



Course Title: *Career Planning*

Course Description

Career Planning is critical not only at the beginning of your career but also throughout your lifelong career path. This course is designed to provide you an overview of the steps in career planning, resume and interviewing tips as well as tools to assist you with how to write career development goals.

Learning Objectives

In this course you will:

- Learn the steps of career planning
- Learn tips and tools for resume writing and interviewing
- Learn how to set development goals/plans for your own development and growth

Open to: All Employees

Competencies Addressed: Taking Ownership and Pride

Course Length: Three Hours