PEAK ACADEMY

PROFESSIONAL & PERSONAL DEVELOPMENT

Mindset • Communication • Productivity • Career

Learn. Grow. Lead. Build Your Future.

8 WEEKS

32 CLASSES

4 DAYS / WEEK

NOW LAUNCHING Peak Academy • Barker Town, Shahdara

peakacademy.academy 0318-7500030 Barker Town, Shahdara

Course Overview

DURATION
2 Months

CLASSES
4 Days / Week

TOTAL CLASSES
32

COURSE NAME
Professional & Personal Development

COURSE LEVEL
Beginner to Professional

COURSE FOCUS
Mindset, Communication, Productivity, Career Readiness & Leadership

WHAT YOU GET

- Practical Workshops
- Real-Life Projects
- Instructor Feedback
- Progress Tracking
- Career Portfolio

OUR APPROACH
Every week combines practical workshops, real-life tasks and personal feedback.

8-Week Roadmap

WEEK 1	Self-Awareness & Personal Foundation	DAY 01–04
WEEK 2	Communication Skills	DAY 05–08
WEEK 3	Time Management & Productivity	DAY 09–12
WEEK 4	Emotional Intelligence & Teamwork	DAY 13–16
WEEK 5	Critical Thinking & Problem Solving	DAY 17–20
WEEK 6	Career Readiness	DAY 21–24
WEEK 7	Workplace Skills & Leadership	DAY 25–28
WEEK 8	Capstone & Action Plan	DAY 29–32

Program at a Glance

DURATION	CLASSES	FORMAT	OUTPUT
2 Months	32	Interactive	Personal Portfolio

Core Skill Areas

Self & Mindset
Self-awareness, goals, confidence and a growth mindset.

Communication & EQ
Speaking, writing, listening, teamwork and empathy.

Productivity & Thinking
Time management, habits, decisions and problem solving.

Career & Leadership
CV, interviews, workplace skills and leadership.

My Skill Growth Tracker

SKILL AREA	START (1–10)	WEEK 4 (1–10)	WEEK 8 (1–10)
Self-Awareness			
Communication			
Time Management			
Emotional Intelligence			
Problem Solving			
Career Readiness			

WEEK 1 — Self-Awareness & Personal Foundation

DAY 01–04

WEEK 1 OBJECTIVE

Students understand their strengths, values and interests, set clear goals and build a confident, growth-focused mindset as the foundation for everything that follows.

DAY 01 — Know Yourself

TOPICS COVERED

- What personal development means
- Strengths and weaknesses
- Values and what matters to you
- Interests and motivation
- Learning and work styles
- Personal SWOT analysis
- Feedback from others

PRACTICAL ACTIVITY

- Complete a personal strengths and values list
- Write your own SWOT analysis
- Pair discussion: how others see my strengths

LEARNING OUTCOME

Students understand their strengths, values and areas to grow.

DAY 02 — Goal Setting & Vision

TOPICS COVERED

- Why goals matter
- Life areas: study, career, health, relationships, money
- Short-term and long-term goals
- SMART goals
- Vision for the next 5 years
- Breaking goals into steps
- Staying accountable

PRACTICAL ACTIVITY

- Write 3 SMART goals
- Create a one-page vision for 5 years from now
- Share goals with an accountability partner

LEARNING OUTCOME

Students set clear goals and a direction for growth.

PEAK TIP

Progress starts with honesty. Know where you are before deciding where to go.

WEEK 1 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 1 **Self-Awareness & Personal Foundation** DAY 01–04

DAY 03 — Mindset & Self-Confidence

TOPICS COVERED

- Growth mindset vs fixed mindset
- Self-talk and its effect
- Limiting beliefs
- Building confidence step by step
- Learning from mistakes
- Daily confidence habits

PRACTICAL ACTIVITY

- Rewrite 5 negative thoughts as growth statements
- Confidence journal: 3 wins from this week
- Role-play a confident introduction

LEARNING OUTCOME

Students build a mindset that supports growth.

