

YES FOR CAREER SUCCESS COURSE OUTLINE

The course is based on the book by Gary Ryan, **What Really Matters For Young Professionals! How to master 15 practices to accelerate your career**

All 21 Modules are provided on the Yes For Success Platform. The course is self-paced so your speed of progress is controlled by you. If you would like to receive a 'nudge' once every three days, then you can register for email support to be provided to you. These options are available to you immediately after [registration](#).

This document includes each module name and what you will learn from each module.

Module 1: Introduction, Leveraging Your Employability Skills For Success

At the conclusion of this module you will:

- ✓ Understand what the 10 employability skills are and why it is important to consciously develop them.

Module 2: Practice No.1: Learn How To Capture Your Stories

At the conclusion of this module you will:

- ✓ Be able to follow a framework for capturing your real, genuine stories that reflect your development in action; and
- ✓ Know how to leverage the stories that you have created to significantly increase your confidence when doing job interviews (both internally and externally to your current organisation if you already have a job).

Module 3: Practice No.2: Discover Your Personal Values

At the conclusion of this module you will:

- ✓ Understand what personal values are and why they are important for career success;
- ✓ Have clearly identified your core values and the supporting behaviours that demonstrate your values in action; and
- ✓ Understand how to use your values to guide day to day decisions.

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Module 4: Practice No.3: How To Own Your Organisation's Values

At the conclusion of this module you will:

- ✓ Understand why organisational values are important;
- ✓ Know how to become a living, walking example of the values in action; and
- ✓ Know how to catalyse workplace conversations that enable people to identify examples of the values in action.

Module 5: Practice No.4: How What You Think Affects What You See

At the conclusion of this module you will:

- ✓ Understand the concept of mental models and how they have a significant impact on your ability to succeed in your career; and
- ✓ Have identified your own mental models about work and be able to assess whether or not those mental models will be useful in the context of creating the success you desire.

Module 6: Practice No.5: Identify a Leadership Style That Is Consistent With Your Values

At the conclusion of this module you will:

- ✓ Understand the close relationship between leadership and your personal values; and
- ✓ Understand the importance of establishing your own *Theory of Leadership*.

Module 7: Practice No.6: How To Create Great Teams By Developing Groundrules

At the conclusion of this module you will:

- ✓ Understand why and how groundrules make a significant difference to team performance;
- ✓ Know how to establish groundrules;
- ✓ Know how to monitor groundrules; and
- ✓ Know how to influence the establishment of groundrules even if you aren't the leader.

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Module 8: Practice No.7: Learn to Respect Organisational 'Community Spaces'

At the conclusion of this module you will:

- ✓ Understand why caring for the community spaces at your place of work is a smart strategy for enhancing your personal brand;
- ✓ Have an awareness of the mental models that stop people from caring for community spaces; and
- ✓ Have an awareness of the mental models that help people to care for community spaces.

Module 9: Practice No.8: Develop Your Understanding of Systems Thinking

At the conclusion of this module you will:

- ✓ Know what systems thinking is and how to apply its principles in your work at a day to day level; and
- ✓ Be able to consider how the 'system' causes inappropriate behaviour and/or poor performance without first blaming people.

Module 10: Practice No.9: Discover How 'Structure Drives Behaviour'

At the conclusion of this module you will:

- ✓ Understand this powerful systems thinking concept;
- ✓ Be able to 'see' the impact that structures have on your performance; and
- ✓ Be able to identify points of leverage for improving the structures so that they enhance rather than detract from performance.

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Module 11: Practice No.10: Learn How To Slow Yourself Down From Jumping To Conclusions

At the conclusion of this module you will:

- ✓ Have learned a powerful technique to significantly enhance the effectiveness of your communication across all aspects of your life;
- ✓ Be able to recognise when you are 'jumping to a conclusion';
- ✓ Know how to 'slow yourself down' from jumping to conclusions so that your eventual actions are much more effective; and
- ✓ Be able to use a version of the 'Ladder of Inference' tool.

Module 12: Practice No.11: How To Effectively Communicate Important Messages

At the conclusion of this module you will:

- ✓ Understand why email is so often used inappropriately to communicate important messages in the workplace; and
- ✓ Know how to effectively use email to positively influence your colleagues, including your manager or supervisor.

Module 13: Practice No.12: Recruit Mentors

At the conclusion of this module you will:

- ✓ Understand why mentors are critical for enabling you to create the career success that you desire; and
- ✓ Know how to recruit mentors.

Module 14: Practice No.13: Develop a Simple Approach To Service Excellence

At the conclusion of this module you will:

- ✓ Understand what service excellence means;
- ✓ Understand why service excellence exists in everyone's work;
- ✓ Understand how to apply the principles of service excellence in your work, every day; and
- ✓ Know how to assess your current level of service excellence.

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Module 15: Practice No.14: Follow Dee Hock's Servant Leadership Example

At the conclusion of this module you will:

- ✓ Know who Dee Hock is and why what he says is worth listening to;
- ✓ Understand the concept of Servant Leadership; and
- ✓ Be able to start practicing Servant Leadership.

Module 16: Practice No.15: Discover Four Quadrants To Better Manage Your Time

At the conclusion of this module you will:

- ✓ Understand how time management is all about understanding how you use your time, and then prioritising your use of time so that you can become more effective;
- ✓ Be able to identify activities that will enhance your performance so that they can be prioritised; and
- ✓ Be able to identify activities that detract from your performance so that you can start to eliminate them from your life.

Bonus Modules

Module 17: Bonus 1: Principles for Project Management

At the conclusion of this module you will:

- ✓ Understand the four stages of Project Management that are followed irrespective of the technology used to support the projects;
- ✓ Understand the various project management roles; and
- ✓ Understand the 'gateway' process for decision making and its impact on projects.

Module 18: Bonus 2: The Science of Speaking In Public

At the conclusion of this module you will:

- ✓ Have completed seven steps for improving your public speaking;
- ✓ Be able to follow a structured process that is guaranteed to improve your public speaking; and
- ✓ Be ready to immediately start putting what you have learned into practice.

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Module 19: Bonus 3: Inspirational Leadership Behaviours

At the conclusion of this module you will:

- ✓ Be able to draw on your own life's experience to identify behaviours that are consistent with enhancing high performance;
- ✓ Be able to draw on your own life's experience to identify behaviours that detract from high performance; and
- ✓ Have established a set of behavioural guidelines that will enhance your capacity to inspire people to be their best.

Module 20: Bonus 4: Negotiating Basics

At the conclusion of this module you will:

- ✓ Understand the basic elements of a successful negotiation;
- ✓ Understand the power of 'anchors'; and
- ✓ Be better able to successfully manage your next negotiation.

Module 21: Bonus 5: Implementing The Situational Leadership Model

At the conclusion of this module you will:

- ✓ Understand the Situational Leadership Model;
- ✓ Understand how to implement the model to enhance team performance; and
- ✓ Understand how to use the model to enhance and support the performance of individual's within your team.

***Access the full program for just
\$9.90 [here](#)***

***Offer ends midnight January 31st
2014***