

Duration

Half day

Suitable For

Anyone who is about to enter the job market, particularly if it is some time since they were last looking for work.

Objectives

By the end of the course delegates will :

- Be able to produce a skills inventory and understand their key skills, including transferable skills
- Understand what they value in a new role
- Be able to put together an effective CV and covering letter
- Understand and have the confidence to approach both the open AND hidden job markets
- Understand the importance and the techniques of networking
- Understand the limitations and feel confident in telephone interviews
- Understand what employers look for in face to face interviews
- Be able to use their skills inventory and CV to construct effective answers to competency based interview questions

Course content

Self Appraisal

- Skills inventory
- Values questionnaire
- Identifying transferable skills

“The Application Kit”

- Effective CVs
- Covering letters
- Speculative letters

Approaching The Job Market

- Adverts
- The internet
- Agencies
- Speculative applications
- Networking

Telephone Interviews

- The communication circle
- Losing body language

Face to Face Interviews

- Planning answers
- First impressions
- Interview technique
- Structuring examples

Surviving Redundancy

- Hints and tips

Course Evaluation and action planning