

Managing Your Digital and Communications Footprint

Confidence | Character | Courage

Module Three

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Your Online Presence

Module Three Lesson 1

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Manage Your Online Presence and Communication Skills

Your online reputation will have an impact on your overall presence as you move forward with your college choices and into your new job path.

Start now, and treat it as a tool to showcase who you are and what you intend to do. This lesson will give you the keys to do just that. The internet will dictate a path for you. This module will assist you in making it a positive one.

Why not be outstanding?

Lisa Taylor Richey
Founder, The American Academy of Etiquette, Inc.

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Lesson: Online Presence

Objective: The purpose is to have an open discussion on why it is important to start thinking about an online reputation. This isn't about rules. This brings awareness to the student to set an intention as online perceptions may dictate their futures.

Time Needed: 15 minutes

Activities: Group participation; **Before the discussion begins, have the students fill out the handout for this lesson (page 162). For more details, review the details on page 160 in the suggested Dialogue section.

Room Set-up: Classroom style



Dialogue For the Lesson on Managing Your Online Presence

This exercise is outlined for a group discussion. By now, most schools have issued policies regarding the use of social media. The lesson will put a different perspective in place for your students. This lesson will ask them to consider using social media to improve their online presence which may enhance the college application process or getting a scholarship.

Activity # 1

Part A

**Before the discussion begins about "Managing Your Online Presence", ask the students to write on the handout (page 162) what they think their current reputation is online. You can tell them upfront it is their choice as to whether they want to share with the group. They may feel more comfortable and be more honest with themselves if they know this is confidential...for their eyes only.

In order to complete this exercise, give them some points to consider:

How often do they post?

What are they posting?

Are they kind and considerate towards others?

Do they post when they are angry?

Do they ask before posting a group photo?

Do they consider the consequences before posting?

Are they concerned about perceptions?

Part B

After this module is complete, have them update it(see handout at the end of the module, page 170). Have them write down what they will change or improve.

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Read and discuss as a group pages 163 and 164.

Questions for a group discussion:

1. What are their thoughts about their current reputation online?
2. Do they feel their current reputation reflects who they are?
3. Does it align with their goals to get a job or internship?
4. What can they do to shift presence online?

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Job Interview Skills

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Module 4

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Before the Interview



How to Be Outstanding in an Interview



Sample Questions



The Interview



How to Follow-Up



Ways to Keep Your Job

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Job Interview Skills

You have a job interview. Now what? This lesson will give you the tools to prepare for and ace your interview.

The skills and tips reviewed in the lesson not only prepare you for the job you might be looking for after school but also future interviews and meetings for college, potential scholarships and your future career.

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Before the Interview

Module Four Lesson 1

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Lesson: Job Interview Skills

Objective: This lesson covers everything a student needs to know to have a successful interview. From researching the company, to how and when to send the follow-up email, this module is all encompassing.

Time Needed: 1 hour for all the lessons

Activities: Role-play and Practice

Room Set-up: Classroom style

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Dialogue for the Lesson on Job Interview Skills

Read and discuss the entire module with your class. Ideally, the lesson is discussed in its entirety for the best results.

Activity # 1

Role-play

Set up a practice interview. Have one student ask the questions and the other answer. Ask for volunteers and assist them with giving good answers. Make sure the student understands and answers the questions directly. Refer to page 179 for sample questions.

Social Skills to watch for during this practice session:

- Eye contact
- Stands and initiates a handshake
- Posture
- Speaks clearly
- Expresses gratitude for the time taken to meet

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Before Your Interview



There is so much you can do before a job interview that will insure your meeting is successful.

Prepare Your Resume

- Consider your passions, future career plans and time that you have available for a job after school.
- Review the job description. Do you have the necessary skills to apply for this position?
- Prepare a resume: Don't let the lack of experience in the job market discourage you. Think about your transferable skills.
- Consider the following when preparing your resume:
 - Be honest!
 - Make a list of your extracurricular activities and think about how they will help in the position you are applying for.
 - How have you shown leadership skills with a school project or school government.
 - Which sports have you played while in school?
 - Have you won awards or a contest (science, math, athletics etc.)?
 - List your hobbies and decide which are applicable.
 - Consider activities that will set you apart from the crowd.
 - Ask your parents, a teacher or a mentor to proof it.

Now is the time to be creative. Use the above points to show how you are a team player, you can solve problems, you are organized, dependable and eager.

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