

## SYLLABUS

## PoMa

## Career Development

Intro to Tech

1.5 hours

Business Positions in Tech

1.5 hours

Career Barrier &amp; Strengths

3 hours

What Tech Job is Right for Me?

1.5 hours

Mini-Hackathon: Building a CV

1.5 hours

Mini-Hackathon: Building a LinkedIn Profile

1.5 hours

Job Interviews: Best Practices

1.5 hours

Mini-Hackathon: Building a LinkedIn Profile

1.5 hours

How to Negotiate your Next Salary

1.5 hours

Job Interviews: Simulations

1.5 hours

## Startup Skills

Fundamental Techniques for Influencing Others

3 hours

Written Communication: Make Your Emails and IMs More Effective

1.5 hours

Presentation Design: How to Turn Information Overload into One Clear Message

3 hours

## Business Orientation

Speak Like a Pro: How to Master Public Speaking

3 hours

Project Management: Initiate, Plan, and Launch a Successful Project

3 hours

Automate Everyday Tasks That Take Away Your Time (Zapier)

3 hours

Manage Projects Using Monday.com

1.5 hours

Intro to Data

1.5 hours

Google Sheets: Work with Data More Effectively

3 hours

Data Visualization

3 hours

Lean Startup: How to Build &amp; Launch a New Product

1.5 hours

Unit Economics for Startups

3 hours

Market Research: Identify a Unique Business Advantage

3 hours

Business Model Canvas

3 hours

SWOT: How to Make Strategic Business Decisions

1.5 hours

UX Design: Key Principles

1.5 hours

Intro to Product Management: Discover, Design, Build, and Control

3 hours

A/B Testing 101

1.5 hours

Behavioural Economics: What Really Drives your Customers?

1.5 hours

Buyer Personas: Understanding Your Consumers Better

3 hours

Marketing Channels: Smart Ways to Get Traction

3 hours

Intro to Paid Ads

3 hours

HubSpot Basics: Start Managing Marketing and Sales using a CRM

3 hours

Growth Hacking: Cost-Effective Alternatives to Traditional Marketing

3 hours

B2B Sales 101: From Generating Leads to Closing Deals

1.5 hours

BizDev Essentials: Identifying Partnerships &amp; Mapping New Channels

1.5 hours

Quick Wins to Improve Your Customer Experience

1.5 hours

