

# NANA'S BE HIVE

*Presents*

## EMPLOYABILITY CERTIFICATION COURSE

*Your Path to Career Confidence & Workplace Readiness*

Nana's Be  
Hive

***"You already have what it takes. This program will help you show the world."***



Student Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Instructor: Queen Be

*This workbook is licensed for individual use only and may not be resold, copied, shared, or redistributed.*

# Nana's Be Hive



## Welcome to The Hive!

---

Congratulations on taking this powerful step toward your future. At Nana's Be Hive, we believe every single person has unique gifts, talents, and potential worth celebrating. This program was created with YOU in mind. It will equip you, encourage you, and launch you confidently into the workforce.

*Bees don't work alone, and neither do Nana's Be's.  
You have a whole community rooting for you!*

### Program Overview

The Nana's Be Hive Employability Certification Program is a short, results-focused course designed to build essential workplace skills. Upon successful completion, you will earn your official Certificate of Employability. Recognition of your hard work and readiness.

### What You Will Learn

- **Module 1: Know Your Strengths** 🐝 Discover and own what makes you valuable
- **Module 2: Professional Communication** 🐝 Speak, write, and listen like a pro
- **Module 3: Resume & Application Mastery** 🐝 Put your best foot forward on paper
- **Module 4: Interview Confidence** 🐝 Walk in ready, walk out hired
- **Module 5: Workplace Success** 🐝 Thrive from Day 1 on the job
- **Bonus: Understand your paycheck**

### How to Earn Your Certificate

- Complete all modules (activities and reflections).
- Share your Personal Career Plan with us.





## Module 1: Know Your Strengths

*You are MORE than your resume. Let's discover what makes you, YOU.*

### Learning Objectives

- Identify your top 5 personal and professional strengths
- Understand how your background and experiences are assets
- Craft a powerful personal value statement

### My Top 5 Strengths

Think about what you do naturally well. What do others always ask for your help with? What activities make you lose track of time?

1.

2.

3.

4.

5.



## My Personal Value Statement

Complete this sentence: "I bring \_\_\_\_\_ to every team because \_\_\_\_\_."

Notes



## Module 2: Professional Communication

*The right words open doors. Let's make sure yours are LOUD and CLEAR!*

### Learning Objectives

- Communicate clearly and professionally in person and in writing
- Write effective emails and professional messages
- Practice active listening skills
- Navigate workplace conversations with confidence

### The 3 Cs of Professional Communication

- **CLEAR** 🐝 Say exactly what you mean, simply and directly
- **CONCISE** 🐝 Respect others' time by staying on point
- **CONFIDENT** 🐝 Stand behind your words with poise and positivity

### Email Best Practices

- Use a professional email address (firstname.lastname@email.com)
- Always include a clear subject line
- Open with a greeting and close with a thank-you
- Proofread before hitting send every. single. time.
- Respond within 24 hours whenever possible

## Practice Activity

Write a professional email to the hiring manager following up after submitting your application. Use the lines below to draft it:

### My Draft Email / Notes



The writing area features a light blue and green gradient background with a yellow honeycomb pattern. A faint, large watermark of the 'Nana's Be Hive' logo is centered in the background. The writing area is divided into horizontal lines for drafting an email.



## Module 3: Resume & Application Mastery

*Your resume is your first handshake. Make it unforgettable!*

### Learning Objectives

- Build a polished, professional resume tailored to any job
- Write compelling bullet points that highlight your accomplishments
- Complete job applications with accuracy and confidence
- Create a strong LinkedIn or online presence

### Resume Must-Haves

- **Contact Information** 🐝 Professional email, phone, LinkedIn/portfolio if applicable
- **Summary Statement** 🐝 2-3 powerful sentences about who you are and what you offer
- **Work Experience** 🐝 Use action verbs: Led, Created, Managed, Improved, Achieved
- **Education & Training** 🐝 Include this program and any certifications!
- **Skills** 🐝 Hard skills (software, tools) AND soft skills (teamwork, communication)

### Power Action Verbs

Led | Built | Designed | Organized | Trained | Increased | Supported | Delivered | Resolved | Coordinated

## My Resume Brainstorm

List 3 jobs, volunteer roles, or experiences to include on your resume:

1.

