

## Duration

Half day or full day (full day course includes an afternoon of mock interview practice)

## Suitable For

Anyone who is about to enter the job market, particularly if it is some time since they were last looking for work.

## Objectives

By the end of the course delegates will :

- Be able to produce a skills inventory and understand their key skills, including transferable skills
- Understand what they value in a new role
- Be able to put together an effective CV and covering letter
- Understand and have the confidence to approach both the open AND hidden job markets
- Understand the importance and the techniques of networking
- Understand the limitations and feel confident in telephone interviews
- Understand what employers look for in face to face interviews
- Be able to use their skills inventory and CV to construct effective answers to competency based interview questions

This course also includes a free "Outplacement" e-book covering the full course content and a number of templates such as CV, covering letter, speculative letter , skills inventory and values questionnaire.

## Course content

### Self Appraisal

- Skills inventory
- Values questionnaire
- Identifying transferable skills

### "The Application Kit"

- Effective CVs
- Covering letters
- Speculative letters

### Approaching The Job Market

- Adverts
- The internet
- Agencies
- Speculative applications
- Networking

### Telephone Interviews

- The communication circle
- Losing body language

### Face to Face Interviews

- Planning answers
- First impressions
- Interview technique
- Structuring examples

### Surviving Redundancy

- Hints and tips

### Course Evaluation and action planning