PROFESSIONAL DEVELOPMENT TRAINING

Job Search, Application and Interview Skills

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

When you're searching for a new job, knowing the correct methods for conducting the search is immensely important. You'll save time and find better opportunities if you use the tips and tricks taught in this course.

The PD Training Job Search and Application Skills Training Course provides professional training in developing networking skills, assessing personal skills, building a resume (CV), interviewing skills, creating a portfolio and more. This course guides you through every step of job seeking and giving interviews, so that you quickly identify the right jobs first and then go and get them. You will receive your own Personal Interview Coach report, which will assist you to develop your strengths, suggest types of roles that will likely be a good match for you and how to position yourself well in interviews. This course also includes mock interview role plays to provide you with the confidence to go win THAT job!

This course is delivered virtually with live instructors. We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries in all countries especially - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

Please click on the Group Booking Quote button to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Job Search, CV Writing and Interviewing 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 job 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 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
- 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

Lesson 6: Where to Look?

- The Obvious Places

- Dealing with Awkward Points
- Checklist for Success

- 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

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au