DAY 04 — WEEKLY ASSIGNMENT — MY PERSONAL BLUEPRINT

Students combine their self-analysis, goals and mindset into a single personal blueprint.

STUDENTS COMPLETE

- Strengths, values and interests summary
- Personal SWOT analysis
- 3 SMART goals with deadlines
- 5-year vision statement
- Three daily habits to start
- Skill Tracker self-rating (1–10)

SUBMISSION

My Personal Blueprint (1–2 pages)

NEXT WEEK

Day 05 begins with blueprint feedback and the Communication workshop.

PRACTICE CORNER — Self-Awareness · SWOT & SMART

Personal SWOT

- Strengths: what I do well
- Weaknesses: what I want to improve
- Opportunities: chances I can use
- Threats: obstacles I must manage

SMART Goal Example

I will record a 2-minute English talk every day for 30 days to improve my speaking confidence.

- Specific, Measurable, Achievable, Relevant, Time-bound

WEEK 2 **Communication Skills** DAY 05–08

WEEK 2 OBJECTIVE

Students communicate clearly and professionally in speech and in writing, listen actively and present ideas with confidence.

DAY 05 — Effective Spoken Communication

FIRST PART

- Assignment review and results
- Individual instructor feedback
- Correction of common errors

NEW TOPICS

- The communication process
- Clarity, tone and pace
- Body language and eye contact
- Active listening
- Asking good questions
- Handling difficult conversations

PRACTICAL ACTIVITY

- Active-listening exercise in pairs
- Say the same message in three different tones
- Role-play a difficult conversation

LEARNING OUTCOME

Students speak clearly and listen with attention.

DAY 06 — Professional Writing

TOPICS COVERED

- Emails and messages at work
- Subject lines and structure
- Formal and informal tone
- Professional use of WhatsApp and social media
- Clear, short, polite writing
- Proofreading checklist

PRACTICAL ACTIVITY

- Write and improve 3 professional emails
- Rewrite a poor message into a professional one
- Peer proofreading exchange

LEARNING OUTCOME

Students write clear, polite and professional messages.

PEAK TIP

Say it simply. Clear communication beats complicated words every time.

WEEK 2 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 2 **Communication Skills** DAY 05–08

DAY 07 — Presentation & Public Speaking

TOPICS COVERED

- Presentation structure
- Managing nerves
- Voice, pauses and gestures
- Simple slides and visuals
- Storytelling for impact
- Answering questions

PRACTICAL ACTIVITY

- Prepare a 2-minute talk in 10 minutes
- Present to the class with peer feedback
- Record and review your delivery

LEARNING OUTCOME

Students present ideas with structure and confidence.

DAY 08 — WEEKLY ASSIGNMENT: COMMUNICATION CHALLENGE

Students demonstrate speaking and writing skills in two real tasks.

STUDENTS COMPLETE

- Record a 2-minute presentation on a topic of choice
- Write a professional email requesting something
- Self-review of delivery and tone
- Two communication goals for next month
- Skill Tracker update

SUBMISSION

Presentation Recording + Email

NEXT WEEK

Day 09 begins with feedback and the Time Management workshop.

PRACTICE CORNER — Communication · Email & Listening

Professional Email Pattern

- Subject: short and specific
- Greeting: Dear Mr Khan,
- Purpose in the first sentence
- Details in two or three lines
- Polite close: Kind regards,

Active Listening

- Look at the speaker and stay still
- Do not interrupt
- Repeat the key point in your own words
- Ask one follow-up question

WEEK 3 **Time Management & Productivity** DAY 09–12

WEEK 3 OBJECTIVE

Students learn to prioritise, plan their week, build focus and design a personal productivity system they can keep using.

DAY 09 — Priorities & Planning

FIRST PART

- Assignment review and results
- Individual instructor feedback
- Correction of common errors

NEW TOPICS

- Urgent vs important
- The priority matrix
- Daily and weekly planning
- To-do list vs calendar
- Saying no politely
- Planning with deadlines

PRACTICAL ACTIVITY

- Sort 15 tasks into a priority matrix
- Plan a full week on paper
- Pair review of each other's plans

LEARNING OUTCOME

Students prioritise tasks and plan their time.

