

Job Seeking – Course Outline

Duration: ½ Day

Audience: Anybody facing redundancy, wanting a career change or wanting to return to work after a long period of absence and needs to look for a job.

Overview: This is a highly practical and hands on session that looks at the realities of job seeking in today's job market. It starts with the degree of thought that needs to go into deciding what jobs are and aren't for you. Planning how to access the job market and how to turn all of this into positive action in terms of a job hunting campaign.

Considerations: Because the course is practical there will be 'real time' activity in signing up to job sites etc. Each participant will need a valid e-mail address and access to the internet.

Indicative Content:

- 💡 Steps to getting a new job
- 💡 The importance of preparation
- 💡 Deciding what you want/need out of a job before you start job hunting
- 💡 Understanding the Job Market
- 💡 Where to find job opportunities
- 💡 Signing up to job alerts
- 💡 Understanding & articulating what you have to offer a potential employer
- 💡 Securing a Job is a Full-Time Job in Itself
 - Professionalism & Dedication
- 💡 Action Planning

Please contact us to chat through your potential requirements or better still tell us when you're free and we'll call you!

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Developing a Standout CV – Course Outline

Duration: 1 Day

Audience: Anybody who needs to write or update their cv in a way that it stands out from the rest.

Overview: A practical hands-on workshop to develop a powerful standout cv that will catch the eye of recruiters for all the right reasons. Participants will learn a whole raft of tools to assist them in developing their cv and the session culminates in each participant writing their cv and getting feedback on it.

Indicative Content:

What candidates have to offer employers

- 💡 Knowledge
- 💡 Skills
- 💡 Attitudes
- 💡 Identifying Transferable skills

First Impressions Count

- 💡 CV as you shop window
- 💡 How to make a great first impression with your cv

It's a match!

- 💡 One cv will not do for every application
- 💡 How to match your cv and covering letter to specific job descriptions/adverts

What to include on a cv

- 💡 Content and Sections of a cv
- 💡 What not to include
- 💡 Ideal length of a cv

Choosing Impactful Words

- 💡 4 P's of cv language
- 💡 Words & phrases to avoid
- 💡 Using a wide range of verbs & adjectives to describe yourself in a cv

Developing a Personal Profile

Creating an Electronic cv

- 💡 Effective Layout
- 💡 Use of templates

Practical Session

Redundancy Course Outlines

Where participants develop their own cv content and get constructive feedback in where to improve them.

Personal Action Planning

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Interview Skills (for Candidates) – Course Outline

Duration: 1 Day

Audience: Whether you are a voluntary job seeker or are facing redundancy then this course will prepare you for the inevitable interviews that come with securing a new job.

Overview: An impactful and practical course run in a workshop style. Participants will gain skills to enable them to excel in any interview situation and build their confidence by having adequately prepared and practised for interviews in advance.

Indicative Content:

- 💡 Getting in the right frame of mind
- 💡 Interview Preparation
- 💡 What interviewers are looking for
- 💡 Different types of interview and how to handle them
- 💡 The interview format
- 💡 First Impressions Count – how to make a great first impression
 - Dressing for Success
 - Winning Body Language
- 💡 Interview Basics
 - Protocol
 - Interview Musts
 - Tips for Success – At the beginning, during and after the interview
- 💡 Standard Interview Questions
- 💡 Competency Based Interviews
 - STAR Format for answering questions effectively
- 💡 Interview Practise & Feedback
- 💡 Action Planning

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