Week 1: Introduction and Self-Assessment
- Session 1: Introduction to Career Growth
  - Understanding career growth
  - Importance of skill enhancement
  - Setting personal career goals
- Session 2: Self-Assessment and Goal Setting
  - Assessing current skills and competencies
  - Identifying areas for improvement
  - Creating a personal development plan

Week 2: Communication Skills
- Session 3: Effective Communication
  - Verbal and non-verbal communication
  - Active listening
  - Clarity and conciseness in communication
- Session 4: Presentation Skills
  - Structuring a presentation
  - Engaging your audience
  - Using visual aids effectively

Week 3: Technical Skills
- Session 5: Digital Literacy
  - Importance of digital skills in today's job market
  - Basic to advanced computer skills
  - Introduction to relevant software and tools
- Session 6: Data Analysis and Interpretation
  - Importance of data in decision-making
  - Basic data analysis techniques
  - Tools for data analysis (e.g., Excel, Tableau)

Week 4: Leadership and Management
- Session 7: Leadership Skills
  - Characteristics of effective leaders
  - Leadership styles and when to use them
  - Building and leading effective teams
- Session 8: Time Management
  - Prioritizing tasks and managing time effectively
  - Tools and techniques for time management
  - Balancing work and personal life

Week 5: Problem Solving and Decision-Making
- Session 9: Critical Thinking
  - Importance of critical thinking in the workplace
  - Techniques for improving critical thinking skills
  - Applying critical thinking to real-world scenarios
- Session 10: Decision Making
  - Steps in the decision-making process
  - Tools and techniques for effective decision-making
  - Case studies and practical exercises

Week 6: Networking and Continuous Learning
- Session 11: Networking Skills
  - Importance of professional networking
  - Building and maintaining professional relationships
  - Using social media and professional networks (e.g., LinkedIn)
- Session 12: Lifelong Learning and Personal Development
  - Importance of continuous learning
  - Identifying opportunities for professional development
  - Creating a personal learning plan