

Quarter Course

PROFESSIONAL DEVELOPMENT

FALL 2025 CERTIFY WITH 30 HOURS



https://www.imfahe.org/



Syllabus Quarter Course Professional Development

COURSE DIRECTORS

Zafira Castano, Ph.D., President/Co-Founder, IMFAHE Foundation.

Email: president@imfahe.org

Maria Soriano, Ph.D., CEO/Co-Founder, IMFAHE Foundation.

Email: mariasorianocarot@imfahe.org

COURSE DESCRIPTION

The International Mentoring Foundation for the Advancement of Higher Education (IMFAHE), in collaboration with its partner universities, offers students access to top-quality online education. In today's rapidly evolving and highly competitive students global job market, and young professionals must develop a broad professional skills to stand out as strong candidates. This course combines expert-led masterclasses with practical exercises to equip students with the essential skills they need to achieve their career goals.

GRADING POLICY & REQUIREMENTS

This course is assessed on a pass/fail basis. To receive a "pass," students must meet the following three requirements.

LEARNING OBJECTIVES

BUILD YOUR PROFESSIONAL PROFILE

Create an effective CV /Resume Write a strong Cover Letter & Personal Statement Stand out in LinkedIn Prepare your own brand

IMPROVE YOUR COMMUNICATION SKILLS

Learn how to master the communication skills required to successfully compete for a job Get ready to deliver an effective Elevator Pitch

SUCCESSFUL INTERVIEWING

Have a good understanding of the interview process Informational Interviews as a tool to stand out as a candidate

Attend the Live Masterclasses

or watch the recorded sessions, and complete the visualization survey if the live session was missed

Watch the Recorded Masterclasses

and complete the the corresponding visualization survey

Complete the Practical Exercises

and apply the knowledge gained from the masterclasses



LIVE MASTERCLASSES

The live masterclasses will be conducted via **Zoom** at the times listed in the table. It is important to register for each session.



Time & Date

Masterclass

Speaker

Link

October 22 (14:30h Central **European Time)**

Mastering Public Speaking for Career Success

Jesus Paez-Cortez

Researcher at Vertex and Communication Exert. Boston, USA.



October 29 (14:30h Central **European Time)** Time Management for **Ambitious Dreamers**

Miriam Beyers, PhD.

Founder, WonTime. Copenhagen, Denmark.



November 5 (14:30h Central **European Time)** **Global Recruiting Trends** Kristine Tamayo and the Impact of Al

Assistant Professor of Leadership and Human Resource Management at **IESEG School of** Management. Paris, France.





Each student is expected to attend the live masterclass at the scheduled time and actively participate in discussions with the speaker. Students who are unable to attend must watch the recording of the session and complete a visualization survey.

The link to the recording and the visualization survey will be shared with all registered participants 24-48 hours after the **session.** Students who attend the live masterclass are not required to complete the visualization survey.

RECORDED MASTERCLASSES

Find the links to the recorded masterclasses in the table below.



Masterclass

Mastering your Resume and Cover Letter. Lessons from Harvard University

<u>Video Link</u>

Visualization Survey

LinkedIn for students, graduates and educators.

<u>Video Link</u>

<u>Visualization Survey</u>

The Job Interview. How to nail it

<u>Video Link</u>

Visualization Survey

How the growth mindset can help you in your career.

<u>Video Link</u>

<u>Visualization Survey</u>

Define your success and embrace a career with confidence.

<u>Video Link</u>

<u>Visualization Survey</u>

Self-awareness and professional success.

<u>Video Link</u>

<u>Visualization Survey</u>

Developing your own brand.

Video Link

<u>Visualization Survey</u>

Speaker

James Gould, PhD.

Author | Career & Professional Development Director for Postdoctoral Affairs, Harvard Medical School. Boston, USA.

Miguel Angel Garcia

Best seller co-author of "LinkedIn For Students, Graduates & Educators". London, UK.

Lauren Celano

CEO, Co-Founder, Propel Careers. Boston, USA.

David Saez Moreno

Researcher CEB, Portugal.

Kim Meninger, MBA, PCC

Executive Coach & Consultant | Impostor Syndrome Files Podcast Host | TEDx Speaker | Women's Leadership. Boston, USA.

Scott Schwefel,

CEO Discover Yourself, Ted Talk speaker (+3.000.000 views), Minnesota, USA.

Lauren Celano

CEO, Co-Founder, Propel Careers. Boston, USA.

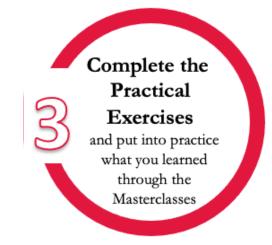
Each student is expected to watch every session and complete the corresponding visualization survey.



PRACTICAL EXERCISES

1. Prepare Your CV/Resume and Cover Letter.

Using the guidelines provided in this course by James Gould, create your own CV or resume and draft a cover letter for a potential job you are interested in applying to. Even if you are not currently seeking employment, select a prospective job for this exercise. To receive your diploma, please email both your cover letter and CV/resume to IMFAHE (OC@imfahe.org).



2. Create an Effective LinkedIn Profile.

If you do not already have a LinkedIn account, register for one, or log in if you have an existing profile. Use the tips provided during this course to build a compelling LinkedIn profile. To qualify for the diploma, share the link to your LinkedIn profile with IMFAHE (QC@imfahe.org).

3. Get ready to succeed in your next interview.

To receive the diploma, complete the following exercise and email your responses to IMFAHE at (<u>QC@imfahe.org</u>):

- 3.1. <u>Dream Job</u>: Think about your ideal job. Write down the position title and the organization where you would love to work (e.g., Immunologist at Pfizer, Software Engineer at Google).
- 3.2. <u>Research the Organization</u>: Study the organization and note what is important to them. Identify five key terms or values that you should incorporate into your responses during an interview to demonstrate alignment with the organization's mission.
- 3.3. <u>Interview Preparation:</u> You've submitted your CV, and now the Organization has requested an interview. Prepare by writing down effective answers to commonly asked interview questions, tailored specifically to the position.



Each student is expected to complete the practical exercises following the guidelines, information and advice presented at the masterclasses. The objective of these exercises is that every student prepares a CV/resume, cover letter, LinkedIn profile, and interview to be ready to get a desired job/position/career goal.



HOW TO OBTAIN THE DIPLOMA

(Course Certified with 30h Upon Completion)

IMPORTANT NOTE:

Only students and professors from the organizations universities and that collaborate with IMFAHE in the academic year of 2025-26 are eligible to request a diploma. See the logos below.

HOW TO REQUEST A DIPLOMA:

After completing requirements 1, 2 and 3, send all **PRACTICAL EXERCISES** in a single email EMAIL before JANUARY 11, 2026 at 23:59 h (Central European Time) **QC@imfahe.org**. Use the following subject line: **IYOUR** NAME **UNIVERSITY/ORGANIZATION** QC1 Diploma Request].















Universidad