---

---

2.

---

---

3.

---

---

Notes & Questions

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## Module 4: Interview Confidence

*You belong in that room. Walk in like you already have the job!*

### Learning Objectives

- Prepare for common interview questions with strong, specific answers
- Use the STAR method to structure your responses
- Make a powerful first impression with your appearance, posture, and energy
- Ask smart questions that show you're invested and curious

### The STAR Method

Use this framework to answer behavioral interview questions:

- **S — Situation:** Set the scene. Where were you? What was happening?
- **T — Task:** What was your responsibility in that situation?
- **A — Action:** What specific steps did YOU take?
- **R — Result:** What was the positive outcome? (Use numbers when possible!)

### Common Interview Questions to Practice

- Tell me about yourself.
- What is your greatest strength? What area are you working to improve?
- Why do you want to work here?
- Tell me about a time you handled a difficult situation at work.
- Where do you see yourself in 3 years?

## My STAR Answer Practice

Question I'm practicing: \_\_\_\_\_

### My Notes & Practice Answers

Nana's Be  
Hive



## Module 5: Workplace Success

*Getting hired is just the beginning...THRIVING is the goal!*



### Learning Objectives

- Understand professional expectations and workplace culture
- Build positive relationships with coworkers and supervisors
- Navigate challenges and conflict with grace
- Develop habits that lead to promotions and long-term success

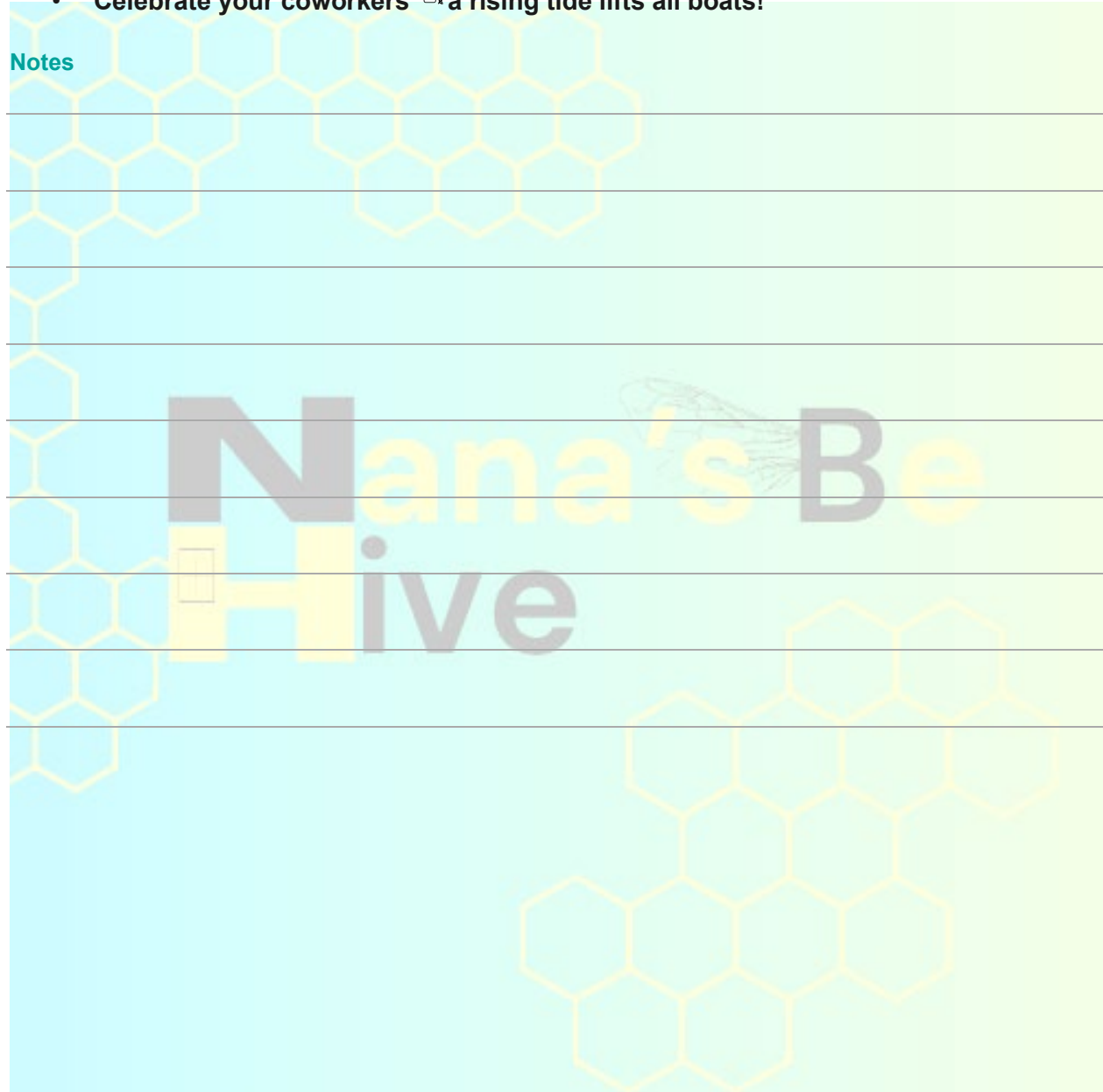
### The 5 Habits of Highly Successful Employees

