

Professional Development

Course title - Intitulé du cours	Professional Development
Level / Semester - Niveau /semestre	M1 / S1
School - Composante	Ecole d'Economie de Toulouse
Teacher - Enseignant responsable	Briot Lorna
Other teacher(s) - Autre(s) enseignant(s)	Boland Clare
Other teacher(s) - Autre(s) enseignant(s)	Evans Lisa
Other teacher(s) - Autre(s) enseignant(s)	Iché Fabienne
Other teacher(s) - Autre(s) enseignant(s)	Grangis Yannick
Lecture Hours - Volume Horaire CM	12
TA Hours - Volume horaire TD	0
TP Hours - Volume horaire TP	0
Course Language - Langue du cours	Anglais or / ou Français
TA and/or TP Language - Langue des TD et/ou TP	Anglais or /ou Français

Teaching staff contacts – Coordonnées de l'équipe pédagogique :

lorna.briot@tse-fr.eu

coaching@clare-boland.com

lisaloo@hotmail.fr

fabienne.iche@toulouse-inp.fr

yannick.grangis@etcn.fr

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

Course 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.

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% - ICIMS Training Videos and evaluation

20 % - CV

10% - Cover letter

20% - Professional Attitude / Participation and absences/ 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: Information ICIMS / Professional Attitude / Expectations in the workplace / Final draft of the cv and cover letter

Session 6 and 7: Debrief ICIMS/ Elevator Speech / Interview Skills / Evaluation ICIMS / 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 on campus.