching, Communication, Selling

10) Art of Negotiation

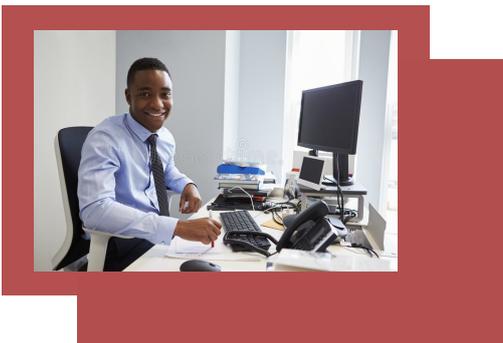
Learn how to have a strategic bargain with your interviewer to reach a conclusion that offers you your desired rewards as well as helps your interviewer understand that you will meet their expectations.

Core: Negotiation, Communication

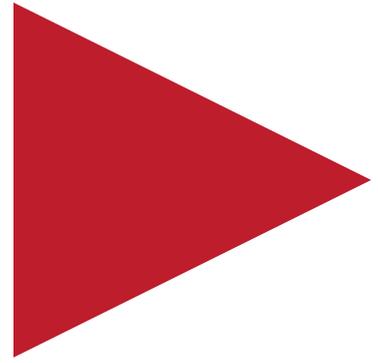
11) Progress Review

Learn how to track your job performance and progress to know if you are meeting the job's expectation and outcomes in order to be able to hasten your career growth.

Core: Performance Tracking, Growth Tracking.



How You'll Learn From the Academy



Project-Driven Lectures

You will be working on tasks related to every module with an accountability partner.

Mentor-Led Virtual Sessions

For 8 Weeks.
Every Saturday and Sunday.
With Cross-Industry Experts



Gtextacademy



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