SKILLS TO SUCCEED ACADEMY

Module and Character Reference

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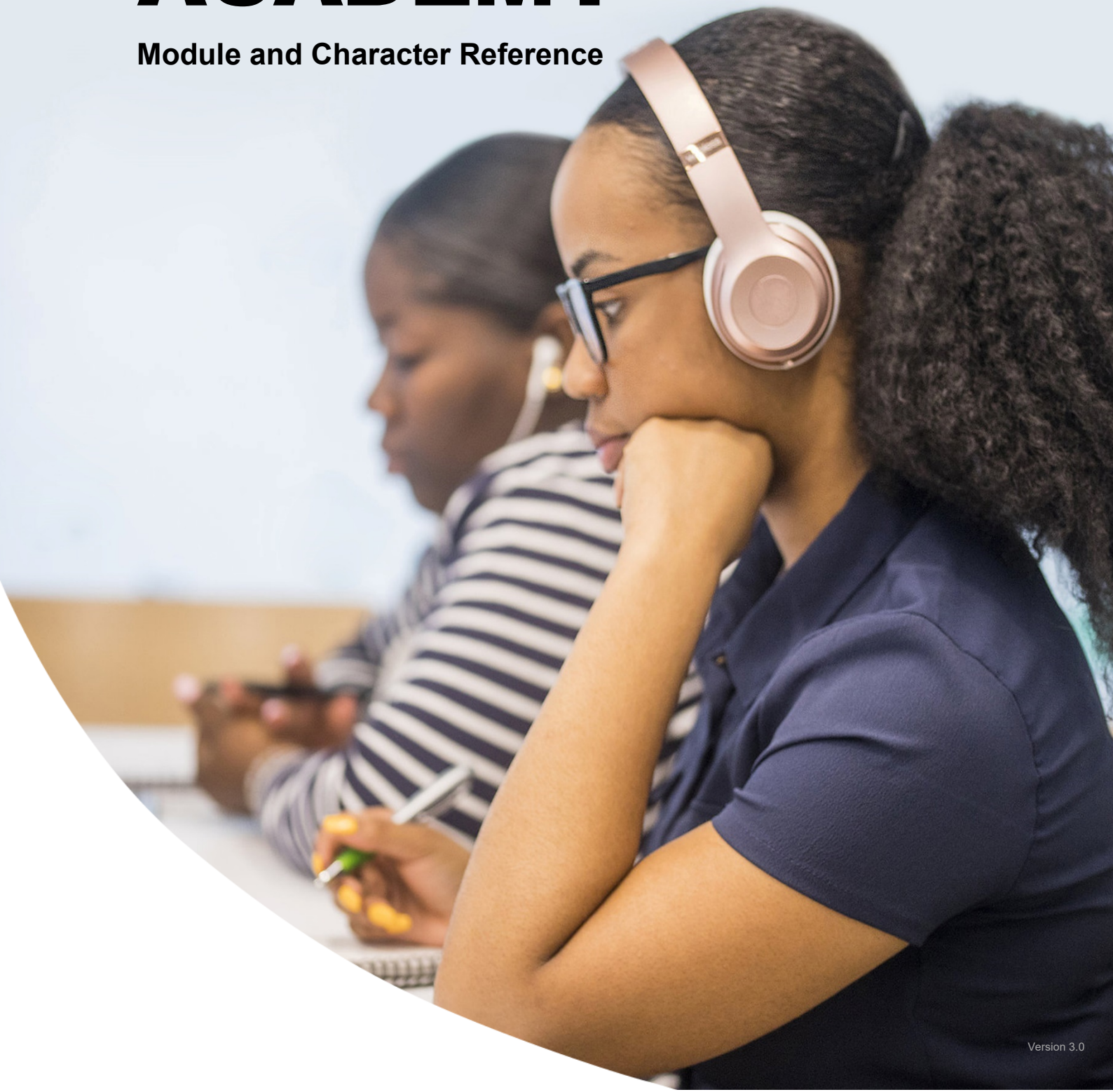
SECTION 1: CHOOSE YOUR CAREER – 6 MODULES

MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
1- Lila's Dilemma	**Understand the importance of career exploration** • Recognize why it is important to think about your career	Lila, Grandma	Performance Simulation	30 – 60 mins 40 mins recommended
2 - Career Pursuit	**Start your career exploration** • Explain what a career is and begin thinking about your own career • Identify sources of career advice and information, such as career advisers, family, and friends • Research careers using the Define-Locate-Organize (DLO) technique	Lila, Bryan, Luis, Grandma	Character based CBT	15 – 30 mins 25 mins recommended
3 - Why Do You Want to Be A…?	**Consider influences in career choices** • Consider what influences you and your career choices • Recognize that a job might be really different than you imagine • Explain the importance of having an open mind when thinking about careers	Lila, Bryan, Luis, Grandma	Character based CBT	20 – 45 mins 40 mins recommended
4 - What Makes You Tick?	**Consider your skills, interests, motivation, and style** • Determine your skills, interests, motivators, and style • Explain why knowing yourself is important when making career choices • Identify different motivations for working, such as salary, skill development, and career goals	Lila, Bryan, Luis, Grandma	Character based CBT	20 – 35 mins 30 mins recommended
5 - Find Your Future	**Do your research** • Describe the importance of research when planning your career • Recognize that there are many types of jobs and possible career paths	Lila, Bryan, Luis, Grandma	Character based CBT	20 – 40 mins 35 mins recommended