DAY 10 — Focus, Habits & Procrastination

TOPICS COVERED

- Why we procrastinate
- Deep focus and distraction control
- Phone and social media habits
- Habit building: cue, action, reward
- Starting small
- Energy and breaks

PRACTICAL ACTIVITY

- 25-minute focus sprint with a 5-minute break
- Design one new habit with a cue and reward
- Distraction audit for one day

LEARNING OUTCOME

Students build focus and consistent habits.

PEAK TIP

Plan the week before it plans you. Ten minutes on Sunday saves hours later.

WEEK 3 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 3 **Time Management & Productivity** DAY 09–12

DAY 11 — Personal Systems & Tools

TOPICS COVERED

- Task lists and planners
- Digital calendar and reminders
- Note-taking and file organisation
- Weekly review routine
- Energy and sleep as productivity tools
- Tools that help, tools that distract

PRACTICAL ACTIVITY

- Set up a calendar with weekly routines
- Organise a folder and notes system
- Draft a weekly review checklist

LEARNING OUTCOME

Students set up a system that keeps them organised.

DAY 12 — WEEKLY ASSIGNMENT — MY PRODUCTIVITY SYSTEM

Students build and test a personal productivity system for seven days.

STUDENTS COMPLETE

- Weekly plan with priorities
- Daily routine with focus blocks
- 7-day habit tracker
- Distraction audit results
- Weekly review notes
- Skill Tracker update

SUBMISSION

7-Day Productivity Tracker

NEXT WEEK

Day 13 begins with feedback and the Emotional Intelligence workshop.

PRACTICE CORNER

Productivity · Priority Matrix

Priority Matrix

- Urgent + important: do now
- Important, not urgent: schedule
- Urgent, not important: delegate or limit
- Neither: drop it

Focus Sprint

- Choose one task
- Work for 25 minutes, phone away
- Rest for 5 minutes
- Repeat, then take a longer break

WEEK 4 **Emotional Intelligence & Teamwork** DAY 13–16

WEEK 4 OBJECTIVE

Students develop emotional intelligence, collaborate effectively in teams, handle conflict and build resilience and healthy routines.

DAY 13 — Emotional Intelligence

FIRST PART

- Assignment review and results
- Individual instructor feedback
- Correction of common errors

NEW TOPICS

- Self-awareness
- Self-regulation
- Motivation
- Empathy
- Social skills
- Naming and managing emotions at work

PRACTICAL ACTIVITY

- Emotion check-in journal
- Empathy exercise: see it from their side
- Case study: reacting vs responding

LEARNING OUTCOME

Students recognise and manage emotions in themselves and others.

DAY 14 — Teamwork & Conflict Resolution

TOPICS COVERED

- Team roles
- Collaboration and shared goals
- Giving and receiving feedback
- Conflict styles
- Using I-statements
- Finding win-win solutions

PRACTICAL ACTIVITY

- Team task with assigned roles
- Practise feedback with the sandwich method
- Role-play a team conflict

LEARNING OUTCOME

Students work well in teams and handle disagreement.

PEAK TIP

You cannot always choose what happens, but you can choose how you respond.

WEEK 4 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 4 **Emotional Intelligence & Teamwork** DAY 13–16

DAY 15 — Stress, Resilience & Wellbeing

TOPICS COVERED

- Understanding stress
- Healthy coping strategies
- Resilience and bouncing back
- Work-life balance
- Sleep, movement and breaks
- Knowing when to ask for support

PRACTICAL ACTIVITY

- Build a personal stress-management plan
- Resilience story: a challenge I overcame
- Design a balanced weekly routine

LEARNING OUTCOME

Students manage stress and build resilient habits.

DAY 16 — WEEKLY ASSIGNMENT: EQ REFLECTION & TEAM TASK

Students reflect on their emotional skills and complete a team task.

