



Onward to Your Career (OTYC)

Course Syllabus

1 Hour

Course Description

Onward to Your Career is designed to assist transitioning active duty service members, veterans, and military spouses gain knowledge surrounding the civilian job search process and what to expect when searching for one's next career. The course will walk individuals through how to build a personal brand and promote that brand within the digital world. In addition, the course will cover how to exercise appropriate workplace etiquette and how to use successful strategies and tactics to effectively grow one's professional network.

Learning Objectives

Upon completion of the course, participants will be equipped to:

- Define personal brands and understand what they represent
- Learn the seven key elements of an effective personal brand
- Assist in crafting each learner's own personal brand using strategic approaches and examples
- Define target audiences and understand the most important points to consider when addressing each
- Understand the use of social media throughout a job search
- Learn how to effectively connect with others on social media
- Understand the three categories of proper workplace etiquette
- Understand digital etiquette and how it impacts the workplace
- Understand professional etiquette and how it impacts the workplace
- Understand the conventional rules that should be present in the workplace
- Learn how to build a strong and effective network
- Recognize individuals that should be included in a strong and effective network

Course Format

Onward to Your Career is a self-paced, online course delivered through the learning management system Skillssoft. The site to access the coursework is www.ivmfcare.org. Once you have logged into your CORE account, you can locate the coursework by selecting "Coursework" then clicking the Skillssoft logo.

Coursework is delivered through slides and videos. No textbooks are required for the course; however, students are encouraged to utilize additional resources to assist with course completion, if desired.

Course Completion Requirements

The Onward to Your Career coursework is due within 90 days from the assignment date. Successful completion of the course is marked after you view all slides and videos presented throughout the module.

Support

- For technical support, please contact Skillssoft Support at support.skillssoft.com
- For program support or questions, please contact your advisor or O2O program coordinator

Course Outline

Onward to Your Career(1 Hour):

1.1 Personal Branding and Networking