





Employability Pillar

Skill	Module	Content Covered
 <p>Cooperation</p>	Teamwork	Effective teamwork improves productivity, innovation, and error detection. Key practices include speaking and listening equally and understanding your role.
	Leadership	Make your team feel comfortable and safe, lead by example, being fair and balancing leadership vs friendship.
	Relationship Management	Learn various techniques to build strong relationships in a professional setting (3 large buckets) - creating familiarity, building trust and providing value.
	Conflict Resolution	Learn the 5 conflict resolution styles - Avoiding, Competing, Accommodating, Collaborating, Compromising. Then learn when to choose which style.
	Motivating Others	Effective motivation boosts morale and enhances productivity. Techniques are supporting autonomy, competence, and shared goals.
	Refusal Skills	Remember that saying yes to something means saying no to something else. How to say "No" to people and the "Yes...if" method.
	Constructive Criticism	Give feedback that improves motivation and engagement, using techniques like the feedback sandwich and focusing on actions rather than the person.
 <p>Negotiation</p>	Negotiation Basics	The gameplan includes determining whether to negotiate, focusing on interests rather than positions, and separating the person from the issue.
	Pre-Negotiation and Openings	Preparing questions, establishing common ground, and listening more than talking are key strategies.
	Using Logic	Logical appeals (logos) use objective data to support claims, strengthened by structure: claim, evidence, and warrant.
	Tactics & Psychological Tools	Negotiation tactics include understanding power dynamics, not accepting the first offer, and using tools like anchoring, framing effects, and reciprocity.
 <p>Work Efficiency</p>	Project Management	Understand the stages of a project. Learn frameworks like the VASM, identify stakeholders and their incentives, constraints and the work breakdown structure.
	Time Management	Explore various time management techniques such as a Kanban board, the 10-minute rule, timeboxing and the Eat The Frog method.
	Procrastination	Understand procrastination is a form of self-regulation. Find out what type of procrastinator you are and what are some ways to effectively deal with it.
	Task management	Learn the ABCDE method, the Not-to-do list, the autofocus list and how to categorize all your tasks so you can stay on top of what you have to finish.



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 <p>Networking</p>	Introduction to Networking	Start building a network before you need it, create a plan, and perform a personal audit to assess your strengths.
	Golden Principles of Networking	Successful networking involves giving before you ask, doing thorough research, maintaining consistency, and being audacious.
	Networking Online - LinkedIn	Prepare for networking events by researching attendees, crafting a pitch, and adopting a mindset of curiosity and active listening.
	Email Etiquette and Cold Emails	Prove your capabilities through honest, empathetic communication and by establishing a reliable online presence.
	Small Talk and Introductions	Strategies include introducing others, moving to a new conversation, or exiting gracefully. Virtually, use time limits and follow-up questions to conclude.
	Maintaining Your Network	Keep contact information organized, connect digitally, and make an effort to maintain communication.
 <p>Online Safety</p>	Transacting Online	General tips while shopping online, how to check if the website is safe to shop from, what to do if your debit/credit card is stolen.
	Privacy and Personal Data	Strong passwords, 2 factor authentication, privacy settings for online accounts, Phishing, software updates and auditing app permissions.
	How you're being marketed to	Dark patterns used in marketing, browser extensions that are useful, ad blockers and connecting social media to retail accounts.