

Get that job

Introduction

Developed in partnership with leading providers of career management, coaching and outplacement solutions CEPEC, this training resource shows you how to manage the next phase of your career by organising methodical job searches, honing your personal skill set, preparing CVs that will get you noticed and handling interviews with confidence.



Audience

Staff at all levels, including foundation level employees, operational people, managers and senior executives.

Objectives

This course will give a better understanding of:

- How to negotiate effectively
- How to hone and promote their personal skill set
- How to organise job searches
- CV and interview preparation
- Interview techniques.

Content

Some topics covered in this course:

Facing your future | The analysis | Your ideal job | Organising |
Market research | CVs and applications | Types of interviews |
Preparation | Get the job