

EMPLOYABILITY SKILLS FOR CAREER SUCCESS COURSE OUTLINE

COURSE CONCEPT	<p>Employability skills are the essential skills, personal qualities and attributes that go beyond qualifications and experience that employers and industry value for effective performance in any workplace. These skills are transferrable to many tasks, employers and industries.</p> <p>For a job seeker or employee, employability skills are important to being reliable, interacting and working well with people, navigating challenges in the workplace, prioritising tasks, and managing deadlines as you remain calm and motivated under pressure. You are willing to improve and learn new skills to increase your employability to be useful to employers and succeed in any workplace.</p>
AUDIENCE	<p>For graduates and individuals at all stages of their career who are job searching and want to highlight their employability skills in their job applications and interview.</p> <p>For individuals who are pursuing a promotion to progress their career.</p>
AIM	<ul style="list-style-type: none"> • Identify and develop employability skills that employers seek in the current marketplace to grow your career.
COURSE CONTENT	<ul style="list-style-type: none"> • Employability or employment? • Skills that employers are seeking • Personal attributes • Application of employability skills with examples of how you apply the skills at work • How to develop your employability skills and personal attributes
LEARNING OUTCOMES	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> • Evaluate your employability skills and state how you apply them at work • Identify skills employers seek • Identify the gaps in your skillset • Identify your personal attributes • Develop your employability skills and attributes
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 activities • Experiential learning activities • Individual practical exercises • Write an Action Plan to achieve your career goals

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DURATION	Self-paced learning, approximately 1 hour
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</p> <p>hello@careercoaching.training</p>

