

Career Transitioning & Planning Skills Workshop

Course Information

Full Day Workshop (6 Hours)

TSCTP10 (course code)

Target Audience

This course will benefit anyone who is wanting to effectively transition to the workforce after a loss of a job and/or a career change by updating existing skills in writing a more effective Resume and planning.

Overview

A career transition is one of the top five most stressful events that can take place in anyone's life. The good news is that we can support you through this change and assist in either a new career outlook or job which best suits you.

We will endeavour to do this by identifying your skills, confidence and self-knowledge in finding your ideal job whilst marketing yourself to prospective employers.

The most successful participants will be you, being pro-active and enthusiastic in their job campaign and undertaking sustained meaningful activity. It is up to 'YOU' to put in the most effort you possibly can while we provide the support, tools and resources to help make your career change a success.

Course Inclusions

Work book with activities and action plan
Certificate of attendance upon completion

Learning Outcomes

By the end of this course you will have gained knowledge of the following:

- Career Transitioning
- Your Career Plan
- Job Security, Does it Exist Anymore?
- Assessing My Career Preferences
- Career Direction
- What are Skills?
- What Skills do I Have?
- Skills Gap Analysis
- What is a Resume For?
- How to Write an Effective Resume
- Resume Formats in Detail
- Subject Matter in a Resume-Relevant Info
- What is a Cover Letter?
- How to Write an Effective Cover Letter
- Structure of a Marketing Letter

Course Content

What is a Resume? – There are a lot of different theories on how to write a resume but I like to keep things simple. So we are going to break it down into 4 basic steps.

- ✍ Brainstorm
- ✍ Putting it all together
- ✍ Proofread
- ✍ Customise your application



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We also look at cover and marketing letters so you not only know how to write a document, you understand what it is and the main purpose.

Skills analysis and identification – Participants will be taken through the different types of skills and what employers are looking for. They will then undertake a skills analysis self-assessment to help identify personal and professional skills and start building their application toolkit.

Writing a cover letter and resume – Participants will be taken through the different types of resumes and cover letters, formatting and content. They will then build their own resume and cover letter to start adding to their application toolkit. They will be saved on the USB supplied during the course for participants to take away and start actively applying for jobs.

Online presence and applications – Participants will be given an understanding of online presence and branding, the advantages and dangers to be aware of. They will learn to create a Seek profile and LinkedIn profile as part of the course to continue adding to their application toolkit.

Career Goals – Participants will be given an overview and understanding of career goals and the process to help undertake and set career goals.

Registration with Recruitment 247– Participants will register with us to further gain access to prospective employers, a consultant will contact you when appropriate jobs are identified.