

1 – 2 Day Programme

This programme is aimed at individuals who want to develop their job search skills and maximise their performance in the employment market place.

The programme focuses on the practical skills required to identify and successfully apply for employment, as well as providing participants with simple strategies to deal with changes to employment status.

Participants are given the opportunity to develop their CV's, application techniques and interview skills throughout the programme and will benefit from a range of one to one or group feedback sessions.

Programme Content

- Understanding the employment market place
- Stages of the recruitment process
- Understanding job advertisements
- Using recruitment agencies and job centres
- Developing personal competency statements
- Writing cover letters
- CV writing
- Interview skills
- Assessment centres
- Psychometric testing
- Requesting and managing recruitment feedback

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A job search skills checklist and toolkit pack



Business Benefits

By the end of the programme participants will be able to:

- Tailor their CV to demonstrate their competencies and match requirements specified in job advertisements
- Use a variety of techniques to identify suitable job opportunities
- Write clear and concise cover letters
- Fill in application forms competently focusing on their skill sets and their strengths as an applicant
- Understand what organisations are looking for during interviews and assessment centres and be able to prepare appropriately
- Understand the purpose of psychometric tests and know what preparation is required for each type of test
- Request feedback from organisations on application recruitment performance

Testimonials

“I have learnt so much and really know how to sell myself now”

“The manual is a brilliant resource tool, I know I will be using it and the checklist pack all the time in my search for a new role”