



TENACITY CURRICULUM

Professional Character Skills Employers Want

Unit 1 | TENACITY & YOU: Preparing for Success

- Lesson 1 | Tenacity Introduction
- Lesson 2 | Set Yourself Apart
- Lesson 3 | Know Thyself
- Lesson 4 | All Work is not the Same - Employment Types

Unit 2 | POISE: The Art of Keeping it Together

- Lesson 5 | First Impressions & Maintaining a Positive Attitude
- Lesson 6 | Professional Dress – Looking the Part*
- Lesson 7 | Creating Your Own Brand
- Lesson 8 | Communicate with Finesse*
- Lesson 9 | Workplace Etiquette*
- Lesson 10 | Communicate in Different Ways
- Lesson 11 | Netiquette
- Lesson 12 | Professional Writing*
- Lesson 13 | Diversity Awareness & Self-Advocacy in the Workplace
- Lesson 14 | Coping with Conflict*

Unit 3 | INITIATIVE: Getting Things Done

- Lesson 15 | Decisions! Decisions!*
- Lesson 16 | Organization
- Lesson 17 | Time Management: *Managing Tasks and Procrastination**
- Lesson 18 | Smart Money Management
- Lesson 19 | Resume Writing*
- Lesson 20 | Cover Letter Writing*

Unit 4 | TENACITY: Relentlessly Pursuing Success

- Lesson 21 | Exploring Career Options*
- Lesson 22 | Public Speaking*
- Lesson 23 | Networking
- Lesson 24 | Interviewing – Marketing Yourself*