alx

PROFESSIONAL FOUNDATIONS

ALX now provides more for those who want more. Access the full ALX ecosystem for just $5 a month, for the duration of your chosen programme:

- World-class career development programmes, valued up to $12,500 each
- A thriving community of peers and professionals
- State-of-the-art Tech Hubs to enhance your journey
- Career services and community support

www.alxafrica.com

3 Months (35-40 hrs per week)

What is Professional Foundations?

Professional Foundations is an intensive 3-month programme that equips young professionals with the essential skills needed to succeed in their careers. It serves as the standard starting point for all ALX Tech Lite programmes (Data, Programming & Development, Business and Creative Tech) and is required only once, no matter how many ALX programmes you pursue, ensuring you begin with the foundational skills essential for success.

Professional Foundations offers a blend of engaging learning content and hands-on individual and team deliverables, focusing on developing key 21st-century skills crucial for professional growth.

The training covers areas such as leadership, communication, quantitative reasoning, entrepreneurial thinking, critical thinking, task management, and tech skills. Through this comprehensive approach, Professional Foundations prepares learners to navigate and excel in their ALX tech specialisation and empowers them to lead with competence and confidence in their future careers.

Why Professional Foundations Matter

Professional Foundations is the gateway to a transformative journey in the tech world. This one-time, intensive programme equips learners with the crucial skills needed to excel not just in ALX Tech Lite specialisations but also in the dynamic global workplace. By focusing on essential competencies like communication, teamwork, and time management, it lays the groundwork for lifelong career success.

Beyond foundational skills, this programme fosters confidence and readiness, ensuring participants can tackle real-world challenges and collaborate effectively in diverse environments. With its emphasis on professional and personal growth, Professional Foundations acts as a springboard to leadership roles and meaningful contributions in the fast-paced tech industry.

Why Join Us?

- **Career Readiness:** Gain essential professional development skills to excel in the modern workplace.
- **Collaborative Learning:** Work in teams, share feedback, support each other's growth, and build a strong professional network.
- **Practical Application:** Apply new skills through real-world exercises and guided projects.
- **Comprehensive Skill Set:** Develop leadership, analysis, and execution skills tailored for tech careers.

Structure Summary

The programme is set up around **8 meta skills**, defined as key for modern workplace success according to research:

- Tech Skills
- Leading Self
- Leading Others
- Communicating For Impact
- Critical Thinking
- Quantitative Reasoning
- Managing Complex Tasks
- Entrepreneurial Thinking

Tools Learners Get to Use

Figma	Midjourney	Miro	Canva	Zoom	Beautiful.ai

Bing	ChatGPT	Notion	Asana	Loom	Grammarly

Resume.io	Gmail	Google Slides	Google Calendar	Google Sheet	Google Docs	Google Meet

3-Month
Programme

100%
Digital (Online) Learning programme

35-40 hrs
Per Week

Programme Breakdown

Each week, you will be expected to:

- Log into **eHub** and engage with your peers.
- Access the **LMS (Savanna)** and complete the weekly content.
- **Complete and submit** each Week's test and milestone before the deadline, usually at 11:59 pm GMT.
- Complete all tests, milestones, and 'Check Your Understanding' quizzes
- Learners receive structured and ongoing support through weekly video overviews, career-focused fireside chats, and assignment clinics designed to help them navigate key milestones in the programme.

Phase 1

Week 1

- Karibu Ceremony
- Tech Onboarding - Your Personal Toolkit
- Program & Portal Deep Dive
- Mindsets to Succeed
- Africa's GCGOs (Global Challenges and Global Opportunities)
- Community Code of Conduct
- Code of Conduct
- 8 Meta Skills Overview

Week 2

- GCGOs Snapshot & Reflection
- Ethics in Tech
- Self-Awareness
- Emotional Intelligence
- PICS
- Exploring My Strengths & Weaknesses
- Intro to Grit, Growth Mindset & Proactivity
- RULER Method
- Developing Beneficial Habits
- Time Management
- Google Workspace (Gmail, Drive and Docs)
- GROW Model
- Intro to Peer Coaching

