

# PERSONAL GROWTH (PG) MASTERCLASS TABLE OF CONTENTS

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## **ORIENTATION**

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### WELCOME MESSAGE AND HOW TO TAKE THE COURSE

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PLEASE ACCESS ALL WORKBOOKS AT THIS LINK: (lower-case) [harouneducation.com/personal-growth-course](http://harouneducation.com/personal-growth-course)

## **SEMESTER ONE (PG-1)**

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### **CLASS ONE (PG-1-1: PERSONAL GROWTH SEMESTER 1, CLASS #1)**

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TOPIC 1: HOW CAN WE ACCOMPLISH MUCH MORE EVERY DAY IN OUR CAREERS?

TOPIC 2: WHAT ARE 3 SIMPLE WORDS TO SAY TO BOOST OUR CONFIDENCE IN BUSINESS?

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### **CLASS TWO (PG-1-2: PERSONAL GROWTH SEMESTER 1, CLASS #2)**

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TOPIC 1: HOW CAN WE INCREASE OUR CONFIDENCE WHEN INTERVIEWING?

TOPIC 2: 10 REASONS WHY PEOPLE DON'T DO WELL IN INTERVIEWS & WHY YOU WILL DO WELL!

TOPIC 3: HOW DO WE TURN OUR PERCEIVED WEAKNESSES INTO STRENGTHS

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### **CLASS THREE (PG-1-3: PERSONAL GROWTH SEMESTER 1, CLASS #3)**

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TOPIC 1: HOW DO WE MENTION OUR STRENGTHS IN AN INTERVIEW (AND WHAT STRENGTH WORDS DO INTERVIEWERS LOOK FOR?)

TOPIC 2: TRANSITION WORDS, WORDS TO USE, WORDS NOT TO USE AND WORDS THAT BUY YOU TIME

TOPIC 3: WHAT TO BRING TO THE INTERVIEW TO INCREASE YOUR CHANCES OF GETTING HIRED

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### **CLASS FOUR (PG-1-4: PERSONAL GROWTH SEMESTER 1, CLASS #4)**

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TOPIC 1: WHAT TO BRING TO THE INTERVIEW TO INCREASE YOUR CHANCES OF GETTING HIRED

TOPIC 2: HOW TO ANSWER ANY QUESTION YOU HAVE NO IDEA HOW TO ANSWER & USING STRATEGY FRAMEWORKS

TOPIC 3: WHAT YOU MUST KNOW ABOUT THE COMPANY INTERVIEWING YOU

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**CLASS FIVE (PG-1-5: PERSONAL GROWTH SEMESTER 1, CLASS #5)**

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TOPIC 1: HOW TO KNOW THE NEXT QUESTION THEY WILL ASK YOU IN MEETINGS/INTERVIEWS + READING BODY LANGUAGE

TOPIC 2: PRACTICING ANSWERING VERY TOUGH QUESTIONS (AND MY HUMBLE THOUGHTS ON HOW)

TOPIC 3: ADDITIONAL [FINAL] CRUCIAL STRATEGIES TO ADDRESS IN INTERVIEWS

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**CLASS SIX (PG-1-6: PERSONAL GROWTH SEMESTER 1, CLASS #6)**

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TOPIC 1: A RADICALLY DIFFERENT WAY TO CREATE YOUR RESUME

TOPIC 2: THE HARVARD BUSINESS SCHOOL RESUME FORMAT

TOPIC 3: GOAL SETTING WORKSHOP

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**CLASS SEVEN (PG-1-7: PERSONAL GROWTH SEMESTER 1, CLASS #7)**

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TOPIC 1: USING IMPACTFUL WORDS AND JOB TITLES ON A RESUME (AND LINKEDIN PROFILE)

TOPIC 2: POSITION TITLES TO USE ON YOUR RESUME

TOPIC 3: YOUR BIGGEST ACCOMPLISHMENTS IN YOUR LIFE (SO FAR) & HOW TO LIST THEM ON YOUR RESUME

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**CLASS EIGHT (PG-1-8: PERSONAL GROWTH SEMESTER 1, CLASS #8)**

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TOPIC 1: APPLYING FOR JOBS WITH A COVER LETTER & THE BEST WAY TO GET AN INTERVIEW

TOPIC 2: OPTIMIZING OR CREATING YOUR LINKEDIN PROFILE TO IMPROVE YOUR CAREER PROSPECTS

TOPIC 3: WHY WE ALL MUST BECOME JOURNALISTS ON LINKEDIN IN ORDER TO NETWORK: I WILL TEACH YOU HOW

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**CLASS NINE (PG-1-9: PERSONAL GROWTH SEMESTER 1, CLASS #9)**

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TOPIC 1: THE MOST IMPORTANT EXERCISE IN THIS MBA DEGREE PROGRAM

TOPIC 2: WHY YOU SHOULD TAKE EVERY MEETING (YES YOU DO HAVE THE TIME)

TOPIC 3: HOW DO WE GET THESE NETWORKING MEETINGS?

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**SEMESTER 2 (PG-2)**

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**1/3 PAST? A STORY ABOUT FINDING YOUR PASSION & PURPOSE IN LIFE**

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CHAPTER 1: LIGHT

CHAPTER 2: STARS

CHAPTER 3: YELLOW

CHAPTER 4: EXTINCT

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### **2/3 PRESENT? A STORY ABOUT FINDING YOUR PASSION & PURPOSE IN LIFE**

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CHAPTER 5: RED

CHAPTER 6: PURPOSE

CHAPTER 7: GREEN

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### **3/3 FUTURE? A STORY ABOUT FINDING YOUR PASSION & PURPOSE IN LIFE**

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CHAPTER 8: LOVE (& LIGHT AGAIN!)

CHAPTER 9: CONCLUSION & NEXT STEPS

YOUR TURN...

NEXT STEPS...

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## ***SEMESTER 3 (PG-3)***

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### **CLASS ONE, PART 1 (PG-2-1: PERSONAL GROWTH SEMESTER 2, CLASS #1)**

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TOPIC 1: CHANGING YOUR FOCUS

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### **CLASS ONE, PART 2 (PG-2-1: PERSONAL GROWTH SEMESTER 2, CLASS #1)**

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TOPIC 1 - PART 2: CHANGING YOUR FOCUS

TOPIC 2: CHANGING YOUR ACTIONS

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### **CLASS ONE, PART 3 (PG-2-1: PERSONAL GROWTH SEMESTER 2, CLASS #1)**

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TOPIC 3: CHANGING YOUR PERCEPTION

PG 2-2: TOPIC 1: PART 1: CHANGING YOUR VISION

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### **CLASS TWO (PG-2-2: PERSONAL GROWTH SEMESTER 2, CLASS #2)**

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TOPIC 1: PART 2: CHANGING YOUR VISION

TOPIC 2: CHANGING YOUR BLUEPRINT

TOPIC 3: NEXT STEPS!

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