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MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
	• Consider how job market changes may affect you and your career choice • Explain business awareness and how it can help you			
6 - Get Some Experience	**Create an action plan and get experience** • Describe the benefits of trying new things and gaining experience • Identify various ways to gain experience, such as interning, job shadowing, and volunteering • Explain how to use action plans to reach your career goals	Lila, Bryan, Luis, Grandma	Character based CBT	20 – 35 mins 30 mins recommended

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SECTION 2: GETTING A JOB – 20 MODULES

* Supporting characters are noted with an asterisk.

MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
1 - Into the Wild	**Practice face-to-face interviews** • Recognize why interview practice and preparation is important, and recognize how to succeed in group assessments and assessment centers	Sam, Michael*	Performance Simulation	25 – 55 mins 40 mins recommended
2 - Your Train-ing Journey	**Understand steps to get a job** • Understand the three major steps to getting a job – identifying a career path, applying for a job, and receiving a job offer • Meet the characters whom you will help throughout the training	Sam, Angela, Eric, Daniel, Claire	Character based CBT	10 – 20 mins 15 mins recommended
3 - Who Can Help You?	**Begin your job search** • Identify resources like the internet, advisors and friends that can help you find a job • Describe the role of an advisor in your job search • Recognize your individual responsibilities in searching for a job • Describe how recruitment agencies work	Eric, Claire, Angela	Character based CBT	10 – 20 mins 20 mins recommended
4 - Jenny and Sam	**Learn how advisors can help** • Be able to see things from the advisor's point of view • Begin learning about professional behaviors expected during an interview, such as being on time, dealing with feedback, thinking long term and being positive	Sam, Jenny*	Performance Simulation	20 – 40 mins 35 mins recommended
5 - Identify Your Skills	**Identify your transferrable skills** • Explain what transferable skills are • Identify your own transferable skills based on your life experiences	Angela, Daniel, Sam	Character based CBT	20 – 30 mins 25 mins recommended

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MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
6 - Create Your Resume	**Create your resume** • Explain what a resume is • Identify different types of resumes and what to put in each section • Use different techniques to describe your experiences, skills and achievements • Recognize the importance of reviewing your resume	Claire	Character based CBT	30 – 50 mins 40 mins recommended
7 - Work Your Network	**Learn how to network** • Recognize how different people can help you in different ways during your job search	Daniel, Rose, Daniel's Dad*, Mitch*	Performance Simulation	25 – 40 mins 30 mins recommended
8 - Do Your Research	**Research careers and jobs, email** • Research careers using the Define-Locate-Organize (DLO) technique • Identify different sources of information, such as the internet, newspapers and word of mouth • Start looking for jobs online • Use appropriate email etiquette	Daniel, Claire	Character based CBT	25 – 40 mins 40 mins recommended
9 - To Apply or Not to Apply?	**Understand job postings** • Explain what job advertisements really mean • Evaluate job advertisements to help you find the right role	Sam, Angela	Character based CBT	15 – 25 mins 25 mins recommended
10 - Test Drive the CAR Technique	**Use Context-Action-Result** • Define what CAR stands for • Recognize when to use the CAR technique • Structure your responses using the CAR technique	Claire, Eric, Angela	Character based CBT	20 – 25 mins 25 mins recommended
11 - The Selection Process	**Understand the selection process** • Recognize that employers follow a selection process • Understand your role in various selection items and activities, such as resumes, application forms, cover letters,	Claire, Daniel, Eric	Character based CBT	25 – 30 mins 25 mins recommended

MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
	assessments, interviews, pre-employment screenings and assessment centers. • Explain why employers use various selection activities			
12 - The Call Out of The Blue	**Practice phone interviews** • Prepare and practice for telephone interviews.	Angela, Martin*	Performance Simulation	15 – 40 mins 40 mins recommended
13 - Tailor Your Resume	**Tailor your resume to the job** • Explain why it is important to tailor your resume for every job • Describe how to tailor your resume • Recognize what to do if you do not have all the required skills for a job that you're interested in	Sam, Claire	Character based CBT	20 – 30 mins 30 mins recommended
14 - The Application Form	**Fill out applications** • Understand how to fill in application forms • Recognize what pre-employment assessments are and why they're used	Daniel, Eric	Character based CBT	20 – 30 mins 30 mins recommended
15 - A Better Cover Letter	**Create your cover letter** • Explain what a cover letter is and what it is used for • Describe what to include in a cover letter	Eric, Daniel, Sam	Character based CBT	15 – 30 mins 25 mins recommended
16 - Prepare for Your Interview	**Prepare for your interview** • Explain the importance of using previous interview feedback to help prepare for an interview • Recognize key things you should research before attending an interview • Choose what to wear to an interview • Explain the importance of planning your route to your interview • Explain best practices for a successful video interview and critique a sample	Sam, Eric, Claire	Character based CBT	25 – 35 mins 35 mins recommended
17 - Sam and Futuro-systems	**Practice face-to-face interview** • Prepare and practice for a face-to-face interview	Sam, Anita*, Receptionist*	Performance Simulation	20 – 40 mins

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MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
				40 mins recommended
18 - Ace Your Interview	**Additional interview tips** • Prepare for common and difficult interview questions • Recognize the importance of preparing questions to ask in the interview • Demonstrate good body language • List useful interview tips	Claire, Angela	Character based CBT	15 – 40 mins 35 mins recommended
19 - The Pearly Bank Panel	**Practice panel interview** • Prepare and practice for a panel interview	Angela, Laura*, Peter*, Sarah*	Performance Simulation	20 – 40 mins 40 mins recommended
20 - Online Professional Presence	**Build your online presence** • Explain the importance of having an online presence • Manage your social profile • Create a strong LinkedIn profile that will help you stand out to employers • Recognize how to use information available to you on LinkedIn in a way that will differentiate you from other candidates • Formulate a plan to build a professional network that will be valuable to your career search	Sam, Angela	Character based CBT	30 – 40 mins 40 mins recommended

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SECTION 3: SUCCESS IN WORK – 10 MODULES

* Supporting characters are noted with an asterisk.

MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
1- The Night Before	**Prepare for the first day of work** • Understand why preparation before starting a job is important.	Daniel, Rose	Performance Simulation	20 – 35 mins 35 mins recommended
2 - Getting on Track	**Learn key tips for success** • Describe phases you will go through when you start work such as preparation for work, making a good first impression, learning your job, and succeeding at work. These four phases will be explored in depth in the next modules • Describe several "Secrets to Success" for employment, such as demonstrating and developing your skills, building relationships and having the right attitude. • Identify who can help you both in and outside of work	Daniel, Rose, Bryan, Karen, Claire	Character based CBT	15 – 40 mins 25 mins recommended
3 - Ready... Steady... Prep!	**Consider a job offer and next steps** • Identify important things to consider before you accept a job offer, such as salary, commute, expectations, and work-life balance • Describe some of the impacts and benefits of working • Identify the steps you should take to prepare for a new job • Recognize how having a job will affect your life	Bryan, Karen, Daniel	Character based CBT	20 – 40 mins 35 mins recommended
4 - Welcome to Dizzy Heights	**Make good decisions when starting a job** • Recognize how to make the right decisions when starting a new job, for example what to do when someone asks you to do something you don't want to or know how to do and how to deal with senior colleagues	Karen, Bryan, Daniel, Mei Lin*, Luis, Customer*	Performance Simulation	20 – 45 mins 35 mins recommended
5 - Finding Your Feet	**Make a good first impression** • Describe what might happen in your first few days at work	Bryan, Arnold*, Karen, Daniel, Claire	Character based CBT	30 – 50 mins 45 mins recommended

MODULE	MODULE OBJECTIVES	CHARACTERS IN MODULE	TYPE OF LEARNING	TIME TO COMPLETE
	• Recognize why first impressions at work count and state ways to make a good one, such as being professional, asking questions, and wearing the right attire • Identify ways to be successful in your first few weeks at work, such as building relationships with co-workers and learning the written and unwritten rules of your workplace • Explain what it means to be professional			
6 - Getting to Know You	**Get along with co-workers** • Explain why it is good to get along with people at work • Recognize ways to build good relationships at work • Understand the right place, time and way to address issues in the workplace	Rose, Luis, Bryan	Character based CBT	20 – 35 mins 30 mins recommended
7 - Knowing Your Job	**Set goals, get feedback, and build professional behaviours** • Explain what a probationary period is • Describe ways you can do your job well, including setting objectives and managing your time • Recognize the importance of feedback • Explain what it means to demonstrate professional behaviors	Claire, Karen, Rose, Luis, Bryan, Daniel	Character based CBT	20 – 50 mins 40 mins recommended
8 - Having the Right Attitude	**Have the right attitude at work** • Recognize why it is important to have the right attitude • Explain how your behavior affects your success at work • Learn to use the "pick out the positives" method to deal with doing parts of your job you may not want to do	Bryan, Karen, Daniel, Rose	Character based CBT	20 – 45 mins 30 mins recommended
9 - Life at Dizzy Heights	**Learn how to be successful on the job** • Recognize what to do to be successful at work, such as being honest, assertive, professional, and committed	Daniel, Rose, Karen, Mei Lin*, Luis	Performance Simulation	20 – 35 mins 35 mins recommended
10 - Using Your Skills to Succeed	**Stay motivated and continue growing** • Describe how to set goals to stay motivated • Recognize why it is important to make the most of opportunities • Recognize why it is important to manage your career	Daniel, Rose, Karen, Bryan, Claire	Character based CBT	20 – 30 mins 30 mins recommended