Week 3

- Reviewing Beneficial Habits
- Morning Papers
- Empathy for Problem Solving
- Women Empowerment
- Intro to Problem Definition
- Cool Head Warm Heart Model
- McKinsey Problem Solving Framework
- How to Use Problem Solving Approaches
- In Depth Dive: GCGOs
- Intro to Asking Effective Questions
- Creating Hypotheses & Research Questions
- Google Workspace (Sheets & Slides)
- Tech Literacy: How the Web Works

Week 4

- Meditation
- Intro to Web Research
- Research Methodology & Citations
- Writing Foundations: Storytelling, Writing Best Practices & Tech Writing
- Stories, Problems & Impact Assessment
- Using Ethos, Pathos & Logos
- Identifying Key Messages & Illustrating the Problem
- Scope Management, Tools & Techniques for Projects
- Work Planning & Resource Allocation

Phase 2

Week 5

- Team Assignments
- Sprint Planning Meetings and Retros
- Stages of Working in a Team
- Agile Technology Teams
- Problem Definition Review
- My Chosen GCGO
- Working With Peers
- Size of the Opportunity
- Trends in the industry
- Intro to Research Gathering & Data
- Data Preparation Techniques
- Tracking Down a Relevant Dataset
- Intro to Data Visualization

Week 6

- Leadership & Followership
- Leadership Types
- What Makes a Teammate Truly Outstanding?
- What Is a Prototype?
- What Is a Wireframe?
- Popular Wireframe Tools
- Creative Innovation
- Divergent vs. Convergent Thinking
- The SCAMPER Technique
- Bad Idea Brainstorming
- Idea Generation Techniques
- Evidence-Based Reasoning
- Introduction to Logic
- Preparing to Conduct User Interviews
- Empathy for Problem Solving Review
- Types of Questions
- Tips for Successful User Interview

Week 7

- Conflict Management (Approach, Methods & Tips)
- Negotiation: BATNA x Rapport
- Negotiation: Listening and Tradeoffs
- Human-Centered Design Recap
- BUILD Framework Recap
- Design Thinking Recap
- User Personas Recap
- Prototypes and Wireframes
- Steps to Creating a 3D Prototype
- Steps to Creating a Wireframe
- Prioritizing Your Prototype Features
- Types of User Interview Questions
- Consent Form
- User Interview Checklist - 3D Prototype & Wireframes

Week 8

- User Journey Mapping
- Finalizing Prototype Scope
- Product Requirements Document (PRD)
- Identifying Constraints
- Key Performance Indicators (KPIs)
- Design Handovers in Tech Teams
- Best Practices When Conducting Design Handovers
- Audience Awareness Recap
- Audience Expectations & Needs
- Audience's Needs x Powerful Message
- Powerful Message
- Pitching to Tech Leadership
- Powerful Presentations
- A Presentation on Presentations
- Powerful Slides
- Powerful Speaking
- Powerful Presentation Tools
- Video Production Tools
- Video Recording Considerations
- Editing Your Video

Phase 3

Week 9

- Peer Coaching Recap
- The GROW Model Recap
- Intro to Opportunity Identification
- Opportunity Area: Big Data
- Opportunity Area: Software as a Service
- Opportunity Area: Cloud Computing
- Opportunity Area: Apps & Tools
- Opportunity Area: Artificial Intelligence
- Opportunity Area: Entrepreneurship
- Ethical Considerations in Technology

Week 10

- Data Analytics & Data Science Specializations
- Salesforce Specialization
- AWS Specialization
- Software Engineering Specialization
- Key Career Skills
- How to Deal With Imposter Syndrome
- Resume Writing

Week 11

- Specialization Deep Dives
- Personal Branding
- What Is a Portfolio?
- Why Is Building a Portfolio Important?
- What Makes a Good Portfolio
- Intro to Building Your Website
- What to Include in a Website
- Website Host, Website Builder, and Domain Host
- Which Website Hosts to Choose
- Your Domain Name
- What to Include in Your Website

Week 12

- Track Specific Content
- Your Elevator Pitch
- Foundations Reflections
- Your Website's Second Iteration
- How to Review Your Website and Portfolio
- Career Readiness
- Update Your Skills Map
- Celebrating You!

Week 14

- Graduation & Transition Week

Week 13

- Grace Period