

JOB SEEKING SKILLS FOR CAREER SUCCESS COURSE SYNOPSIS	
AIM	<p>With individuals changing their career seven to ten times throughout their life, and with many jobs in between, developing your job searching skills is an important skill to help you reach your goals. A range of reasons bring individuals on the job-hunting trail. It may be after studies, a dismissal or retrenchment, caring for family members, or while still employed that you recognise it is the time to move on. The job seeking period is the time to focus on your career goals, a positive change and to recharge yourself.</p> <p>There are many people competing for the same job in the employment market. To secure meaningful employment it is essential that you have good job seeking, confidence and communication skills. The course enhances your job application skills to help you win your next job.</p> <p>The program aims to assist you to achieve your career goals and gain confidence with high quality job applications to win your next job.</p>
COURSE CONTENT	<ol style="list-style-type: none"> 1. Goal Planning – Plan to Succeed 2. Writing Your Cover Letter – An Accompaniment to Your Resume 3. Resume Writing – Your Self-Marketing Tool 4. Interview Skills – Create a Positive First Impression
LEARNING OUTCOMES	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> • Identify your goal, develop strategies to overcome barriers and take strategic action through your action plan • Discover your potential, recognise your strengths and address areas of weakness • Develop an effective resume, write application letters and address key selection criteria to a high and professional standard • Develop your interview skills by addressing employer requirements and matching these to your experience and qualifications • Develop communication skills, gain confidence and build resilience throughout the job seeking process
PROGRAM DELIVERY	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Experiential learning activities • Individual exercises • Write and develop a range of professional job seeking documents