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

*Student assessment and/or rubric is available

As of 08.07.19