



## HIGHTS Workforce Power Skills Modules Instructions

1. Visit and <https://www.hights.org/resources> and click on “workplace skills success academy” **OR** visit <https://s2sacademy.org/register/O4NChg> to skip this step
2. Fill in your information and create a password. Or log in if you already have an account (login button is at the bottom)
3. Scroll down and find “Our Courses” then click “View Course” under “**Success in Work**” where it says **10 modules**.

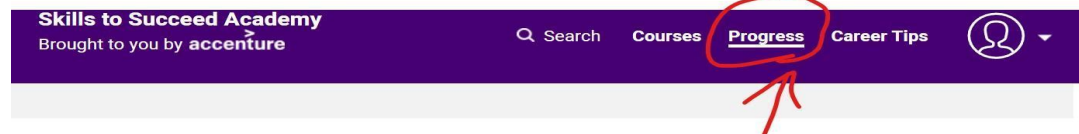
### Our courses

EMPLOYABILITY SKILLS

#### For success in your jobseeking journey

<p>6 modules</p> <h4>Choose a Career</h4> <p>What do you want to do with your career? This course will teach you the basics of what makes a career and the key decisions you need to make.</p> <ul style="list-style-type: none"><li>✓ What a career is and what it can mean for you</li><li>✓ How to think about career decisions</li><li>✓ How to set and reach your career goals</li></ul> <p>VIEW COURSE</p>	<p>20 modules</p> <h4>Getting a Job</h4> <p>This course will guide you through the whole process from deciding which jobs to apply for and writing your CV/resume to succeeding in an interview.</p> <ul style="list-style-type: none"><li>✓ How to identify your top skills and apply for the right jobs</li><li>✓ How to write a CV/resume and fill out an application form</li><li>✓ Successful interview techniques</li></ul> <p>VIEW COURSE</p>	<p>10 modules</p> <h4>Success in Work</h4> <p>Congratulations! You got the job! This course will now teach you how to succeed in work and think about the next stage of your career.</p> <ul style="list-style-type: none"><li>✓ How to prepare for work</li><li>✓ How to work alongside your colleagues</li><li>✓ How to stay motivated</li></ul> <p>VIEW COURSE</p>
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4. Complete each of the ten modules.
5. When you have completed all ten modules, go to the “Progress Tab”



6. Click Email/Download Certificate
7. Download the certificate.
8. Attach to an email and send to **savannah@hights.org**
9. Congratulations! You have finished!