STUDENTS COMPLETE

- One-page EQ self-reflection
- Team task report with roles and outcome
- A conflict scenario and how I would resolve it
- Personal stress-management plan
- Skill Tracker update

SUBMISSION

EQ Reflection + Team Task Report

NEXT WEEK

Day 17 begins with feedback and the Critical Thinking workshop.

PRACTICE CORNER

EQ · I-Statements & Feedback

I-Statement Pattern

> *I feel _____ when _____ because _____. I would like _____.*

Describes the problem without blaming

Four Parts of EQ

- Self-awareness
- Self-management
- Social awareness
- Relationship management

WEEK 5 **Critical Thinking & Problem Solving** DAY 17–20

WEEK 5 OBJECTIVE

Students think clearly, evaluate evidence, make better decisions and solve problems with structured methods and creativity.

DAY 17 — Thinking & Decision-Making

FIRST PART

- Assignment review and results
- Individual instructor feedback
- Correction of common errors

NEW TOPICS

- What critical thinking is
- Facts, opinions and assumptions
- Spotting bias
- Evaluating sources
- Pros and cons
- Decision matrix

PRACTICAL ACTIVITY

- Fact or opinion sorting exercise
- Evaluate two online sources
- Use a decision matrix on a real choice

LEARNING OUTCOME

Students analyse information and make reasoned decisions.

DAY 18 — Problem-Solving Frameworks

TOPICS COVERED

- Defining the problem clearly
- Root-cause analysis
- The 5 Whys method
- Brainstorming options
- Evaluating solutions
- Action plan and follow-up

PRACTICAL ACTIVITY

- Apply the 5 Whys to a real problem
- Brainstorm 10 solutions in 5 minutes
- Present a solution to the class

LEARNING OUTCOME

Students solve problems with a clear process.

PEAK TIP

A well-defined problem is already half solved. Spend time on the question before the answer.

WEEK 5 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 5 **Critical Thinking & Problem Solving** DAY 17–20

DAY 19 — Creativity & Adaptability

TOPICS COVERED

- Creative thinking techniques
- Looking at problems from new angles
- Adapting to change
- Learning agility
- Learning from failure
- Taking initiative

PRACTICAL ACTIVITY

- Creative challenge: 10 uses for one object
- Reframe a failure as a lesson
- Adapting to a changed plan: role-play

LEARNING OUTCOME

Students adapt quickly and think creatively.

DAY 20 — WEEKLY ASSIGNMENT: REAL-LIFE PROBLEM CASE

Students solve a real problem from study, work or community life.

STUDENTS COMPLETE

- Problem statement
- Root-cause analysis (5 Whys)
- Three possible solutions
- Decision matrix with a recommendation
- Action plan with steps and deadlines
- Skill Tracker update

SUBMISSION

Problem-Solving Case Report

NEXT WEEK

Day 21 begins with feedback and the Career Readiness workshop.

PRACTICE CORNER — Thinking · 5 Whys & Decisions

5 Whys Example

- Problem: I miss my study deadlines
- Why? I start work too late
- Why? I get distracted by my phone
- Why? It is next to me while I study

Fix: keep the phone in another room

Decision Matrix

- List your options
- Choose 3 criteria: cost, time, benefit
- Score each option from 1 to 5
- Add up and review the result

WEEK 6 **Career Readiness** DAY 21–24

WEEK 6 OBJECTIVE

Students explore career paths, build a professional brand, create a strong CV and online profile and prepare for job interviews.

DAY 21 — Career Exploration & Personal Brand

FIRST PART

- Assignment review and results
- Individual instructor feedback
- Correction of common errors

NEW TOPICS

- Connecting strengths to careers
- Researching careers and skills needed
- What a personal brand is
- Professional online presence
- Social media and reputation
- LinkedIn profile basics

PRACTICAL ACTIVITY

- Research 3 careers that match my strengths
- Write a 3-line personal brand statement
- Audit my social media for professionalism

LEARNING OUTCOME

Students identify career paths and a clear personal brand.

