

# Winning That Job

For employees wanting to enhance their job application and interviewing skills | 1 day

Many employees have worked in the one organisation for many years. Consequently, they often don't know how to effectively complete resumes, job application letters and address the job selection criteria. Furthermore, many are uncertain how to perform well in the job interview.

This workshop is designed to equip participants with the necessary knowledge and skills to effectively apply for and obtain sought vacant positions, by properly addressing all of the above issues.

## Objectives

On completion of the training, participants will be able to:

- know the critical success factors for applying for jobs in their organisation
- identify and address capability gaps for their next preferred work role
- develop an effective résumé and application letter
- effectively address the selection criteria in vacant positions
- successfully prepare for the interview
- understand and apply techniques for effective interviewing
- practice skills for behavioural-based interviews using the STAR Model

## Key Content

- The organisation's job application guidelines and requirements
- Research and preparation tips for résumés and application letters
- The structure and importance of addressing the selection criteria
- Résumé and selection criteria skills practice
- Review of interview experiences and behavioural interview questions
- Addressing potential interview responses using STAR technique
- Interviewing skills practice and feedback

## Comments by Participants

- Workshop was very effective
- Content was very useful
- Met expectations, interesting, and many new things learned
- Very good; quality presenter
- Very knowledgeable, enthusiastic
- Very able to present concepts and topics
- Highly effective presentation style
- Comprehensive and thorough for one day. Well presented. Thanks!
- Thanks – really enjoyed it. Very helpful to discuss issues with peers.
- Good course, facilitator was great