PROFESSIONAL DEVELOPMENT TRAINING

# Job Search and Application Skills - 3hours

016 299 1479

REQUEST QUOTE

0.5 DAY COURSE

**When you're searching for a new job, knowing the correct methods for conducting the search is immensely important. You'll save time and find better opportunities if you use the tips and tricks taught in this course.**

**The PD Training Job Search and Application Skills Training Course provides professional training in developing networking skills, assessing personal skills, building a resume, writing cover letters, creating a portfolio and more.**

**This course guides you through first half of job search, to increase your chances of securing the all important interview. You will also receive your own Personal Interview Coach report, which will assist you to develop your strengths, suggest types of roles that will likely be a good match for you and how to position yourself well in interviews.**

**This dynamic and practical training course is now available online, live with one of our skilled trainers in Australia, New Zealand, Singapore, Hong Kong, Malaysia and USA.**

**Please click on the Public Class tab below to view our Job Search and Application Skills Training course schedule or click the In-House Training tab to receive a free quote for courses delivered to your team or group.**

### What You'll Gain:

Job Search Skills Training Course provides participants with the knowledge and the skills to find the right job and to succeed in getting it. During the course, participants learn to define their objectives and goals, use SMART goals, develop a plan of action, design an effective resume, create an attractive cover letter and more.

## Outcomes

After completing this program, you will have the necessary knowledge and skills to search for the perfect job for you.

**After completing this course, participants will have learned to:**

- Assess their skills

- Build a resource system
- Set SMART goals
- Understand basic resume formats
- Create an attractive package
- Understand branding
- Add extra touches
- Create and customise a template
- Create a portfolio
- Use networking skills
- Understand the importance of organising
- Look at the hidden job market
- Use networking to find the right jobs

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# Modules

### Lesson 1: Networking Skills

- What is Networking?
- Getting a Conversation Started
- But I'm So Nervous!
- Wrapping Up and Moving On

### Lesson 2: Ready, Set, Go!

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

### Lesson 3: Where to Look?

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

### Lesson 4: Building Your Resume

- Basic Resume Formats
- Dealing with Awkward Points
- Checklist for Success

### Lesson 5: Polishing Your Resume

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

### Lesson 6: Writing a Cover Letter

- Types of Cover Letters
- Creating a Template
- Customising the Template
- Checklist for Success

### Lesson 7: Creating a Portfolio

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

**Talk to our expert team**

**Phone: 016 299 1479**

Email: enquiries@pdtraining.com.my