

FIND YOUR PERFECT JOB FOR SUCCESS COURSE OUTLINE

COURSE CONCEPT	<p>With individuals changing their careers seven to ten times throughout their life, and with many jobs in between, developing your job searching skills is an important skill to help you reach your goals. A range of reasons bring individuals on the job-hunting trail. It may be after studies, dismissal, or retrenchment, caring for family members, or while still employed that you recognise it is the time to move on. The job-seeking period is the time to focus on your career goals that align with your qualifications, skills, interests, and values.</p> <p>Many people are competing for the same job in the employment market. In some industries, many jobs are available, so you need to select the perfect job carefully.</p> <p>To stand out with your application and secure meaningful employment, you will need good job-seeking skills, confidence, communication and presentation skills. The course enhances your job application skills to help you win your perfect job.</p>
AUDIENCE	<p>Individuals who are job searching and want the winning edge to attain meaningful employment.</p> <p>Individuals who are pursuing a promotion to progress their career.</p>
AIMS	<ul style="list-style-type: none"> • The program aims to assist you in achieving your career goals and gaining confidence with high-quality job applications to win your next job. • Improve your interview techniques to demonstrate your professional self and as the 'best' candidate for the job. • Improve your communication skills in writing, speaking and presenting yourself.
COURSE CONTENT	<ul style="list-style-type: none"> • Preparing for Job Searching: <ul style="list-style-type: none"> ○ define your career goal ○ positive attitude ○ dealing with obstacles • Sources of Job Vacancies • Job Search Strategies • Job Searching Plan • Writing Your Cover Letter • Resume Writing – Your Self-Marketing Tool • Create a LinkedIn profile • Interview Skills – Create a Positive First Impression • Taking the Next Step

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<p>LEARNING OUTCOMES</p>	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> • Identify your goal, develop strategies to overcome barriers, and take strategic action through your action plan • Discover your potential, recognise your strengths, and address areas of weakness • Develop your career opportunities by sourcing job vacancies • Apply a range of job search strategies to win a new job • Develop an effective resume, write application letters, address key selection criteria to a high and professional standard and create a LinkedIn profile • Develop your interview skills by addressing employer requirements and matching these to your experience and qualifications • Address interview nervousness and reframe to show your confidence • Answer interview questions by applying the STAR technique to demonstrate your skills, experience and behaviour • Develop communication skills, gain confidence and build resilience throughout the job-seeking process • Build your professional confidence and self-identity
<p>LEARNING ACTIVITIES</p>	<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 • Writing and developing a range of professional job-seeking documents that include: a cover letter, addressing selection criteria, resume, and LinkedIn profile • Devising a job folder • Developing a job search plan • Viewing videos and reflective learning • Practising interview skills and self-evaluating your performance • Applying creative visualisation and mindfulness techniques • Writing an Action Plan to achieve your career goals
<p>DURATION</p>	<p>Self-paced learning, approximately 6 hours</p>

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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.

Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.

FURTHER INFORMATION

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