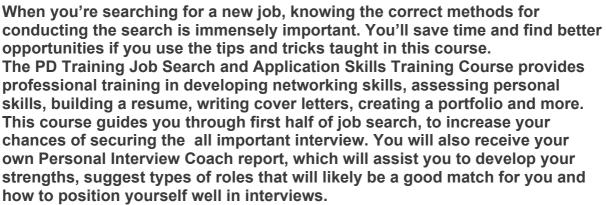


PROFESSIONAL DEVELOPMENT TRAINING

Job Search and Application Skills -3hours



REQUEST QUOTE

0.5 DAY COURSE

This dynamic and practical training course is now available online, live with one of our skilled trainers in Australia, New Zealand, Singapore, Hong Kong, Malaysia and the United States.

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.



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

PROFESSIONAL

DEVELOPMENT

TRAINING

- Build a resource system
- Set SMART goals
- Understand basic resume formats
- Create an attractive package
- Understand branding
- Add extra touches
- Create and customise a template
- Create a portfolio
- Use networking skills
- Understand the importance of organising
- Look at the hidden job market
- Use networking to find the right jobs

Modules

Lesson 1: Networking Skills

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

Lesson 2: Ready, Set, Go!

 Indentifying Your Values and Purpose

REQUEST QUOTE

- Assessing Your Skills
- Setting SMART Goals
- Building a Resource System
- a 30-Day Plan

Lesson 3: Where to Look?

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

Lesson 5: Polishing Your Resume

• Creating an Attractive Package

Lesson 4: Building Your Resume

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

Lesson 6: Writing a Cover Letter

• Types of Cover Letters







- About Branding
- Some Extra Touches
- Checklist for Success

Lesson 7: Creating a Portfolio

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

- Creating a Template
- Customising the Template
- Checklist for Success

Talk to our expert team Phone: Email: inquiries@professionaldevelopmenttrai