

## Professional Development

Course title - Intitulé du cours	Professional Development
Level / Semester - Niveau /semestre	M2 / S1
School - Composante	Ecole d'Economie de Toulouse
Teacher - Enseignant responsable	BRIOT
Other teacher(s) - Autre(s) enseignant(s)	Sarah Haté
Other teacher(s) - Autre(s) enseignant(s)	Clare Boland
Other teacher(s) - Autre(s) enseignant(s)	Barbara Moore
Other teacher(s) - Autre(s) enseignant(s)	Delphine Bentolila
Other teacher(s) - Autre(s) enseignant(s)	Alexandra Artero
Lecture Hours - Volume Horaire CM	12
TA Hours - Volume horaire TD	0
TP Hours - Volume horaire TP	0
Course Language - Langue du cours	Anglais
TA and/or TP Language - Langue des TD et/ou TP	Anglais

### **Teaching staff contacts - Coordonnées de l'équipe pédagogique :**

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Please send an email directly to your teacher if you have any questions.

### **Course's Objectives - Objectifs du cours :**

Building your LinkedIn profile ,assessing your personality type, your strengths and weaknesses and learning how to talk about your studies and experience is an immense challenge. The Professional development module offered to first and second year master students (in English or in French) consists of 8 sessions. The facilitator provides input, encourages oral interaction, and practical exercises to practice the skills involved to motivate and empower participants to confront the job market successfully and to find the perfect internship. The following will be covered in the module.

- LinkedIn Workshop
- Self-Discovery
- Internship Strategy
- Writing a CV
- Covering letters
- Interviews
- Networking

- Career Guidance

### **Prerequisites - Pré requis :**

All students must consult the Professional Development Moodle page before attending and bring a cv to the second class on 14<sup>th</sup> September.

### **Practical information about the sessions - Modalités pratiques de gestion du cours :**

Laptops and tablets may be used during some of the sessions, students will be informed when to bring them to class.

Participation is extremely important and will be taken into consideration for the final grade.

If students arrive late they will not be accepted and will be counted as absent.

### **Grading system - Modalités d'évaluation :**

Professional Development is graded by a final evaluation.

Grading

- 50% - Easyrecrue Evaluation
- 25% - Professional Attitude / Participation and absences/ cv and cover letter
- 25% - Internship Strategy and Business Networking Preparation

### **Bibliography/references - Bibliographie/références :**

All the following resources can be found on the Professional Development Moodle page :

- Cover letters
- Cv's
- E-reputation
- LinkedIn
- Internship Strategy
- Interviews
- Work Environment
- Networking
- Self perception
- Skills and career opportunities
- Testimonies

### **Session planning - Planification des séances :**

Session 1 : LinkedIn and E-reputation workshop

Sessions 2 and 3: Introduction and Module Presentation / Easyrecrue / Describing oneself and one's skills / First draft of the cv / Communication Skills

Sessions 4 and 5: Debrief Easyrecrue / Professional Attitude / Expectations in the workplace / Internship Strategy/ Networking tips / Cover Letter

Session 6 and 7: Public Speaking Skills / Elevator Speech / Interview Skills / Evaluation Easyrecrue

Sessions 8 and 9: Business Networking Day Preparation / Final draft cv and cover letter/ Internship Strategy Feedback