

Job Search Skills

Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it? The Job Search Skills workshop will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you'll be more than ready to start your search for your perfect job. Identifying the purpose for working and the assessment of skills can help determine the types of jobs your participants should apply for.

Course Outline

- Ready, Set, Go!
- Building Your Resume
- Polishing Your Resume
- Writing a Cover Letter
- Creating a Portfolio
- Networking Skills
- Skills for Success
- Where to Look?
- Understanding the Interview
- Interview Skills

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define objectives and purpose in search for employment.
- Help establish SMART goals in the job-hunting process.
- Assist in developing a first month plan of action for job search.
- Craft an effective resume.
- Form an attractive cover letter.
- Develop and present a portfolio of the prior work.
- Learn networking skills in finding leads for jobs.
- Efficiently get interviews and thrive in the interview process.

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Who Should Attend

Suitable to all positions.

For more information please feel free to contact:

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