

New Beginnings

INTRODUCTION

With organisations employing flatter management structures such as matrix and self-directed teams, the need for empowered employees is acute. In terms of business development, the skills are fundamental to achieving success.

The ability to influence others without the power of position is a key skill for achieving results and maximising productivity.

This course can be tailored and delivered in company.

COURSE OBJECTIVES

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

- **Increase** participants' chances of securing new employment or planning for a career change
- **identify** the true size of the job market
- **identify** their unique package of skills, knowledge and experience and prepare a curriculum vitae
- **speed up** the process of locating and securing a desired position
- **To sell** themselves effectively in writing and at interview.

COURSE DURATION: 1 Day Course

COURSE CONTENTS

Introduction

Getting the situation in perspective

THE JOB MARKET

Do you want a job? Alternatives
Using the media
Agencies
Tapping the hidden job market
Finding out who is the decision maker

IDENTIFYING YOUR ASSETS

What's in a job?
Skills, knowledge and experience listing
Writing a C.V

SELLING YOUR ASSETS

Help with C.V. writing
Writing covering letters
Application forms

PRESENTING YOURSELF

Preparing for an interview
Presenting yourself
Handling difficult questions
Facing up to tests

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