PROFESSIONAL DEVELOPMENT TRAINING

# Job Search, Application and Interview Skills

09 884 0762

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 some little 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, interview 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.**

**This dynamic and practical training course is now available across New Zealand including Auckland, Wellington and Christchurch.**

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

### 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 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

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# 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
- 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

- 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**

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