

Attachment B

Accenture Instructor-Led Workshops Descriptions for MassHire Customers

Career Planning:

Career Planning is a crucial first step for every job seeker. This learning curriculum provides participants with an opportunity to build knowledge and skills required for career planning.

This is facilitated in an online session using Teams. The template and information for creating a sample presentation is provided in online materials. In this online course, participants will create a Career Development Plan for their top career choice.

Using discussions and activities, this course addresses the importance of career planning, helps participants begin processing their career assessment results, and shows how strengths and interests can map to potential careers. At the end of this course, students will be able to:

- Identify strengths and interests to guide career planning
- Consider career options and choices and personality assessment results
- Create a career development plan

Note: Customers are also encouraged to explore and compare the MassHire JobQuest virtual Career Action Plan tool to determine the tool that suits them best.

Online Networking:

Having a professional online presence is increasingly important for today's job seeker. The Online Networking learning curriculum discusses guiding principles for using social media and professional networking sites for career development purposes.

This is facilitated in an online session using Teams. In this online course, participants will discuss social media, the benefits of online networking, and ways to build a professional online presence.

Using discussions and activities, participants will develop and share personal brand statements, consider how social media can affect one's brand, and create or update a LinkedIn profile that supports their personal brand. At the end of this course, students will be able to:

- Understand why online networking is important
- Discover ways to use social media for networking
- Identify your personal brand
- Use LinkedIn to create a professional online presence

Interviewing:

Conducting an effective interview is essential to securing a job offer. The Interviewing learning curriculum covers common types of interviews, frequently asked interview questions, and how to prepare for an interview.

This is facilitated in an online session using Teams. In this online course, participants will apply knowledge and skills they learned in the online courses and practice analyzing mock interviews.

This workshop uses discussions and activities to review interviewing tips and questions, and instructors will demonstrate a successful mock interview. At the end of this course, participants will be able to:

- Recognize an effective interview
- Discuss common interview questions
- Prepare for a successful interview
- Practice techniques for conducting a successful interview

Word:

Instructor Materials - Microsoft Word

Knowing how to create and format various documents, including resumes, in Microsoft Word is useful in today's business world. The Microsoft Office - Word learning curriculum provides students the opportunity to learn, practice and develop skills using Microsoft Word to create and format a resume.

This is facilitated in an online session using Teams. The template and information for creating and formatting a resume is provided in online materials).

Using discussions and activities, this course will show students the importance of Microsoft Word and will provide an overview of the basic features in Word, including how to add bullets and numbering and ensure proper alignment and spacing. In addition, students will be able to practice creating and formatting a resume in Word using given templates and information. The optional section provides information on more complex features in Word, such as adding headers, footers, styles, themes, and page or section breaks. At the end of this course, students will be able to:

- Explain the purpose and importance of Word
- Describe the basic formatting features in Word
- Practice creating and formatting a resume in Word
- Practice using additional features in Word

Excel:

Knowing how to create and format a spreadsheet is useful in today's business world. The Microsoft Office - Excel learning curriculum provides students the opportunity to learn, practice and develop skills using Microsoft Excel to create and format a personal budget.

This is facilitated in an online session using Teams. The template and information for creating the personal budget is provided in the online materials.

Using discussions and activities, this course will show students the importance of Microsoft Excel and will provide an overview of the basic features and functions in Excel, including how to format a cell and worksheet and how to sort and filter data. In addition, students will be able to practice creating a personal budget in Excel using given templates and information. The optional section provides information on more complex features in Excel, such as working with charts and conditional formatting. At the end of this course, students will be able to:

- Explain the purpose and importance of Excel
- Describe the basic formatting features in Excel
- Practice creating a personal budget in Excel
- Practice using common functions and formulas in Excel

PowerPoint:

Knowing how to create and format a presentation is useful in today's business world. The Microsoft Office - PowerPoint learning curriculum provides students to learn, practice and develop skills using Microsoft PowerPoint to create and format a sample presentation.

This is facilitated in an online session using Teams. The template and information for creating a sample presentation is provided in the online materials.

Using discussions and activities, this course will show students the importance of Microsoft PowerPoint and will provide an overview of the basic features and functions in PowerPoint, including how to manage and view slides, add shapes and text boxes, and use themes in a presentation. In addition, students will be able to practice creating a presentation in PowerPoint using given templates and information. The optional section provides information on more complex features in PowerPoint, such as using SmartArt, animations, and transitions, and working with the Slide Master. At the end of this course, students will be able to:

- Explain the purpose and importance of PowerPoint
- Describe the basic formatting features in PowerPoint
- Practice creating a presentation in PowerPoint
- Practice using additional features in PowerPoint