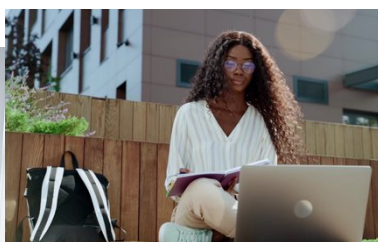


ADVANCED EMPLOYABILITY CERTIFICATION COURSE

(For Mid-Level and Management
Employees)



About Course

This curriculum is a product of strategic research and ideation by experienced individuals across industries to create an expose of the uniqueness of fast-rising individuals among their counterparts.

This is a simplified yet challenging curriculum, reviewed and updated consistently to ensure you are have your desired career growth journey.



Our Mission for You

Gtext Academy is intentional with ensuring you have a simple and hands-on Training Experience.

Our program is a, project-driven learning experience, designed to match your competence with adequate skillsets to help you fast-track your growth in your choice career.



Your Learning Model

The training is led by Industry Leaders with seasoned experience in their respective fields.

The Advanced Employability Certification Course was designed to offer mid-level and management employees the skills required to fast-track your respective career growth.



What You Will Learn from the Academy



1) Work Ethics

Learn the set of moral principles or values that an employee should abide by and use to improve their job performance. This covers an employee's behavior and attitude towards their job, career and the workplace.

Core: Employee Morals, Behaviour, Attitudes

2) Project Management

Learn the application of processes, methods, skills, knowledge and experience to achieve specific project objectives according to the projects' finite timescale and budget.

Core: Project Management, Budgeting, Time Management

3) Leadership Management

Learn the ability to influence, motivate, and enable others to contribute toward organizational success. Learn how to Influence and inspire your team as a manager, team lead or as a leader in your respective organization.

Core: Leadership, Inspiration, Organizational Success

4) Career Brand Management

Learn how to develop and adapting a brand strategy for your personal brand as a professional. As the 'brand guardian', you will learn how to maintain brand integrity across your communication initiatives and how to build a portfolio of your services.

Core: Brand Management, Brand Portfolio, Brand Strategy

5) Performance Appraisal

Learn how to conduct a regular review of your job performance and contribution to your company. Learn how to use performance appraisals to determine your contribution to your company's growth, review your progress, and pitch your desired reward.

Core: Appraisals, Growth Review, Progress Tracking

6) Financial Management

Learn and master how to handle your personal finance in a way that allows you to grow and become successful without struggling to live on loans or from paycheck to paycheck.

Core: Personal Finance, Money Management, Savings

7) Art of Negotiation for Career Growth

Learn how to grow strategically in your chosen profession; knowing your worth, securing a higher salary, meeting critical business needs, being practical and knowing the best time to negotiate.

Core: Negotiation, Career Growth

8) Work-Life Balance

Learn and master how to meet your deadlines at work while still having time for friends, families, hobbies, and enough time to take care of your physical and psychological health.

Core: Time Management, Work-Life Balance

9) Entrepreneurship and 9-5 Balance

Learn how to create a “true” balance as you climb the corporate ladder. Learn the art of prioritization, discipline, automation, time management, and how to avoid burnout and ensure optimum productivity on the two ends.

Core: Balance, Prioritization, OPT (Other People's Time)

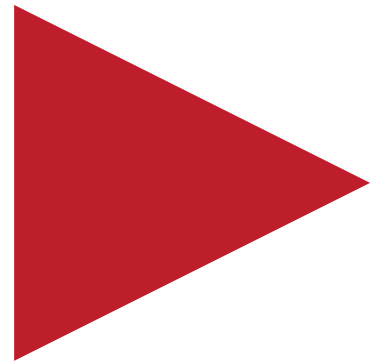
10) CV Upgrade for Mid-level Employees

Learn how to upgrade your CV as a mid-level professional, or in the middle of career transition, using hybrid structured and achievements ranking resume to make convincing impressions to get your desired career roles.

Core: CV Upgrade, Hybrid Resume, Career Upgrade



How You'll Learn From the Academy



Project-Driven Lectures

You will be working on tasks related to every modules with an accountability partner.

Mentor-Led Virtual Sessions

For 8 Weeks.
Every Saturday and Sunday.
With Cross-Industry Experts



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