DAY 22 — CV, Cover Letter & Online Profile

TOPICS COVERED

- CV structure and layout
- Writing achievement-focused bullet points
- Action verbs and results
- Tailoring a CV to a role
- Cover letter structure
- Proofreading

PRACTICAL ACTIVITY

- Draft or improve my CV
- Rewrite 5 weak bullets using action + result
- Write a one-page cover letter

LEARNING OUTCOME

Students create a strong CV and cover letter.

PEAK TIP

Your CV should show results, not just duties. Say what you achieved, not only what you did.

WEEK 6 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 6 **Career Readiness** DAY 21–24

DAY 23 — Job Search & Interview Skills

TOPICS COVERED

- Where and how to search for jobs
- Networking and referrals
- Common interview questions
- The STAR method
- Body language and first impressions
- Questions to ask the interviewer
- Mock interview practice

PRACTICAL ACTIVITY

- Prepare answers to 5 common questions
- Practise STAR stories aloud
- Mock interview in pairs with feedback

LEARNING OUTCOME

Students answer interview questions with confidence.

DAY 24 — WEEKLY ASSIGNMENT — CAREER PORTFOLIO

Students assemble the materials needed to start applying for opportunities.

STUDENTS COMPLETE

- Updated CV
- Cover letter for a real or sample job
- Professional online profile draft
- Three STAR stories
- Recorded mock interview
- Skill Tracker update

SUBMISSION

Career Portfolio (CV, Letter, Profile)

NEXT WEEK

Day 25 begins with feedback and the Workplace Skills workshop.

PRACTICE CORNER

Career · CV Bullets & STAR

CV Bullet Formula

> *Managed 5 client social media accounts and increased monthly engagement by 30%.*

- Action verb + task + result

Use numbers whenever you honestly can

STAR Method

- Situation: set the scene
- Task: your responsibility
- Action: what you did
- Result: what happened

WEEK 7 **Workplace Skills & Leadership** DAY 25–28

WEEK 7 OBJECTIVE

Students learn professional behaviour, basic leadership and influence, and the money and entrepreneurial skills that support long-term independence.

DAY 25 — Professional Etiquette & Workplace Culture

FIRST PART

- Assignment review and results
- Individual instructor feedback
- Correction of common errors

NEW TOPICS

- Punctuality and reliability
- Professional appearance and behaviour
- Workplace communication norms
- Ethics and integrity
- Accountability and ownership
- Working with different people

PRACTICAL ACTIVITY

- Case study: ethical dilemma at work
- Role-play a professional first day
- Write a personal code of conduct

LEARNING OUTCOME

Students understand and practise professional behaviour.

DAY 26 — Leadership & Influence

TOPICS COVERED

- What leadership is
- Leadership styles
- Motivating others
- Delegation
- Taking initiative without a title
- Leading a small project

PRACTICAL ACTIVITY

- Identify my leadership style
- Plan and delegate a small team task
- Present a short motivational talk

LEARNING OUTCOME

Students lead and influence others positively.

PEAK TIP

Leadership starts with reliability. Do what you say, when you say you will.

WEEK 7 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 7 **Workplace Skills & Leadership** DAY 25–28

DAY 27 — Financial Basics & Entrepreneurial Mindset

TOPICS COVERED

- Income, expenses and savings
- Budgeting basics
- Needs vs wants
- Setting savings goals
- Freelancing and self-employment basics
- Building value and trust with clients

PRACTICAL ACTIVITY

- Create a simple personal budget
- Plan a small freelance or business idea
- Pitch the idea in one minute

LEARNING OUTCOME

Students manage money wisely and think like creators.

DAY 28 — WEEKLY ASSIGNMENT — LEADERSHIP & WORKPLACE CASE

Students apply workplace and leadership skills to a realistic scenario.

STUDENTS COMPLETE

- Case study response with decisions explained
- Personal code of conduct
- Simple monthly budget
- One-minute idea pitch
- Leadership reflection
- Skill Tracker update

SUBMISSION

Leadership Case + Budget Sheet

NEXT WEEK

Day 29 begins with feedback and the Capstone Week.

