

Job Search Skills Workshop

Course Duration 1 Day

Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it?

The Job Search Skills workshop will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you'll be more than ready to start your search for your perfect job. Identifying the purpose for working and the assessment of skills can help determine the types of jobs your participants should apply for.

Course Objectives

At the end of the course participants will be able to:

- Define your objectives and purpose in your search for employment.
- Help you establish SMART goals in the job-hunting process.
- Assist you in developing a first month plan of action for your job search.
- Craft an effective resume.
- Form an attractive cover letter.
- Develop and present a portfolio of your prior work.
- Learn networking skills in finding leads for jobs.
- Efficiently get interviews and thrive in the interview process.

Course Outline

Ready, Set, Go!

Identifying Your Values and Purpose
Assessing Your Skills
Setting SMART Goals
Building a Resource System
A 30-Day Plan

Building Your Resume

Basic Resume Formats
Dealing with Awkward Points
Checklist for Success

Polishing Your Resume

Creating an Attractive Package
About Branding
Some Extra Touches
Checklist for Success

Writing a Cover Letter

Types of Cover Letters

Creating a Template
Customizing the Template
Checklist for Success

Creating a Portfolio

When Do I Need a Portfolio?
Types of Portfolios
Essential Elements
Checklist for Success

Networking Skills

What is Networking?
Getting a Conversation Started
But I'm So Nervous!
Wrapping Up and Moving On

Skills for Success

Being Organized
Becoming a Punctual Person
I Can Do This!
Important Etiquette Points

Where to Look?

The Obvious Places
The Hidden Job Market
About Cold Calling
The Power of Networking

Understanding the Interview

Types of Interviews
What to Expect
About Behavioural Questions
About Knowledge Questions

Interview Skills

Dressing for Success
Answering Questions
Asking Questions