

## GAP YEAR 2020 - TOPIC OUTLINES

Progress from Season 1 to 2 in Gap Year Programs is based on individual Monitoring & Evaluation of individual growth experiences and personal case studies - as captured and documented in our basic AKAD documentation.

The list below is of our Core and Field Activity topics for success in academics, careers and life.

1. Knowing & Understanding Self
2. Profile Writing & presentation; Elevator Pitch
3. Public Speaking & Confidence Building
4. Essays Writing Skills
5. Spiritual Success Principles
6. Leadership Development
7. Leadership Growth Matrix
8. Networking & Sociability skills
9. Ideation: Current news; problems & solutions
10. Concept notes
11. ADR – Alternative Dispute Resolution
12. Crucial Conversations
13. Strategic Plan outline
14. Why Mentoring: Theory of Change & Mentoring Others
15. Change Management & Leading Change
16. Emotional Intelligence & Wellbeing
17. Relationships & Sex
18. Negotiation; Single & Multiple Party
19. Conversation stoppers in Networking
20. Critical Thinking Skills
21. Psychometrics for Mentorship
22. Research Design & Methodology
23. Innovation & Business Skills
24. Business Management Skills
25. Business Proposal Processes
26. Financial & Retirement Planning
27. Business Administration Skills
28. Basic Accounting
29. Financial & Technical Proposals
30. CSR & Community Service
31. CV & Resume writing
32. Interviewing skills; Internships, Jobs, Promotion & Business
33. Effective References & Recommendations
34. Writing guide references & recommendations for mentors, counselors & teachers
35. Law & Criminal Justice System
36. Monitoring & Evaluation in Mentoring
37. Preparation for Studies & Living Abroad as an African

The above have AKAD documentation formats as guidelines to achieving optimal success in each area.