FREELANCING & PROJECT MANAGEMENT

CURRICULUM GUIDE

2 Weeks Program

Instructor:

Engineer Rizwan Bhatti

REVISED: May 2023

Course Outline and Objectives

IN 15 DAYS YOU WILL LEARN FREELANCING & PROJECT MANAGEMENT

- ❖ Learn about freelancing job concepts
- ❖ Learn about freelancing Platform
- ❖ Learn account creations – Online Shop formations
- ❖ Create marketing kit – All social sharing posts
- ❖ Understand and Practice the creation of personal project & Its branding
- ❖ Learn to communicate and the art of sale generation
- ❖ Understanding of customer's need and project scope defining
- ❖ Do payment gateway finalization
- ❖ Write Proposals and submission
- ❖ Optimize business on Search Engines
- ❖ Learn CV creation
- ❖ Learn about job hunting

Unit 5: 1 Month Internship

Students will:

1. Create portfolio
2. Work under senior' supervision
3. Perform daily tasks and learn work ethics
4. Learn the art of organizing folder and files
5. Learn office management

At the end of this course, student will be awarded with course certificate of 15 hours. Also will get internship letter for further job reference and portfolio verifications.