1. **Show Up** 🐝. Be on time, be present, and be prepared every single day
2. **Speak Up** 🐝. Ask questions, share ideas, and advocate for yourself professionally
3. **Keep Learning** 🐝. Every job teaches you something new. Stay curious!
4. **Take Ownership** 🐝. When things go wrong, own your part and focus on solutions
5. **Be Kind** 🐝. Professionalism and kindness are not opposites. Be both.

## Understanding Workplace Culture

- Dress to match or slightly exceed the expected dress code
- Learn the unwritten rules  observe, ask, and adapt
- Communicate concerns to supervisors privately and respectfully
- Celebrate your coworkers  a rising tide lifts all boats!

### Notes



The background of the notes section features a light blue and green gradient with a yellow honeycomb pattern. The text "Nana's Be Hive" is prominently displayed in the center, with "Nana's" in grey, "Be" in grey, and "Hive" in yellow. A small bee icon is visible near the top right of the text.



## Bonus: Understand Your Paycheck

*Your paycheck is your power. Let's make sure that you understand what the deductions mean.*

### What's on your stub?

- **Gross Pay-** Your total earnings before any deductions
- **Federal & State Taxes-** Required deductions that fund public services
- **Social Security & Medicare (FICA)-** Invested in your future benefits
- **Health Insurance / Retirement-** Optional deductions YOU choose
- **Net Pay-** What actually lands in your account. Make it count! (Check out our workbook [Nana's Be Hive Financial Goals](#)).

Nana's Be  
Hive



## Personal Career Plan

*This is YOUR moment. Show us everything you've learned and everything you're going to do!*

### My Personal Career Plan

Complete each section thoughtfully. This is your roadmap to success!

My Career Goal:

---

3 Actions I Will Take in the Next 30 Days:

1.

---

2.

---

3.

---

One Strength I Will Lead With:

---

One Area I Am Committed to Growing:

---

Notes & Final Reflections

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



© 2026 Nana's Be Hive LLC. All rights reserved.  
No part of this workbook may be reproduced, distributed, stored, or transmitted in any form or by any means without written permission from Nana's Be Hive LLC, except for brief quotations used for reviews or educational reference.

