CAREER LABS

Engage, Empower, and Develop Young Adult Talent

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powered by **yearup**

IN TODAY'S CHANGING WORKFORCE, THE DEMAND FOR STRONG SOFT SKILLS IS HIGHER THAN EVER.

A Wall Street Journal survey[1] of over 900 executives found that

89% have either a very difficult or somewhat difficult time finding candidates with the necessary soft skills.
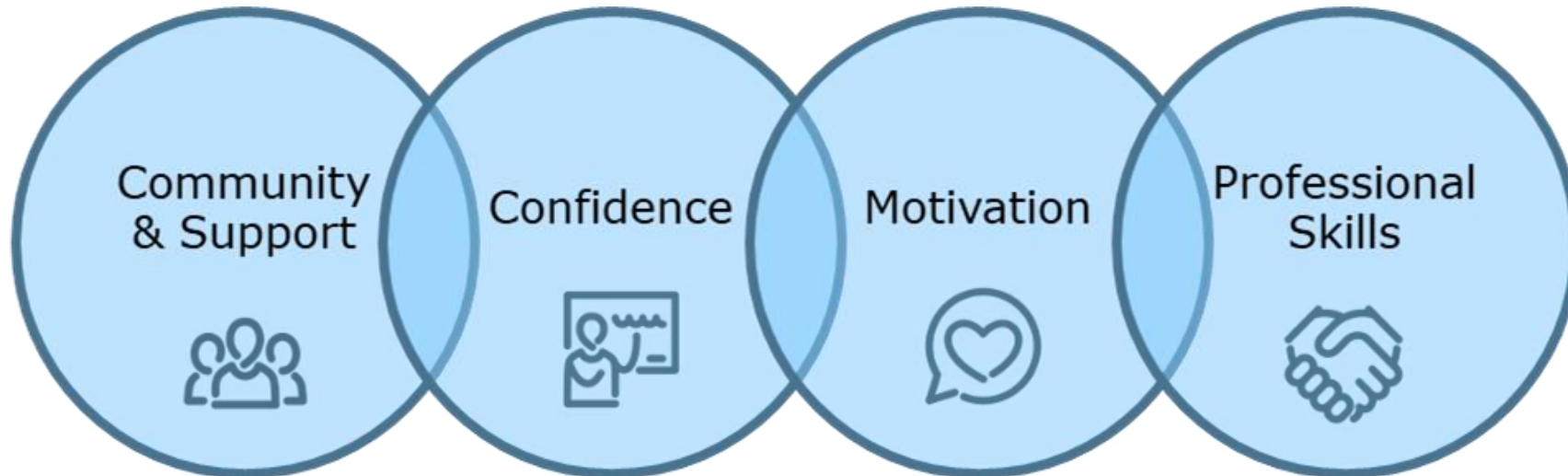
In a LinkedIn survey[2] of 291 U.S. hiring managers,

59% reported that soft skills are "difficult to find"

58% said that the lack of soft skills among candidates is "**limiting their company's productivity**"

PROGRAM OVERVIEW

Career Labs
40-hour professional skills bootcamp based on Year Up methodology

Community & Support

Confidence

Motivation

Professional Skills

Virtual and in-person Career Labs programs
empower entry-level talent to gain the **skills**, **confidence**, and **mindsets**
to take the next step in their careers.

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CAREER LABS: PROFESSIONAL SKILLS TRAINING

Career Labs is a 40-hour virtual or in-person training program that combines Year Up's **proven program methodology** and **soft skills training** to help entry-level talent build the competencies and mindsets needed to succeed in their careers.

Program Outcomes

Community & Support Network

Confidence & Agency

Motivation

Growth Mindset

Accountability

Resourcefulness

Soft Skills Curriculum

Communication & Professionalism

Collaboration & Conflict Resolution

Problem Solving
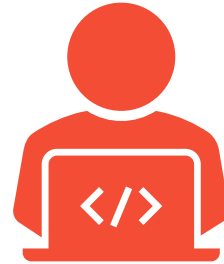
Customer Service

Feedback

Career Portfolio

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Each engagement can be **customized to meet specific partner's needs**.

