



GAP YEAR for workplace Brochure (USA)

Target Audience

- Fresh university and polytechnic graduates
- NYSC candidates and recent alumni in transition
- Young adults preparing for the job market or entrepreneurial ventures
- Graduates looking to upskill with practical digital and workplace competencies

Course Objectives

To equip workplace professionals with in-demand digital skills, essential soft skills and job readiness tools to confidently transition into the workforce entrepreneurial space — with no prior tech or coding experience required. This program bridges the gap between academic knowledge and real-world relevance in a tech-first economy.

Course Overview

- Learn high-demand digital tools used in global workplaces
- Learn how to freelance or monetize your skills
- Build your first resume/CV and cover letter
- Gain confidence with workplace communication & conflict resolution
- Understand remote work tools and environments
- Earn a certificate of completion
- Join an active learning community and mentorship network
- Opportunity for internships or referrals
- Learn workplace ethics and compliance
- Learn AI automation and digital tools mastery
- Critical thinking and creativity.
- Learn professional design tools and presentation skills
- Team collaboration and remote work etiquette
- Financial literacy and entrepreneurship
- Job readiness through real world scenarios
- Have a portfolio of digital projects.

Duration: 8 weeks (July 14th- September 1st 2025)

Fee: \$150

Group training (from 10): 10%



Course Outlines

- Data Entry, Record Keeping, Financial Literacy & Invoicing
- Presentation & Visual Communication
- Conferencing & Online Communication
- Artificial Intelligence Tools
- Project Collaboration
- Note-Taking & Productivity
- Email & Professional Writing
- Cloud & Document Storage
- Design & Creativity
- Reporting & Proposal Writing
- Job Readiness
- Time Management & Scheduling
- Content Creation
- Ethics, Compliance & Workplace Culture



To partner, enroll, or get more information:

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Available online to participants across Africa, the UK, Canada, and the US

Payment

Participation includes access to all live sessions, recorded resources, certification, and mentorship

USA

Price: \$150

Pay using: <https://bit.ly/AVA-GAPYEAR-WORKPLACE-USA>



**DIGITAL SKILLS FOR
GAP YEAR
(WORKPLACE)
Training Calendar**



		AVA GAP YEAR CALENDAR	
		Training: Week 1 - Week 4	
Week 1	TOPIC	Coach	Coordinator
July 14	Cloud and document storage, google drive, one drive, SharePoint	Raliat Olowu	Michael
July 16	Scheduling calendar with Ms Teams, zoom, google meet, slack	Raliat Olowu	Toyin
July 18	Canva& Graphics design- creating fliers, eBook, cartoons, design basics	Favour Oyedokun	Mary
WEEK 2			
July 21	PowerPoint design for effective storey telling, word formatting	Michael Arewa	Raliat
July 23	Excel basics, budgeting and project tracking	Michael Arewa	Toyin

July 25	Effective communication and conflict resolution	Toyin Olugbesan	Mary
WEEK 3			

July 28	Digital marketing and monetization basics	Richard Ekpo	Raliat
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July 30	Content creation and YouTube essentials	Fola Teru	Toyin
Aug 1	Twitch & faceless YouTube channels	Fola Teru	Michael

WEEK 4

Aug 4	Introduction to CHATGPT and other LLMs and Ai writing assistants	Bunmi Teru	Michael
Aug 6	Ai design images and video, Ai ethics	Bunmi Teru	Mary
Aug 8	Cybersecurity and digital privacy	Bunmi Teru	Raliat

		Training: Week 5 - Week 6	
Week 5	TOPIC	Coach	Coordinator
Aug 11	Organizing task (Trello, Jira, slack)	Bunmi Teru	Raliat
Aug 13	Goal setting and time management	Bunmi Teru	Toyin
Aug 15	Working effectively with teams	Bunmi Teru	Michael
Week 6			
Aug 18	Group presentation- Groups 1&2	Richard& Toyin	Raliat
Aug 20	Group presentation - Groups 3&4	Raliat & Michael	Mary
Aug 22	Group presentation- Group 5	Raliat & Toyin	Michael

		Training: Week 7 - Week 8	
Week 7	TOPIC	Coach	Coordinator
Aug 25	Building a linked profile, crafting a personal brand story	Bunmi Teru	Raliat
Aug 27	Web design without code	Richard Ekpo	Michael
Aug 29	Word formatting and cv building	Michael Arewa	Mary
Week 8			
Sept 1	Compliance and workplace culture	Toyin Olugbesan	Mary
Sept 3	Email professional writing using outlook, google	Raliat Olowu	Toyin
Sept 5	Project	Raliat & Toyin	Michael