

career transition new employment.

Grow your knowledge with us



Length of course: 1 day

Summary

This workshop will provide employees with the key tools and techniques to successfully create new employment opportunities, by helping to prepare a relevant CV, carry out proactive job search activities and develop effective interview techniques.

Suitability

Displaced employees seeking new employment, internally or externally.

Course structure

- Handling change and transition
- CV best practice
- Preparing a profile statement
- Networking effectively
- The speculative job market
- Advertised and internet campaigning
- Effective interviews
- Successful job transition

Outcomes

By the end of the course employees will be able to:

- Positively and pro-actively manage themselves and identify new employment opportunities
- Maintain and enhance self-awareness, self-esteem, motivation, confidence and understanding of their current and future employability
- Begin identifying key skills and strengths and use a structured framework to develop most important skills and strengths now and in the future
- Start to recognise key achievements and express them as powerful statements of experience and potential value
- Identify the key elements of a successful CV and make progress with own CV
- Understand the key elements in making a successful internal or external application
- Gain an overview of the internal and external job market and routes to market
- Apply a structured process to ensure a positive impact is achieved at interview
- Prepare and begin implementing an action plan that enables taking control of future employment opportunities