PROFESSIONAL DEVELOPMENT TRAINING

Job Search, Application and Interview Skills Training

REQUEST QUOTE

1.0 DAY COURSE

If you are still searching for the right job, PD Training's Job Search, Application and Interview Skills training course is designed to guide job seekers through every step from searching and applying for the job to interview techniques and followup.

This course covers the following topics: your objectives and goals, the hidden job market, finding the right jobs through networking, developing a plan of action, designing an effective resume and cover letter, how to create your portfolio, types of interviews, how to succeed at interviews and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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 Organized
- 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

Lesson 10: Interview Skills

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

Lesson 11: Creating a Portfolio

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

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

Lesson 12: Wrapping Up

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

Talk to our expert team

Phone:

Email: