

Achieve Career Readiness Bootcamp

Overview:

- Six 1-on-1 Coaching Sessions tailored to individual internship search or general professional goals
- Two 1-hour Group Coaching Sessions focused on seeking, and succeeding in, professional environments
- Revised Resume, Cover Letter, LinkedIn Profile, tailored toward individual career goals
- Birkman Personality Assessment and coaching on results
- One Mock Interview with in-depth feedback
- 11 Asynchronous Career Readiness Courses
- Three informational interviews
- Two Coaching Reports sent to students and/or parents
 - Midpoint Report: After Coaching Session #3
 - Final Report: After Final Coaching Session

Meeting	Topics at a Glance	Description	Post Session To-Do
Coaching Session #1	Introduction to Ampersand	Connect with our Coaching team to get started, ask questions, and help us understand your goals for the program.	<u>Complete courses before Coaching Session #2</u> <ul style="list-style-type: none"> • Career Exploration & Job Searching • Goal Setting & Mindset
Coaching Session #2	Goals & Career Exploration	Work with your Career Coach to map out career interests, discuss possible directions, and set networking goals.	<u>Research</u> Begin researching job titles and companies of interest, based on your coaching session. <u>Complete courses before Coaching Session #3</u> <ul style="list-style-type: none"> • Resumes & Beyond • Personal Branding & Networking
Group Session #1	Getting A Job Fundamentals	Learn about job application materials including resumes, cover letters, LinkedIn, and more. We will cover formatting, ATS, research, tailoring, samples, informational interviews, your network, and using LinkedIn for outreach.	<u>Networking List</u> Narrow the “network list” built within the group session down to 5 people you would like to reach out to for informational interviews.
Coaching Session #3	Professional Materials Review I	Work with your Career Coach to review your resume & LinkedIn account and receive preliminary feedback. We will also check in on your career research, and introduce the upcoming mock interview assignment.	<u>Job Application Materials</u> Begin implementing feedback before your next check-up. Final materials will be due by your final session. <u>Interview Prep</u> Submit a job you want to practice interviewing for at least 48 hours in advance of your next session to mentors@ampersandpro.com . <u>Complete courses before Coaching Session #4</u> <ul style="list-style-type: none"> • Interview & Hiring Process

Birkman Group Session	Basic Understanding of Birkman Assessments	Connect as a group to understand what a Birkman Assessment uncovers, the science behind the report and how to use the information in your job search.	<u>Review Assessment</u> You will be presented with individual reports following the group session. You can then schedule a 1x1 Birkman coaching session at any point in the program. Bring questions and insights to your 1-on-1 Birkman coaching session.
Coach to Submit Midpoint Coaching Report			
Coaching Session #4	Mock Interviews	<p>Conduct a mock interview with your Career Coach, and receive actionable feedback.</p> <p>With extra time, we will review current progress and questions on outstanding assignments: portfolio & informational interviewing.</p>	<p><u>Informational Interviewing</u> Begin reaching out to connections and conducting informational interviews in line with your summer job search. Your goal is to complete 3 interviews before the summer, and at least one before your final coaching session (April 3rd).</p> <p><u>Complete courses before Coaching Session #5</u></p> <ul style="list-style-type: none"> • Working With Your Manager & Team • Professional Basics • Structures & Job Functions • Reviews & Wrap-Ups
Coaching Session #5	Professional Portfolio Review	Check-in with our Coaching team to finalize your portfolio and answer any questions about informational interviewing before your final Career Coaching session.	<p><u>Final Touch-Ups</u> Implement any outstanding feedback and make sure your portfolio is in good shape before meeting for your final session.</p> <p><u>Complete courses before Group Session #2</u></p> <ul style="list-style-type: none"> • Employee Rights & Support • Beyond the Workplace
Group Session #2	How To Not Be <i>That</i> Employee	CEO & Co-Founder of Ampersand, Allie Danziger, will lead a group session focused on how to make a good impression on managers and teams, managing time effectively, communicating within your organization, advancing in your career, and more.	-
Final Coaching Session	Professional Confidence Check	<p>Meet with your Career Coach to finalize your career plans. We'll review all application and research materials, and conduct a final "professional confidence check," consisting of 4-5 behavioral questions gauging your work readiness.</p> <p>We will talk through final questions and to-dos, review lessons learned, personal growth, and informational interviews!</p>	<p><u>Completion</u> Finish all courses, job application materials, and informational interviews before your final coaching session.</p>
Coach to Submit Final Coaching Report			