

Background: SOCHE offers all students professional development opportunities for exposure to work environments as well as a chance to develop “soft” skills. Soft skills directly relate to how well students can work with and interact with others. In addition to actual work experience, professional development training is provided to introduce you to in-demand soft skills that employees need, and employers want. This professional development opportunity allows you to learn at your own pace. Each student is offered an Individual Development Plan as a part of their internship with SOCHE.

SOCHE YouTube channel: SOCHE has worked with professionals from many different industries, to record videos of each professional talking about their career. These videos could be helpful to students who are contemplating different careers that they have not had the opportunity to investigate. Students can visit the SOCHE YouTube channel at <https://www.youtube.com/@sochenews/videos>.

SOCHE Website: SOCHE has created multiple resources for students to assist them in finding internships or preparing them for jobs. The resources include information on Ohio’s In Demand Jobs, Higher Education, Degrees, Preparing a Resume and many more. Students can visit the SOCHE website at <https://www.soche.org/high-school-students/>.

Hidden Rules of Going Pro Online Course: SOCHE worked with a partner to create 12 short course modules on different soft skills. Each module covers a specific topic that will help you learn and/or enhance professional skills. Each module will have a “Complete Your Learning” quiz at the end of the lesson. You are expected to complete the 12 modules before the end of your internship. Each module takes approximately 2 minutes to complete. *Example: To complete all 12 modules in an 8-week internship, you will need to complete 1-2 modules per week.*

Modules

- Professional Mindset
- Professional Behavior
- Expectations
- Clear Communication
- Customer Service
- Listening
- Communication Etiquette
- Professional Etiquette
- Technology Etiquette
- Behaviors To Avoid

Amazon eGift Bonus Awards. When you complete four (4) modules, including the “Check your Learning” quizzes, you will receive a \$5 eGift Card from Amazon in your email. You are eligible to receive up to \$15 in gift cards.

How to Reset Your Password. To change your password, go to the Library Page, click on the upper right hand corner icon, select Settings, under Password section, enter the current password and then your new password. Verify the password and select save.

Instructor. The instructor for these modules is Christy Shell. Christy has a Master of Education and has been a facilitator of personal and professional development for over 20 years as a certified executive, career, and life coach. As the founder of Zeal Coaching, she is the catalyst for students, adults and businesses to ignite their life with passion, purpose, love and success...to live a life of Zeal. If you need assistance with the modules, contact christy@zealcoach.com.

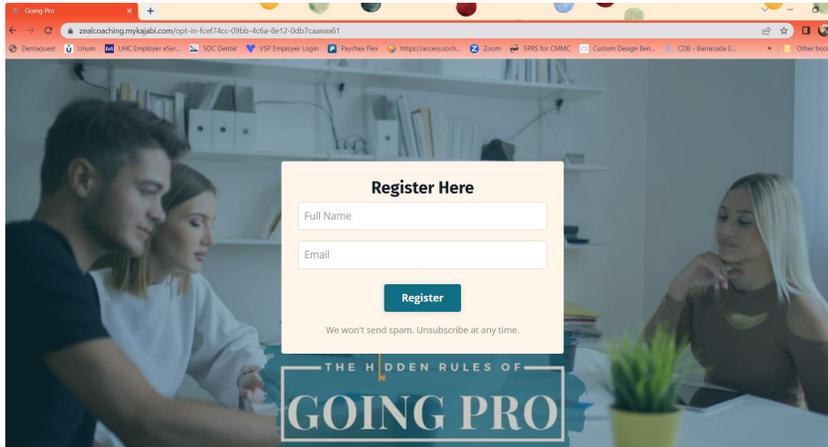
Register. Please register and begin your professional development.

STEP 1 REGISTER FOR AN ACCOUNT

To register, click here <https://zealcoaching.mykajabi.com/pl/2147635889>

Register with your full name and email address.

Use an email address that you check regularly for emails from Zeal and eGift cards from Amazon.

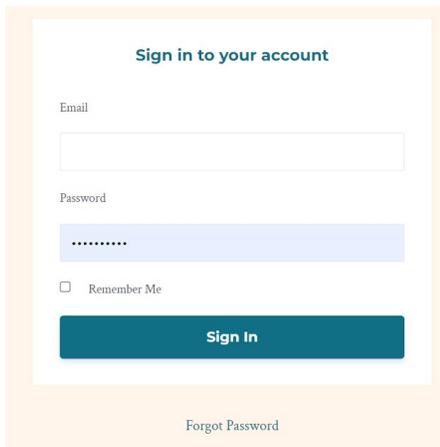


STEP 2 RECEIVE EMAIL FROM ZEAL

After registering, you will receive an email from Zeal Coaching for Life & Career with your login (sign in) information and password for a different website <https://zealcoaching.mykajabi.com/login>. If you don't receive an email, check your SPAM, or junk email folder.

STEP 3 SIGN IN TO YOUR ACCOUNT

Sign into the account using the information from the Zeal email. <https://zealcoaching.mykajabi.com/login>



STEP 4 CLICK START IN THE COURSE LIBRARY

