

Job Searching Skill Workshop

Duration: 1 Day

Course Overview:

This course is designed to help participants develop the skills and knowledge necessary to successfully navigate the job search process and to stand out in today's competitive job market. Throughout the course, they will learn how to create a standout resume and cover letter, effectively network with potential employers, prepare for interviews and negotiate job offers. Our goal is to help them build the confidence and skills needed to achieve their career goals and find the job that is right for them.

Who Should Attend?

Temporary workers, retrenched workers and unemployed graduates.

Course Objectives:

The objective of the Job Searching Skill Workshop is to provide participants with the essential skills and strategies necessary for a successful job search. By the end of the workshop, participants should be able to clarify their career goals, develop a winning resume and a cover letter, effectively use job search engines and websites, network with professionals in their field, prepare for interviews, follow up after an interview, and remain patient and persistent throughout the job search process. The ultimate goal of the workshop is to help participants find a job that aligns with their career aspirations, skills and qualifications.

Outline

Module 1: Getting to Know a Company

- Conducting background research of a company
- Identifying a company's needs and goals
- Identifying a particular job requirements
- How to conduct a SWOT analysis for a company to identify what problems can you solve for them

Module 2: Identifying Your Skills Gap

- Identifying your current available skills and the skills required to be qualified for a particular job
- Creating a plan to acquire the necessary skills for the desired job

Module 3: Market Research

- Identifying the most common requirements for a particular job position in the majority of companies

Module 4: Resume

- Methods of writing a winning resume
- Ways to write a customized cover email and why is it important
- Video resume
- Portfolio building
- The dos and don'ts of resume writing

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Module 5: Interview

- How to use sales and marketing techniques to successfully sell the idea of why a company should hire you
- Common interview questions
- Interview role-play

Module 6: LinkedIn

- How to create a solid and attractive LinkedIn profile
- How to grow your connections
- What contents should you create to attract headhunters and employers
- How to reach out to headhunters and employers

Module 7: Common Misconceptions that Job Seekers Have

- Unrealistic expectations for a company
- The ugly truth of why you are not being hired

Module 8: The Top Performers' Mindset

- What is required to be a top performer
- Understanding the difference between driving results and being busy
- Growth mindset
- Task prioritization
- Constantly asking for reviews/feedback from Supervisors
- Doing more than what is required from you // Going above and beyond is a top performer's mentality