

Course Title – ‘Get that Job’

At a time of great change in the Public & Private Sectors and with stiff competition for available jobs, it is more apparent than ever that getting the job that is right for you is likely to be harder than it has ever been. However, by adopting the right methodologies, with a range of simple and more complex strategies, you can dramatically improve your prospects, giving you the best chance of success.

Whilst we cannot guarantee we can get anyone a job, we can show you how to make yourself stand out from the pack, increasing your chances of getting an interview and job offer.

A valuable ‘give away’ to this course is a **Personality Profile review (worth £50)**. This will ensure that you better understand your strengths and weaknesses in relation to any particular role. You will “**know yourself better**” and it will help you to decide the type of job that suits your skills and talents best. The profile will be completed on-line prior to the training day and individual feedback will be given on the day. The completed profile which will be available for you to take away, will not only be invaluable in preparing you for interview but sent alongside your CV to prospective employers, will ensure you **stand out from the crowd** and will show confidence in your application

Course contents outline

- Personality Profile – worth £50
- Organising yourself
- Where do I look for a job?
- How do I research?
- What’s in a job advert?
- CVs and cover letters
- Interview skills and practice
- Assessment days (including basic presentation tips and practice)

Benefits from attending

Delegates will complete a range of exercises that will either confirm or point them at the right career choice for their skills and attributes. On attending this one day course, delegates will be able to construct an impressive CV that is applicable to the job they are applying for.

Each delegate will be presented with a support pack of sample documentation which can be used to support your applications and career development. ***A must for anyone who is looking for a position of employment in these difficult times.***

Course priced at £145 + VAT per delegate

For details of our open course schedule at prime venues throughout the UK contact Gwen on 01937 520 458 or email gwen@skillsfinder.info for further information