**Professional Development**

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| Course title - Intitulé du cours | Professional Development |
| Level / Semester - Niveau /semestre | M1-M2 / S1 |
| School - Composante | Ecole d'Economie de Toulouse |
| Teacher - Enseignant responsable | BRIOT Lorna |
| Other teacher(s) - Autre(s) enseignant(s) | KAY Taylor |
| Other teacher(s) - Autre(s) enseignant(s) | EVANS Lisa |
| Other teacher(s) - Autre(s) enseignant(s) | CHALLIOL JEANBLANC Hélène |
| Other teacher(s) - Autre(s) enseignant(s) | BENTOLILA Delphine |
| Lecture Hours - Volume Horaire CM | 12 |
| TA Hours - Volume horaire TD | 0 |
| TP Hours - Volume horaire TP | 0 |
| Course Language - Langue du cours | Anglais / Francais |
| TA and/or TP Language - Langue des TD et/ou TP | Anglais / Francais |

**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 first class (week starting 16th 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 / Describing oneself and one's skills / First draft of the cv and cover letter / Communication Skills

Sessions 4 and 5: Infromation Easyrecrue / Professional Attitude / Expectations in the workplace / Final draft of the cv and cover letter

Session 6 and 7: Debrief Easyrecrue/ Elevator Speech / Interview Skills / Evaluation Easyrecrue / Internship Strategy

Sessions 8 and 9: Interview training/ Elevator speech training / Business Networking Day Preparation

**Distance learning – Enseignement à distance :**

This course will be organized via a virtual format or on campus.