

HOW TO FIND JOB VACANCIES COURSE OUTLINE

COURSE CONCEPT	<p>When looking for a job, it is advisable to use different sources to increase your job opportunities to find the job that is suitable for you.</p> <p>This course will teach you sixteen places across various platforms and mediums where employers post their open positions.</p>
AUDIENCE	<p>Jobseekers who aim to broaden their job search and strategies to maximise their chances of finding employment to progress their career.</p>
AIM	<p>Find the hidden gems where to locate job vacancies to broaden your options for career success.</p>
COURSE CONTENT	<ul style="list-style-type: none"> • 16 Sources of Job Vacancies • Job Search Strategies to stand out with your job application • Establish a plan • Make a direct application to an organisation • Create and edit a LinkedIn profile • Network and build your network
LEARNING OUTCOMES	<p>On completion of the program, participants will be able to:</p> <ul style="list-style-type: none"> • Develop your career opportunities by sourcing a range of job vacancies • Apply a range of job search strategies to enhance your job seeking • Establish a plan for your job search • Make a direct application to an organisation • Create and edit a LinkedIn profile • Network and build your network
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"> • Review your current sources of job vacancies • Extend your new job search options not previously used • Develop a job search plan for the next step in your job search • Create and edit a LinkedIn profile • Build a network map of your contacts • Write an Action Plan to achieve your career goals
DURATION	<p>Self-paced learning, approximately 2 hours.</p>

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ADDITIONAL PROFESSIONAL DEVELOPMENT	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	careercoaching.training hello@careercoaching.training