SECTION 4: MAJOR CHARACTERS

Hi, I'm Lila. Everyone knows I've always wanted to be a drummer. But my Mom wants me to be a lawyer. No one gets me... except my Grandma!

Lila

Age: 16
Location: New York, NY
Education: 10th grade
Likes: Music, her grandma, monkey bread
Dislikes: Boy bands, hot dogs, Simon Cowell
Job Interest: Drumming, Lawyer (maybe)

Hi, I'm Bryan. I used to work with my family in our warehouse, but I really needed a change. I looked into a few options and I'm really interested in exploring a career in security.

Bryan

Age: 18
Location: West Palm Beach, FL (by way of Hong Kong)
Education: Some High School
Likes: Donuts, roof top observatories, Anime
Dislikes: Yoga, pigeons, cardigans
Job Interest: Security

Hi, I'm Luis. I'm a manager at Dizzy Heights. I'm an entertainer at heart and I've always pursued it as a profession. But, I've found strengths in other areas and have learned to keep the windows open.

Luis

Age: 30
Location: San Francisco, CA
Education: Associate Degree in Music Production
Likes: Bluegrass, singing, hiking
Dislikes: Slackers, mosquitos, cold weather
Job Interest: Human Resource Management

Hey fam, Sam here. Last night was so awesome, I finally fixed that car I've been tinkering with. It was lit. Jenny thinks I should spend more time looking for work, but I got this.

Sam

Age: 18
Location: Los Angeles, CA
Education: High School Diploma (GPA: 2.0)
Likes: Computer games, basketball, cars, sneakers
Dislikes: Studying, alarm clocks, jello
Job Interest: Maintenance, IT Customer Support

Hello, I'm Angela. I study Stats and Math. I graduated 2 years ago, and am still looking for a real job. I want to have a career in research. I have all the skills, but I don't know what I'm doing wrong.

Angela

Age: 24
Location: Midland, TX
Education: BS in Math & Statistics
Likes: Coffee, Star Wars, hanging with friends
Dislikes: Reality TV, socks with patterns, peanut butter
Job Interest: Finance

I'm Daniel. I'm trying to get my life together. Rose says I've come a long way from my dumb teenage years and now I'm trying to move on. I've never really held a job.

Daniel

Age: 21
Location: Milwaukee, WI
Education: Dropped out of High School
Likes: bars, basketball, beaches
Dislikes: studying, flaky people, my Dad (sometimes)
Job Interest: Construction

Hi there, I'm Eric. I love clothes and would love to work in fashion. So, I'm following my dreams and have been working with my advisor to find the right jobs in the fashion industry for me.

Eric

Age: 19
Location: Trenton, NJ
Education: High School Diploma (GPA: 3.0)
Likes: Shopping, fashion, football
Dislikes: Dogs, messy houses, scary movies
Job Interest: Fashion/Retail

Hey there, I'm Claire. I went through a rough patch, but I'm back on my feet, looking for work. I want to turn things around for Abi and myself.

Claire

Age: 21
Location: St. Louis, MO
Education: GED, P/T Community College
Likes: Walks with Abi, R&B and country music, shopping
Dislikes: Soaps, rude drivers, buttered popcorn
Job Interest: Administrative Support

Hello, my name is Rose. I just came back from serving abroad and am trying to adjust to civilian life. I've locked down a job, but am trying to figure out how to work my way up.

Rose

Age: 23
Location: Milwaukee, WI (by way of Montana)
Education: Certificate Course in Hospitality Management
Likes: Oprah, amusement parks, lazy Sunday afternoons
Dislikes: Rudeness, bad coffee, sneezing
Job Interest: Customer Relations

Hey ya'll, I'm Karen. I'm starting my first real full-time job soon and I'm so excited! I'm new to this so I know that I have a lot to learn along the way. I'm just trying to figure it all out.

Karen

Age: 18
Location: Atlanta, GA
Education: High School Diploma (GPA: 2.5)
Likes: Orange soda, baking, skate boarding
Dislikes: People eating smelly food on the bus
Job Interest: Retail Associate