

teki-sl

free quality learning for everyone



Core Professional Foundations

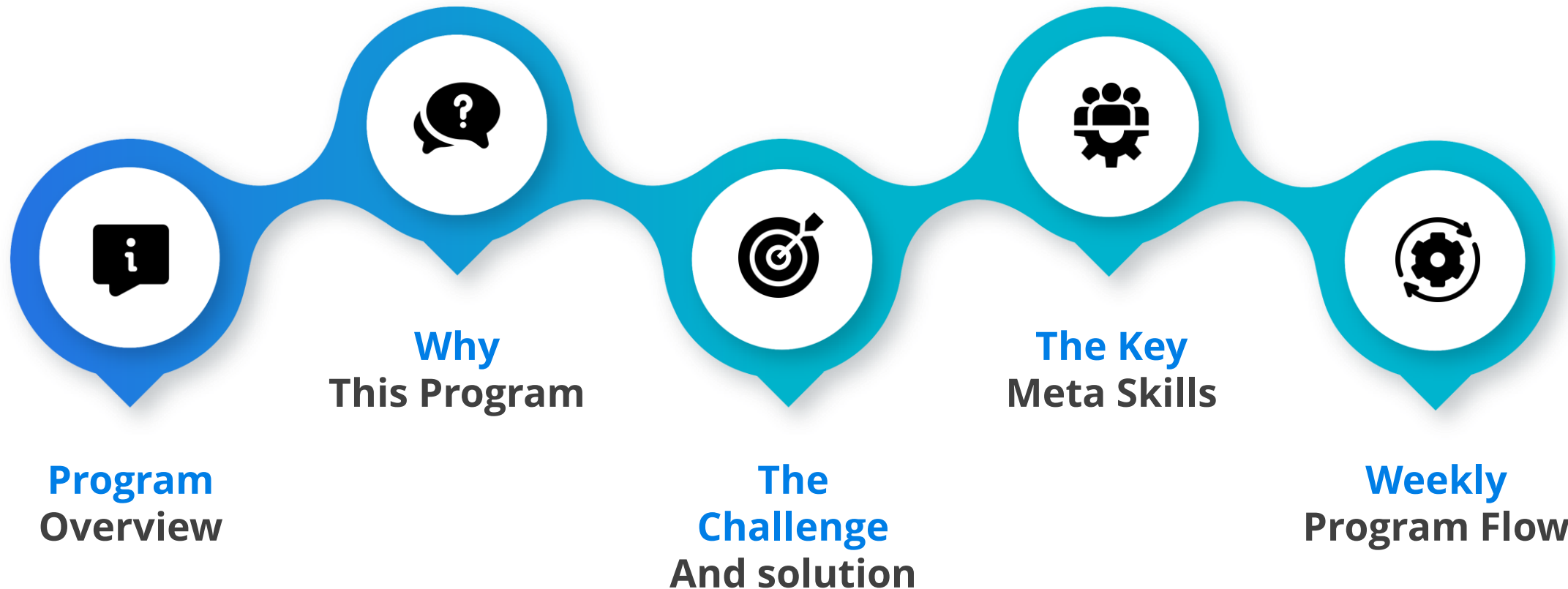
Program Overview



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KEY SLIDES



Core Professional Foundations

Key Program Overview

- ✓ **Professional Foundations** represents the fundamental skills needed to succeed in the professional world
- ✓ For **young professionals** aiming to excel in their **careers**
- ✓ 8 weeks of **engaging learning content** and hands-on **individual** and **team** deliverables
- ✓ Develop key **21st-century skills** for professional growth



Program Overview

- ☑ The TeKi-SL transformative **8-week** professional development program is a **prerequisite to our specialized tech courses**. The program is designed to equip you with essential skills for a successful career in any field of study, regardless of your academic background.
- ☑ The course focuses on building key 21st century skills allowing learners to stand out against their peers.
- ☑ The course material will be delivered **online via the TeKi-SL LMS platform** with some in-person support
- ☑ The program requires approximately **35 hours weekly**, but you can pace your learning according to your personal commitments.
- ☑ Learners will be required to complete **weekly assignments** and weekly check **tests** designed to develop and practice key skills needed in the workplace. Learners have the flexibility to decide how to schedule their time in order to complete their assignments. **Assignments** are submitted in **TeKi-SL LMS**.



Why is the TeKi-SL Foundations Program special?

Equips learners with the real-world job readiness skills needed to stay ahead of the curve for a career in the rapidly changing tech industry. Employers are increasingly looking for candidates with a skill set that extends **beyond technical knowledge**.

The skills that acquired from Foundations include self awareness, and the ability to communicate and collaborate effectively. TeKi-SL Learners will also learn to be **analytical and creative thinkers**.

Gives TeKi-SL learners an advantage over real-world peers, there is an opportunity to build and practice **critical, real-world skills** that are highly sought after by employers.

TeKi-SL learners will be well **equipped for their job search**, Foundations content provides in-depth learning to successfully find and create opportunities and ultimately stand out in the recruitment process.



Why is the TeKi-SL Foundations Program special?

Peer Support

- ✓ Students are placed in squads, which are intimate groups of classmates that complete the course together.
- ✓ Each team has access to our community portal, where members may freely interact, find accountability partners, and support one another during the course and through peer coaching sessions.

Team Support

- ✓ TeKi-SL team offers assistance with important Assignment inquiries as well as onboarding onto all platforms.



Real-World Focus and Applied tasks

- ✓ Every learning objective and Assignment reflects actual work tasks, allowing students to gain the essential skills necessary to succeed in a cutthroat industry.

What Makes Professional Foundations Important?

Having strong professional skills is just as important as having technical knowledge in today's workplace. It's not just about what you know – it's about how you present yourself, work with others, and handle responsibilities.

Professional foundations give you the **basic tools** you need to **succeed in any career**. These include knowing how to communicate clearly, manage your time well, solve problems effectively, and work as part of a team. When you have these skills, you **become more valuable to employers** and more confident in your work.

Just like a house needs a strong foundation to stand tall, **your career needs these basic professional skills to grow and develop**. Whether you work in technology, business, healthcare, or any other field, these skills will help you stand out and move forward in your career.



The Challenge and Our Solution



Problem

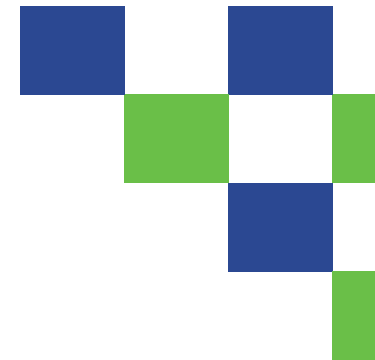
Many young professionals today find it hard to get and keep good jobs. Even though they have degrees and technical knowledge, they often miss important workplace skills



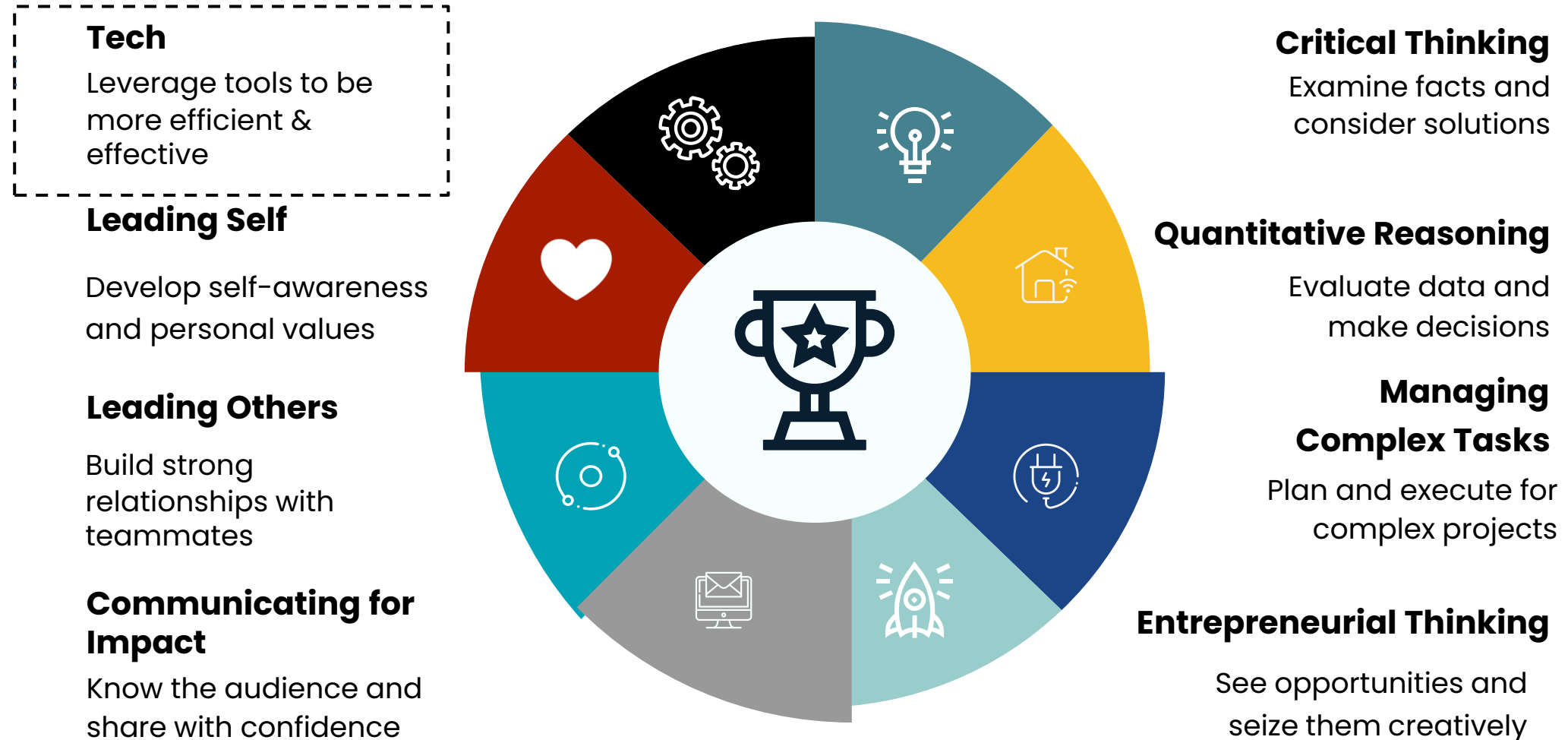
Solution

Our Professional Foundations program helps solve this problem. We teach young professionals the basic skills they need to do well at work.

Think of professional foundations as building blocks for your career.



Professional Foundations Equips Students with Meta Skills



Foundations Program equips learners with:

Critical Thinking

- ✓ Authentic Inquiry
- ✓ Research
- ✓ Analysis
- ✓ Argument & Judgement
- ✓ Synthesis

Leading Self

- ✓ Self Awareness
- ✓ Self Regulation
- ✓ Ethics & Integrity
- ✓ Self Improvement

Leading Others

- ✓ Empathy
- ✓ Feedback
- ✓ Relationship Building
- ✓ Influence
- ✓ Collaboration

Entrepreneurial Thinking

- ✓ Identifying Opportunities
- ✓ Creating Solutions
- ✓ Continuous Iteration
- ✓ Viability
- ✓ Sustainability

Communicating for Impact

- ✓ Audience Awareness
- ✓ Voice
- ✓ Writing Process
- ✓ Organizing for Effective Communication
- ✓ Storytelling & Presentation

Managing Complex Tasks

- ✓ Define the Problem
- ✓ Structuring
- ✓ Work Planning & Resource Allocation
- ✓ Prioritization

Quantitative Reasoning

- ✓ Data Contextualization
- ✓ Uncertainty & Modelling in the Real World
- ✓ Empirical Research
- ✓ Data Based Decision Making
- ✓ Quantitative Problem Solving

Tech Ecosystem

- ✓ Working in Technical & Product Teams
- ✓ Tech Tools
- ✓ Ethics in Tech
- ✓ Technical Literacy
- ✓ Tech Track Specialization

To Advance to any Specialization Program

1

Pass all **weekly milestones** and all automated **weekly tests** with a score of **70% or higher**

2

Complete any additional **assessments and surveys** required by TeKi-SL.

3

Complete **all assigned peer reviews**.

Core Professional Foundations Program Outcomes



01. Skills Progress Tracking

You'll learn to understand your strengths and weaknesses better. This helps you know what you're good at and what you need to improve



Real Problem-Solving Experience

You'll work on actual projects that solve real problems. This means testing your ideas, making improvements, and developing better solutions through practice.



Job-Ready Materials

You'll create everything you need to find a job, including a professional resume, LinkedIn profile, and a portfolio that shows employers what you can do.

Week 1

- **Onboarding & Programme Overview**
- **The Why**
- **Using the LMS**
- **Professional Communication**
- **Digital Literacy Essentials**
- **Introduction to Critical Thinking**
- **Time Management Basics**
- **Communication Tools & Platforms**
- **GCGOS for Africa**

Activities:

- TeKi-SL LMS
- Tech Onboarding & Peer Group Introductions

Assignments:

- n/a



Week 2

- **Advanced Communication Techniques**
- **Values and Empathy**
- **Organizational Skills Enhancement**
- **Email & Business Communication**
- **Virtual Meeting Etiquette**
- **Exploring Africa GCGOs**

Activities:

- Create your Professional Introduction and Career Statement (PICS)
- Write your Personal Mission Statement

Assignments:

- Update your Skills Tracker
- Complete your Personal Mission Statement
- Write a report about your Peer Coaching experience

Tech Tools You'll Learn:

- Zoom
- Google Workspace: Email, Google Calendar

Week 3

- **Problem-Solving Methods**
- **Defining Problems & Asking the right Question**
- **Research Methodologies & Ethics**
- **Workplace Ethics & Professionalism**
- **Team Leadership Skills**

Main Activities:

- Write clear problem statements
- Practice asking helpful questions
- Plan and do research online

Assignments

- A well-written problem statement
- Research summary about GCGO

Tools You'll Learn:

- Google Drive, Docs, Sheets, and Slides
- AI tools to help with research

Week 4

- **The Writing Process**
- **Communication for Impact**
- **Creating Presentations & Technical Writing**
- **Communication in Teams**
- **Work Planning**
- **Goal Setting**

Main Activities

- Writing your personal and work goals
- Look at problems and figure out how they affect people
- Share the story behind your GCGO
- Plan out your project and decide what work needs to be done

Assignment:

- Give a presentation about a problem related to your GCGO
- Write down your learning goals

Tools We'll Learn:

- Google Slides, Canva

Week 5

- ✓ **Intrapersonal Intelligence**
- ✓ **Problem Definition**
- ✓ **Agile Technology Teams**
- ✓ **Research & Data Gathering**
- ✓ **Data Cleaning & Preparation**
- ✓ **Data Visualization**
- ✓ **Understanding the Market**

Main Activities:

- Work together with team members
- Clean and organize data
- Data sources
- Figure out how many people your solution could help

Assignments:

- Problem your team will solve
- Show evidence of the problem using charts and graphs

Tools We'll Use:

- Google Meet, Zoom, Google Sheets, Microsoft Excel

Week 6

- **Refresher**
- **Understanding the User**
- **User Interviews**
- **Intro to Wireframes & Prototypes**
- **Teamwork & Team Communication**
- **Conflict Management & Negotiation**
- **Generating Solutions & Making Decisions**

Main Activities:

- Learn the difference between users and customers
- Create profiles of typical users
- Talk to real users to understand their needs
- Think of new solutions with your team

Assignment:

- Draw a basic design of your solution
- Write a report about what you learned from users
- Share your team's ideas and solutions

Tools We'll Use:

- Canva, Figma , Miro

Week 7

- **Reflection on Intrapersonal Growth**
- **Generating Solutions**
- **Product Requirements**
- **Pitch Preparation**
- **Identifying Opportunities**
- **Wireframes & Prototypes**

Main Activities

- Study user needs and problems they face
- Come up with possible solutions
- Create a basic version of your solution(Prototype)

Assignments:

- Update your skills list
- Make a final design of your solution
- Create a presentation to explain your idea

Extra Activities You Can Do

- Make your design better
- Work on your presentation skills
- Write about yourself and how to handle self-doubt

Tools We'll Use

- Google Slides, Canva, Microsoft PowerPoint, AI tools
– to help make better presentations

Week 8

- ✓ **Building Your Professional Brand**
- ✓ **Elevator Pitch**
- ✓ **Professional Bio**
- ✓ **Exploring Career Paths**
- ✓ **Creating a Standout Resume**
- ✓ **Optimizing LinkedIn**
- ✓ **Mastering Interview Techniques**
- ✓ **Building Your Career Portfolio**
- ✓ **Strategic Job Search & Networking**

Main Activities:

- Write your resume in a clear, professional way
- Create and improve your LinkedIn profile
- Practice for job interviews
- Learn how to pitch your project (if you choose)

Assignments:

- A finished resume
- Your LinkedIn profile
- A short speech about yourself (elevator pitch)
- Professional bio

Tools We'll Use

- Canva, Google Slides, Google Docs, LinkedIn

Tools Learners Get to Use



Our Professional Foundations Program
takes up about 20–30 hours of your time
each week. This includes both class time
and work you'll do on your own.

1



40%
IN LMS

~10 hours per week
going through
engaging online
content

2



45%
IN SELF WORK

~20 hours per week
working on
activities

3



40%
IN LMS

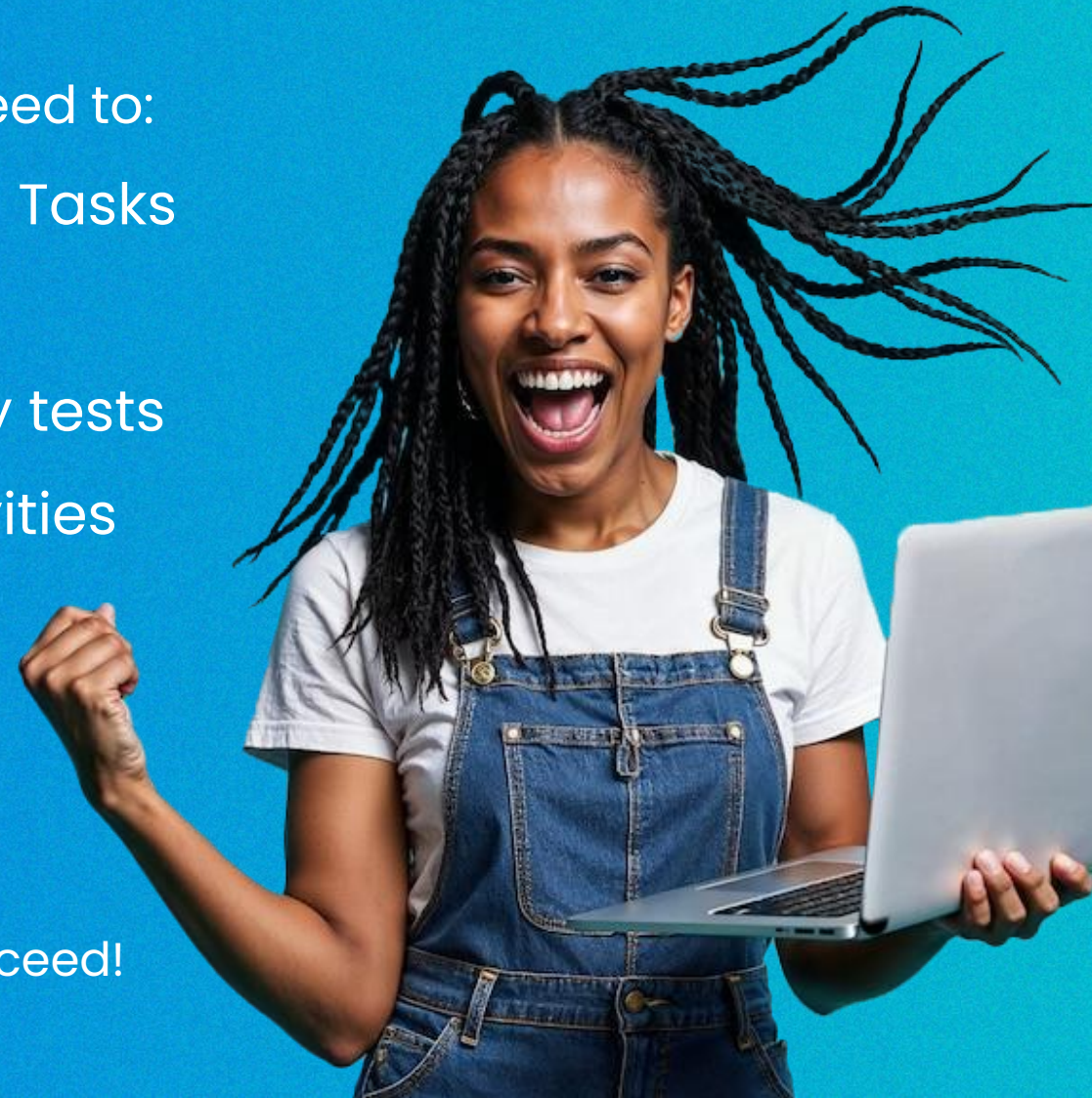
~8 hours per week
collaborating with
Other Learners

COMPLETION REQUIREMENTS

To finish the TeKi-SL program successfully, you need to:

- ☑ Complete and turn in all assignments and Tasks before the program ends
- ☑ Get a score of 70% or better on all 8 weekly tests
- ☑ Fill out all surveys and do all practice activities we give you

Remember: Meeting these requirements shows you're ready for professional work. We're here to help you succeed!



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