

Personal Development

Job Search Skills Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Ready, Set, Go!

- Identifying Your Values and Purpose
- Assessing Your Skills
- Setting SMART Goals
- Building a Resource System
- A 30-Day Plan

Module Three: Building Your Resume

- Basic Resume Formats
- Chronological Style Resume
- Combination Style Resume
- Essential Information to Include
- Dealing with Awkward Points
- Checklist for Success

Module Four: Polishing Your Resume

- Creating an Attractive Package
- About Branding
- Some Extra Touches
- Checklist for Success

Module Five: Writing a Cover Letter

- Types of Cover Letters
- First contact cover letter
- Targeted cover letter
- Recommendation Cover Letter
- Creating a Template
- Customizing the Template
- Checklist for Success

Module Six: Creating a Portfolio

- When Do I Need a Portfolio?
- Types of Portfolios
- Working Portfolio
- Display Portfolio
- Assessment Portfolio
- Essential Elements
- Checklist for Success

Module Seven: Networking Skills

- What is Networking?
- Getting a Conversation Started
- Creating an Effective Introduction
- But I'm So Nervous!
- What Not to Talk About
- Wrapping Up and Moving On

Module Eight: Skills for Success

- Being Organized
- Becoming a Punctual Person
- I Can Do This!
- Important Etiquette Points

Module Nine: Where to Look?

- The Obvious Places
- The Hidden Job Market
- About Cold Calling
- The Power of Networking

Module Ten: Understanding the Interview

- Types of Interviews
- What to Expect
- About Behavioral Questions
- About Knowledge Questions

Module Eleven: Interview Skills

- Dressing for Success
- The Meaning of Colors
- Interpreting Common Dress Codes
- Deciding What to Wear
- Answering Questions
- Asking Questions
- Following Up

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations