

BUILD YOUR EMPLOYABILITY AND CAREER - COURSE OUTLINE

COURSE CONCEPT	Employability skills are the essential skills that show employers that you possess the technical skills for the job and the personal skills and qualities that make you a valuable employee to thrive in any workplace. Through effective goal planning, you are taking the initiative to make things happen and achieve what you want from your career and life. By expanding your skill set and marketable qualities, you will be better positioned to build career success.
AUDIENCE	For individuals who aim to develop their employability skills to achieve their career goals and thrive in the workplace.
AIMS	<ul style="list-style-type: none"> • Develop your employability skills to achieve your goals, succeed in the workplace and enhance your career. • Identify and prioritise your career goal to overcome obstacles that hold you back with strategies to achieve career excellence.
COURSE CONTENT	<ul style="list-style-type: none"> • Your work skills and employability • How can employability skills be developed? • Your career goals • Plan to succeed – plan your goals • Your career and the SMART formula • Prioritising your goal • GROW Model • Your career development • Your career aspiration • The journey to career fulfilment • Excuses that hold you back from achieving career goals • How to achieve career excellence: The range between BEST and average
LEARNING OUTCOMES	<p>On completion of the program, participants will be able to:</p> <ul style="list-style-type: none"> • Identify your marketable attributes to attract employers • Evaluate your employable skills and action a skills gap with strategies for development • Identify and prioritise your career goals • Undertake strategies to develop your career to attain career fulfilment • Create a career development plan with goals and objectives, and strategies to reach your goal. • Recognise excuses to you back from achieving your career goals with strategies to overcome or reduce the obstacles

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LEARNING ACTIVITIES	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Self-evaluation of your skills • Insightful questions with reflective activities • View a video with reflections of your learning • Career mapping activities • Case study • Apply career strategies to achieve your career goals • Write an Action Plan to achieve your career goals
DURATION	<p>Self-paced learning, approximately 2 hours</p>
ADDITIONAL PROFESSIONAL DEVELOPMENT	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
FURTHER INFORMATION	<p>careercoaching.training hello@careercoaching.training</p>