PROFESSIONAL DEVELOPMENT TRAINING

Job Search, Application and Interview Skills

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Stay ahead of the competition by presenting yourself in the best possible light in your application letter, resume/CV and interview. This comprehensive Job Search, Application and Interview Skills training course will teach you how to create an accurate plan, execute it correctly to find the right job for you and then interview and follow up properly.

This course provides various tips on how to search for ideal jobs that suit your qualifications, write and present yourself effectively in your application letter and resume/CV, practice common job interview tips and prepare for possible interview questions you might encounter. Registering in this course will help you stand out from other job applicants!

This dynamic and practical training course is now available Hong Kong wide.

This Job Search, Application and Interview Skills training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

What You'll Gain:

Job Search Skills Training Course provides participants with the knowledge and the skills to find the right job and to succeed in getting it. During the course, participants learn to define their objectives and goals, use SMART goals, develop a plan of action, design an effective resume, create an attractive cover letter, and more. The training course also equips you with the skills to handle and succeed at interviews.

Outcomes

After completing this program, you will have the necessary knowledge and skills to search for the perfect job for you.

After completing this course, participants will have learned to:

- Assess their skills

- Build a resource system
- Set SMART goals
- Understand basic resume formats
- Create an attractive package
- Understand branding
- Add extra touches
- Create and customize a template
- Create a portfolio
- Use networking skills
- Understand the importance of organizing
- Look at the hidden job market
- Use networking to find the right jobs
- Understand the various types of interviews
- Develop skills to give perfect interviews

Modules

Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Networking Skills

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

Lesson 3: Ready, Set, Go!

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

Lesson 4: Skills for Success

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

Lesson 5: Building Your Resume

- Basic Resume Formats
- Dealing with Awkward Points
- Checklist for Success

Lesson 6: Where to Look?

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

Lesson 7: Polishing Your Resume

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

Lesson 8: Understanding the Interview

- Types of Interviews
- What to Expect
- About Behavioral Questions
- About Knowledge Questions

Lesson 9: Writing a Cover Letter

- Types of Cover Letters
- Creating a Template
- Customising the Template
- Checklist for Success

Lesson 10: Interview Skills

- Dressing for Success
- Answering Questions
- Asking Questions
- Following Up

Lesson 11: Creating a Portfolio

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

Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

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