PRACTICE CORNER

Workplace · Etiquette & Budgeting

Workplace Etiquette Checklist

- Arrive on time, prepared
- Reply to messages promptly and politely
- Respect deadlines and meetings
- Admit mistakes and fix them
- Thank people for their time

One Budgeting Guide: 50/30/20

- 50% needs
- 30% wants
- 20% savings

A starting point only; adjust it to your own situation

WEEK 8 **Capstone & Action Plan** DAY 29–32

WEEK 8 OBJECTIVE

Students review their growth, present their development journey, receive feedback and leave with a clear 90-day action plan and a personal portfolio.

DAY 29 — Skills Audit & Portfolio Review

TOPICS COVERED

- Reviewing all eight weeks
- Comparing Skill Tracker ratings
- Strengths gained
- Gaps still to close
- Reviewing the Personal Blueprint
- Collecting portfolio items

PRACTICAL ACTIVITY

- Complete the full skills audit
- Update the Personal Blueprint
- Organise the portfolio

LEARNING OUTCOME

Students see how far they have progressed.

DAY 30 — Capstone Presentations

TOPICS COVERED

- Presentation structure
- Telling my development story
- Key lessons and turning points
- Receiving feedback
- Giving feedback to others
- Celebrating progress

PRACTICAL ACTIVITY

- Prepare a 3-minute capstone presentation
- Present to the class
- Give written feedback to two classmates

LEARNING OUTCOME

Students present their growth with confidence.

PEAK TIP

Growth is built in small daily actions. Consistency beats intensity.

WEEK 8 PROGRESS CHECK

- [ ] Attended all 4 classes
- [ ] Completed every practical activity
- [ ] Submitted the weekly assignment
- [ ] Updated my Skill Tracker

WEEK 8 **Capstone & Action Plan** DAY 29–32

DAY 31 — 90-Day Action Plan

TOPICS COVERED

- Choosing 3 priority goals
- Breaking goals into weekly actions
- Building accountability
- Planning for obstacles
- Monthly review routine
- Staying consistent

PRACTICAL ACTIVITY

- Write 3 SMART goals for 90 days
- Create a weekly action calendar
- Choose an accountability partner

LEARNING OUTCOME

Students leave with a realistic plan to keep growing.

DAY 32 — FINAL WEEKLY ASSIGNMENT — FINAL DEVELOPMENT PLAN & PORTFOLIO

Students bring together their learning into one personal plan and portfolio.

STUDENTS PREPARE

- Updated Personal Blueprint
- Completed Skill Tracker
- Career Portfolio
- 90-day action plan
- Three lessons I will keep
- Letter to my future self

SUBMISSION

Personal Development Plan + Portfolio

NEXT STEP

Keep growing daily, review your plan monthly and keep building your future.

PRACTICE CORNER

Capstone · 90-Day Plan

90-Day Plan Template

- Goal 1, Goal 2, Goal 3
- Weekly action for each goal
- Who will keep me accountable
- Possible obstacle and my answer

Review every Sunday

Capstone Presentation

- Where I started
- What I learned and changed
- Where I am going next

Keep it to 3 minutes

Final Student Outcome

By the end of the 8-week program, students have progressed from understanding themselves to building the habits, skills and plan needed to grow personally and professionally.

THEY DEVELOP

Self-Awareness › Confidence › Communication › Time Management › Emotional Intelligence ›
Problem Solving › Teamwork › Career Readiness › Leadership › **Resilience**

The goal is not to become someone else — it is to become the strongest, most capable version of yourself, one habit at a time.

PROFESSIONAL & PERSONAL DEVELOPMENT

Mindset • Communication • Productivity • Career

Grow with purpose. Lead with integrity. Build your future with Peak Academy.

Wishing every Peak Academy student confidence, discipline and the courage to turn their potential into real opportunity. May every step you take move you closer to the life and career you want.

Personal Action Checklist

- [ ] My personal blueprint is written and visible
- [ ] I practise one communication skill every week
- [ ] I plan my week every Sunday
- [ ] I use a daily routine that protects my focus
- [ ] My CV and online profile are up to date
- [ ] I have practised interview answers aloud
- [ ] I have a 90-day action plan
- [ ] I review my progress every month

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