VIRTUAL CAREER LABS: LEARNING METHODOLOGIES

Virtual Career Labs is delivered by expert facilitators to a cohort of 12-20 students at a time.

Each lesson is delivered in a two hour window and **blends asynchronous and synchronous learning** methods.

Asynchronous learning is delivered through our **custom-built learning management platform**, tailored specifically for each engagement.
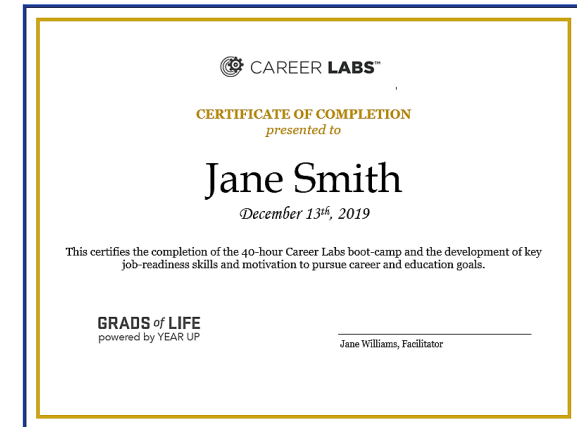
Daily synchronous classes are facilitated through Zoom in addition to weekly **individual check-ins** with facilitator.

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VIRTUAL CAREER LABS: STUDENT ESSENTIALS

Participants who engage in Virtual Career Labs will be provided participant workbooks. To fully engage in the program, participants will also need access to the following:

- Computer with Chrome, Firefox, or Safari

- Video capability with sound/microphone

- Reliable WiFi

- Quiet space for learning

Participants will be held accountable to achieve successful completion of Virtual Career Labs program, entailing consistent attendance, engaged participation and timely completion of assignments.

APPENDIX

PROGRAM OUTCOMES – BEYOND SOFT SKILLS

*Extensive research with Year Up students, interns, and alumni has shown that much of **the lasting impact of the Year Up experience stems from the environment, support, and other elements of program design** (not just the soft skills training). These "intangible" benefits are just as important – if not more – for long-term success in OY's personal and professional lives, and they form the foundation of every Career Labs program.*

Motivation	Accountability	Community & Support	Resourcefulness	Confidence & Agency	Learning Mindset
Goal-setting and realization	To self	Shared experiences	Problem solving in new environments	Leadership opportunities	Emphasis on feedback
Empowering environment	To peers	Access to supports	Identifying & leveraging existing strengths	Reinforcing strengths	Habit-building
Exposure to opportunities	To community	Safe learning environment		Stepping outside comfort zone	Skill-building

SOFT SKILLS CURRICULUM OFFERINGS

*The curriculum contains **5 soft-skills modules**, allowing you to **customize your 40 hours**. Each module comprises **2-5 50-minute lessons**. All lessons are designed to be highly interactive. Each 40-hour program contains both soft skills lessons (listed below) and programmatic elements from the previous slide to ensure growth in both soft skills mastery and "intangible" outcomes.*

Communication	Collaboration & Teamwork	Problem Solving	Time Management & Organization	Career Readiness
Modes of communication	Introduction to collaboration	Problem-solving frameworks	Introduction to time management	Building your professional brand
Communication styles	Conflict resolution	Case studies	Using time effectively	Elevator pitch
Professional email writing		Ethical scenarios		Networking
Active listening				Resume-writing
Introduction to customer service				Interview skills

MODULES SLATED FOR VIRTUAL CAREER LABS

- Professionalism
- Growth Mindset
- Communication
- Code Switching
- Collaboration
- Conflict Resolution
- Problem-Solving
- Customer Service
- Active Listening
- Feedback

- Professional Brand
- Professional Email
- Confidence Building
- Elevator Pitch
- Interview Skills
- Goal-Setting
- 7-Second Resume
- Networking
- Time Management

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